



EMPLOYEE RETURN TO WORK TRAINING

COVID-19 RESOURCE & INFORMATION GUIDE

June 2020

SOURCES:

U.S. Center for Disease Control
South Dakota Dept. of Health
American College Health Association

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Phil Pesheck – Public Safety

EMPLOYEE RE-ENTRY TASK FORCE

▶ **General Overview of COVID-19**

Transmission methods

Infection Prevention & Control Measures

Signs & symptoms

Employee Self-Screening

Credible resources for additional COVID-19 information

▶ **Campus Procedures regarding**

Infection prevention and control

Campus & Community resources

Actions to take if sick/not feeling well

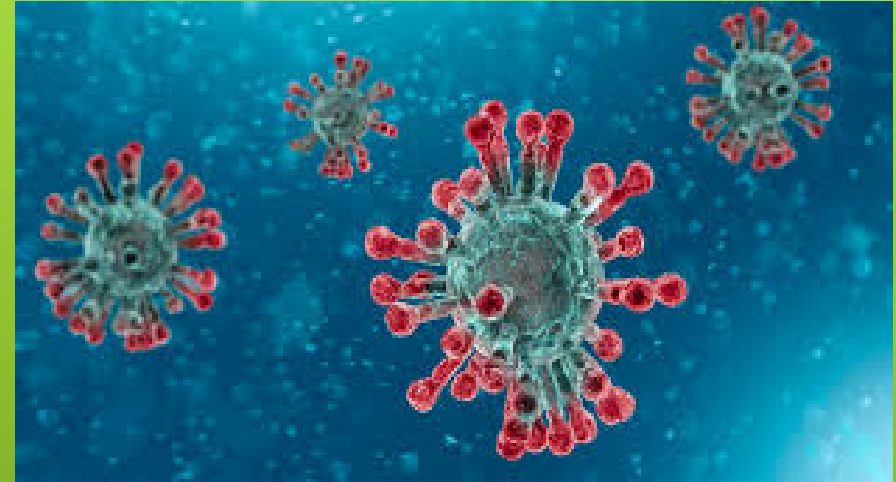
▶ **New Workplace/Office Etiquette**

Office gathering areas: break rooms, common areas

Visitors in the Workplace

What to do if symptoms develop

Face Masks



TRANSMISSION METHODS

COVID-19 is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet).

- ▶ Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- ▶ These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- ▶ COVID-19 may be spread by people who are not showing symptoms.

INFECTION PREVENTION AND CONTROL MEASURES:

- ▶ Personal hygiene – wash hands frequently using warm water/soap for a minimum of 20 seconds.
- ▶ Avoid touching eyes, nose, mouth with unwashed hands
- ▶ Avoid close contact with people who are sick (even in your home) maintain a minimum of 6-feet apart
- ▶ Practice social distancing when at work or in public (6-feet minimum)
- ▶ Cover coughs and sneezes with a tissue or the inside of your elbow
- ▶ Clean & disinfect frequently touched surfaces (tables, doorknobs, light switches, handles, desks, phones, etc.)
- ▶ Monitor your health – monitor for symptoms

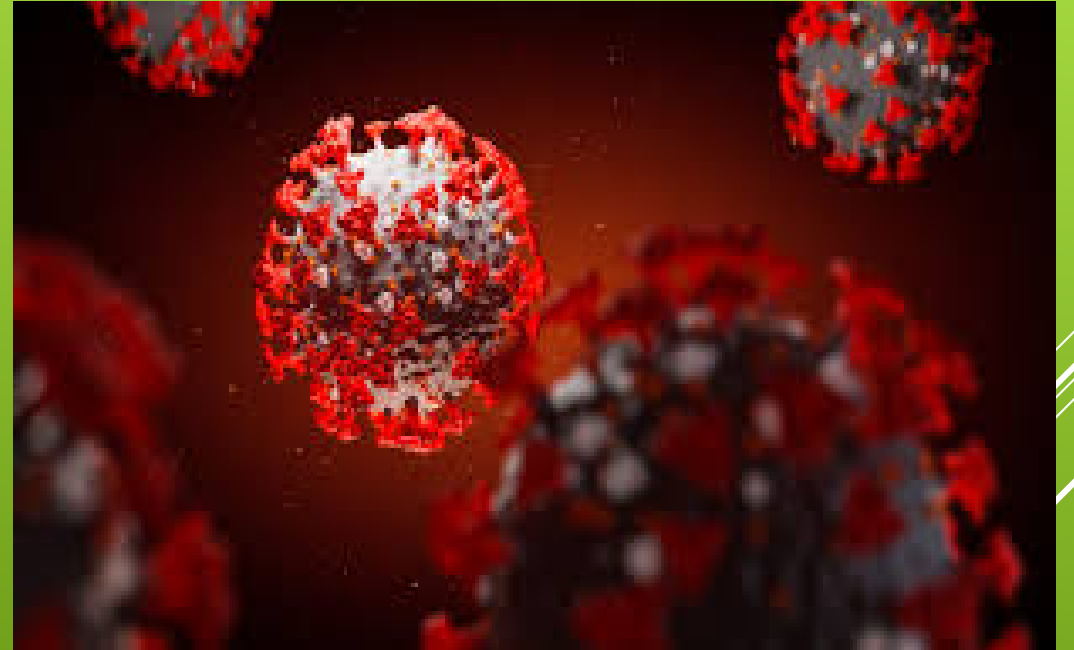
SIGNS & SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19.

