City of Zilwaukee

Covid-19 Training Manual

Effective

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Overview

The health and safety of our employees is the primary goal for the City of Zilwaukee. The objective of this manual is to provide training and guidance on workplace practices for optimum health and safety regarding Covid-19.

Coronaviruses are a family of viruses that can cause illness in people. The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine for this disease.

The City is asking that all employees review this COVID-19 Training Manual and sign the attached "Acknowledgement and Understanding" indicating that they have received and reviewed the manual.

Please contact the City Manager with any questions or concerns.

Signs & Symptoms

COVID-19 causes mild to severe respiratory illness- can cause severe pneumonia-like illness.

Typical symptoms:

- Fever (>100.4° F)
- Cough
- Shortness of Breath
- Fatigue
- Headache
- Muscle or body aches
- New loss of taste or smell

Symptoms begin 2-14 days after exposure.

How COVID-19 is Spread

There are several avenues that COVID-19 can spread.

- Person to Person spread
  - Exposure to respiratory droplets from someone who is infected (cough, sneeze, or just simple breathing)
  - People without symptoms can spread the virus (asymptomatic)
- Touching Contaminated Surfaces and then touching eyes, nose, or mouth

Workplace Infection-Control Practices

Prevention Efforts and Workplace Infection Controls

a. Social Distancing

The City will abide by the recommended social distancing and other safety measures and will adhere to the following:

- Staff meetings will be postponed or held remotely;
- Employees are encouraged to maintain a physical distance of at least six (6) feet, even when on break, as well as before and after working hours;
- Employees must wear face coverings when employees cannot consistently maintain six feet of separation from other individuals;
- Employees must wear a mask when interacting with the general public;

- Non-essential travel is postponed or cancelled;
- Work from home arrangements may be considered when deemed appropriate;
- Employees will submit to a daily self-screening protocol;
- Contractors will be screened by facility staff or designee prior to entering city buildings.

Other measures may be imposed depending on the employee's job classification, and as required or recommended by federal, state, or local authorities.

b. Cleaning

The City provides employees with non-medical grade face coverings, disposable gloves, and face shields upon request. Do not wait until you run out of PPE, but let the office know what you need.

In addition, the City is instituting the following cleanliness measure:

- Performing daily and routine environmental cleaning and disinfecting, especially of common areas;
- Where available, providing hand sanitizer and disinfectant wipes in work areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning workstations twice a day (at the beginning and end of each day);
- Avoiding the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 second;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding shaking hands or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on the City premises;
- Complying with the City's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

Hand Washing

Follow these Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. You do not need a timer, just hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

While washing your hands with soap and water is the best way to get rid of germs in most situations, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Check the product label to make sure it contains at least 60% alcohol.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do **not** get rid of all types of germs.
- Hand Sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

CAUTION! Do not drink hand sanitizer, even the smallest amount can cause alcohol poisoning.

How to use hand sanitizer:

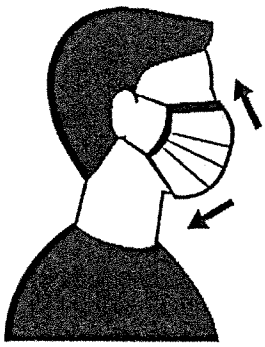
- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Proper use of Person Protective Equipment

The City will provide Personal Protective Equipment (PPE's) or Face Coverings such as a non-medical face mask.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Take off your Face Covering Carefully

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose and mouth when removing and wash your hand immediately after removing.

Use the Face Covering to Protect Others

- Wear a face covering to protect others in case you are infected but do not have symptoms
- Keep the covering on your face when working within six feet from coworkers or the public or when other safety equipment is not available such as Plexiglas shields, unless you are medically unable to wear the mask
- **Don't** put the covering around your neck or up on your forehead
- **Don't** touch the face covering, and if you do wash your hands

Steps an employee must take to notify the City of any COVID-19 Symptoms or a suspected or confirmed diagnosis of COVID-19

Do Not Report to Work if You have COVID-19 Symptoms

The following employees should **not** report to work and, upon notification to the City, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had **close contact** with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days , have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

An employee with COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, the City:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Notifies the public health department;
- Keeps confidential the identity of the diagnosed/symptomatic employee (however, the City may identify the individual to public health authorities as required by laws); and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, as defined below.

Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law.

Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, employees will be screened daily as they report to work. **Do not report to work if you have any symptoms related to COVID-19.** Temperatures will be taken by the Office Manager when you report to work. You will then be asked the following questions:

- Do you have any of the following symptoms? Cough, Shortness of Breath or Chest Tightness, Sore Throat, Nasal Congestion/Runny Nose, Myalgia (Body Aches), Loss of Taste and/or Smell, Diarrhea, Nausea, Vomiting, Fever/Chills/Sweats
- Have you come in close contact with anyone in the last 14 days who tested positive with OVID-19?
- Have you traveled via airplane internationally in the past 14 days?

Employees who develop symptoms during their working hours must immediately contact the City Manager or Office Manager.

Return-to-Work Requirements

Employees are required to provide a release to return to work from their Healthcare Provider.

Employees who are themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At 24 hours have passed since the resolution of fever without use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath; and
- At least 7 days have passed since first symptoms first appeared.

Employees who came into close contact with, or live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

How to Report Unsafe Working Conditions

Employees concerned with unsafe work conditions may report them to the City Manager.

Appendix A

Employee Acknowledgement and Understanding

Of the City of Zilwaukee's COVID-19 Training Manual

Employee Name: _____

I acknowledge that I am in receipt of the City of Zilwaukee COVID-19 Training Manual and understand that it is my responsibility to read and review this manual.

I also understand that if I have questions regarding any section of this manual, I can request answers from the City Manager.

This City of Zilwaukee COVID-19 Training Manual was received by me on

_____

Date

Employee Signature: _____