Current recognized symptoms:














- ▶ Sore throat
- ▶ **Fever above 100.5**
- ▶ Headache
- ▶ Muscle aches\Chills and/or chills with repeated shaking
- ▶ Cough
- ▶ Shortness of breath (not severe)
- ▶ New loss of taste and/or smell
- ▶ Diarrhea
- ▶ Nausea or vomiting
- ▶ Congestion or runny nose



Is it COVID-19?

DEPARTMENT OF HEALTH
[covid.sd.gov](https://www.covid.sd.gov)

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all. If you are able to manage your symptoms at home, you don't need to seek care or get a COVID-19 test. Contact your medical provider for any symptoms that are severe. For medical emergencies, such as difficulty breathing, call 911.

SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
 Cough	Often	Often	Sometimes	Sometimes
 Fever	Often	Often	Rarely	Never
 Body Aches	Often	Often	Rarely	Never
 Shortness of Breath	Sometimes	Sometimes	Rarely	Rarely
 Headache	Sometimes	Often	Sometimes	Sometimes
 Fatigue	Sometimes	Often	Sometimes	Sometimes
 Sore Throat	Sometimes	Sometimes	Sometimes	Never
 Loss of taste or smell	Sometimes	Rarely	Rarely	Rarely
 Diarrhea	Sometimes	Rarely	Never	Never
 Chest pain or pressure	Rarely	Rarely	Never	Never
 Runny nose	Rarely	Sometimes	Often	Often
 Sneezing	Rarely	Sometimes	Often	Often
 Watery Eyes	Never	Never	Never	Often

This list is not all-inclusive. May 13, 2020



EMPLOYEE SELF-SCREENING ASSESSMENT TOOL

University employees are required to do a COVID-19 self-screening test a minimum of 3 times/week.

- ▶ Testing will be done via the “honor system”
- ▶ Employees will receive email reminders to Outlook with the link to the assessment tool
- ▶ Self-test is a cooperative effort between the CDC and Apple
- ▶ Series of questions that will help determine if a person is non-symptomatic OR symptomatic to the extent of:
 - needing to contact their medical provider or
 - self-isolating for a minimum of 7 days
- ▶ Should the self-screening process refer an employee to one of the above steps, they are to notify their supervisor as soon as reasonably possible

CREDIBLE RESOURCES FOR ADDITIONAL COVID-19 INFORMATION:

- ▶ Centers for Disease Control & Prevention – COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

- ▶ South Dakota Department of Health – COVID-19

<https://doh.sd.gov/news/coronavirus.aspx>

- ▶ Occupational Safety and Health Administration – COVID-19

<https://www.osha.gov/SLTC/covid-19/>

- ▶ American College Health Association – COVID-19

https://www.acha.org/ACHA/Resources/Topics/2019_Novel_Coronavirus_2019-nCoV.aspx

CAMPUS PROCEDURES:

Infection prevention and control

Hand Hygiene:

- ▶ Employees are asked to practice good hand hygiene per CDC guidelines: wash hands with soap and warm water for a minimum of 20 seconds
- ▶ If washing hands is not feasible, use an alcohol-based hand sanitizer with an alcohol content of at least 60% ethanol or 70% isopropanol
- ▶ Gloves: unless exposure to blood or other potentially infectious material or surfaces is anticipated, gloves should not replace frequent hand washing hygiene. If touching contaminated surfaces or infectious material cannot be avoided CDC guidelines for wearing/removing gloves can be found at: <https://www.cdc.gov/handhygiene/providers/index.html>

CAMPUS PROCEDURES

Infection Prevention and Control

Sanitizing of Work Stations: (Custodial services clean and sanitize all common surfaces throughout campus during every shift.)

- ▶ Employees will be responsible for the sanitizing of their respective work stations and communal office equipment (printers, copiers, office phones, microwave ovens, etc.). Recommended procedure:
- ▶ Using sanitizer wipes or a spray disinfectant and towel the employee will wipe down all common areas in their work station at the start of the work day
- ▶ Shared office equipment such as printers, copiers, telephones, etc. shall be sanitized by each employee before and after using
- ▶ At the end of the business day employees will do a final wipe-down/sanitizing of all common areas and shared equipment in their work stations and office
- ▶ Cleaning/sanitizing kits will be placed throughout campus buildings (specific locations to be determined)
 - Woodburn 1st & 2nd floors
 - Facilities building
 - Jonas 1st & 2nd floors (including skywalk)
 - Student Union – all floors
 - BHRC
 - Library 1st floor and basement
 - Meier Hall 2nd & 3rd floors
 - Jonas Science
 - YC Admin & Fitness areas

CAMPUS PROCEDURES

Infection Prevention and Control

Social Distancing in the Work Place:

Current social distancing in the work place recommendations by CDC guidelines are:

- ▶ Maintain at least 6-feet between work stations and communal office equipment such as printers, copiers, microwaves
- ▶ Employees need to maintain a 6-foot distance during contact with customers, other staff, campus visitors
- ▶ Consider office reconfiguration options to relocate work stations/desk or communal equipment
- ▶ Tape 6-foot X's on the floor in service/sales locations where lines tend to develop (please use specific social-distancing decals or blue painter tape)
- ▶ Placement of polycarbonate protective shields in locations that require close-proximity contact between employees and students/public.

CAMPUS PROCEDURES

Campus & Community Resources

Campus:

▶ Facility Services to order:

- Additional cleaning/sanitizing supplies and products
- Office reconfiguration/moving of work-stations
- Request for a polycarbonate protective barrier shield

NOTE: All of the above requests need to be submitted via a Facility Services Work Request via:

<https://bhsu38.upturnhost.com/Default.aspx?screen=SprocketPortal>

▶ Human Resources:

- Employee Assistance Program – resources and contact information
- At Risk Employee – Remote Work
- Families First Coronavirus Response Act information

▶ Community:

- Monument Health Nurse Triage line:1-800-279-1466. To be used if you are symptomatic and seeking authorization to be tested for COVID-19
- Monument Health Urgent Care: 1420 North 10th Street, Spearfish 605-717-8595
- Monument Health Emergency Department; 1440 North Main Street, Spearfish 605-644-4000

CAMPUS PROCEDURES

Actions To Take If You Are Sick/Not Feeling Well (as recommended by the CDC)

- ▶ Stay home except to seek medical care:
 - **stay home:** most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - **take care of yourself:** get rest and stay hydrated. Take over-the-counter flu/pain medicines to help you feel better.
 - **stay in touch with your doctor:** Call before you seek medical care. Be sure to get care if you have trouble breathing or if you think it is an emergency.
- ▶ Separate yourself from other people:
 - **As much as possible, stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- ▶ Monitor your symptoms: (fever, cough, or other symptoms (sore throat, headache, muscle aches, chills, shortness of breath (non-severe), loss of taste and/or smell)
- ▶ When to seek medical attention:
 - trouble breathing
 - persistent pressure or pain in the chest
 - new confusion
 - inability to wake or stay awake
 - bluish lips or face

- ▶ Self-screening for COVID-19 symptoms
- ▶ Social distancing in the workplace & visitors to campus
- ▶ What to do if symptoms develop
- ▶ Face masks

OVERVIEW OF NEW WORKPLACE ETIQUETTE

Self-Screening for COVID-19 Symptoms

EMPLOYEE SELF-SCREENING

Employees will be required to do a self-screening assessment tool a minimum of 3 times/week.

- ▶ Testing will be done via the “honor system”
- ▶ Employees will receive email reminders to Outlook with the assessment link
- ▶ Self-test is a cooperative effort between the CDC and Apple
- ▶ Series of questions that will help determine if a person is non-symptomatic OR symptomatic to the extent of:
 - needing to contact their medical provider or
 - self-isolating for a minimum of 7 days
- ▶ Should the self-screening process refer an employee to one of the above steps, they are to notify their supervisor as soon as reasonably possible

Social Distancing In The Workplace & Visitors to Campus

Current social distancing in the work place recommendations by CDC guidelines are:

- ▶ Maintain at least 6-feet between work stations and communal office equipment
- ▶ During contact with customers, campus visitors and other staff, employees need to remember the 6-foot distance recommendation.
- ▶ Consider requesting visitors to wear face masks.
- ▶ practice safe distancing in break rooms, congregating area
- ▶ consider staggering employee break times
- ▶ Consider office reconfiguration options to relocate work stations/desk or communal equipment
- ▶ Tape X's for 6-foot distancing on the floor in service/sales locations where lines tend to develop (please use specific social-distancing decals or blue painter's tape)
- ▶ Placement of polycarbonate protective shields
- ▶ For events that involve large group (campus tours, open house, Preview Days, etc.) the current maximum group size allowed by the City of Spearfish is 250 people. Groups must practice appropriate social distancing
- ▶ To facilitate large groups and social distancing, consider forming smaller sub-groups

What To Do If Symptoms Develop

Current Identified Symptoms:

- Sore throat
- **Fever above 100.5**
- Headache
- Muscle aches
- Chills and/or with repeated shaking
- Cough
- Shortness of breath (not severe)
- New loss of taste and/or smell
- Nausea or vomiting
- Congestion or runny nose
- Diarrhea

▶ Stay home except to seek medical care

▶ Separate yourself from other people

▶ Monitor your symptoms

▶ **When to seek medical attention:**

- trouble breathing
- new confusion
- bluish lips or face
- persistent pressure or pain in the chest
- inability to wake or stay awake



Face Masks (current recommendations from the CDC)

Recent studies show that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain especially in areas of significant community-based transmission.

Wearing Your Face Mask Correctly

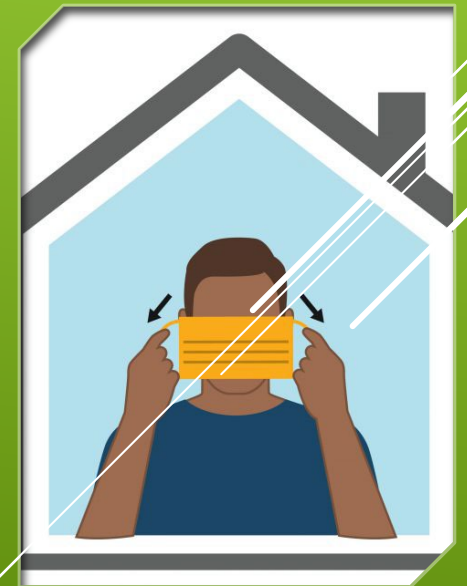
- ▶ Wash your hands before putting on your face covering
- ▶ Put it over your nose and mouth and secure it under your chin
- ▶ Try to fit it snugly against the sides of your face
- ▶ Make sure you can breathe easily



Face Masks (current recommendations from the CDC)

Removing your cloth face mask:

- ▶ Take off your cloth 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 hands immediately after removing.



Face Masks

The wearing of face masks on the BHSU campus is HIGHLY RECOMMENDED!

- ▶ Meetings with students, co-workers or visitors where other social distancing measures are not feasible
- ▶ When out and about campus
- ▶ If you are in the “high-risk” category



"This is our time to lead by example...."

Jose Language

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EAP – EMPLOYEE ASSISTANCE PROGRAM

- ▶ 1.800.713.6288
- ▶ www.EAPHelpLink.com
 - ▶ Company Code: SOUTHDAKOTA

- ▶ Self-certification
- ▶ Request form from HR and it will be sent via DocuSign
- ▶ High Risk Categories Identified By The CDC:
 - ▶ 65 or older;
 - ▶ Chronic lung disease or moderate to severe asthma;
 - ▶ Serious heart condition;
 - ▶ Immunocompromised;
 - ▶ Severe obesity;
 - ▶ Diabetes;
 - ▶ Chronic kidney disease and undergoing dialysis; and/or
 - ▶ Liver disease

REMOTE WORK FOR HIGH-RISK