

# GPSD Response Training for COVID-19

## CDC/OSHA Guidelines for Schools and Workplace

### Module 1: Purpose / Goal

This is a response level training designed to provide clear and actionable guidance for safe operations through the prevention, early detection, and control of COVID-19 in our schools and other educational facilities. Maintaining safe school operations or reopening schools after a closure requires many considerations but, if done well, it can promote a safe working environment.

**Learning objectives:** After attending participants will be able to:

- Explain basic facts about COVID-19.
- Assess the risk of workplace exposure to COVID-19.
- Define key steps in worker protection and infection control.
- Identify methods to prevent and respond to COVID-19 exposure in the workplace.

### Module 2: How COVID-19 Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus 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.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### Module 3: Symptoms of Coronavirus

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:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms like nausea, vomiting, or diarrhea.

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are serve or concerning you.

## Module 4: Before Returning to Workplace

- Every employee must self-check their temperature daily at home before reporting to work. If an employee's temperature is at or above 100.4, they should not report to work.
- If an employee is experiencing and/or exhibits symptom of COVID-19, they are not to report to work. They should contact their building level administrator and their medical provider for directions.
- If an employee does not report to work for multiple days based on the previous stated reasons, their building level administrator should request that they be tested for COVID-19.
- If an employee misses three consecutive days of work, but fail to take a COVID-19 test, the building level administrator should request that FLMA information be submitted to the employee.

## Module 5: CDC Methods to Prevent COVID-19 in the Workplace

### Avoid Close Contact

- Remember that some people without symptoms may be able to spread virus.
- Stop handshaking – use other noncontact methods of greeting.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)
- Time clocks will continue to be used. Employees should sanitize their hands prior to and after clocking. Sanitizer or sanitizing wipes will be available near each time clock.

### Wash Your Hands Often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Cover Your Mouth and Nose with a Mask or Cloth Cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- All GPSD employees are required to wear a **mask or cloth face cover** when they report to work and are on the premises of the GPSD
- A mask or cloth face covering shall be worn by all individuals who enter any GPSD facility.
- Mask or cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The mask or cloth face cover is not a substitute for social distancing.

## Cover Coughs and Sneezes

- **Remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and Disinfect

- **Clean AND disinfect daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

## For more Information

Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov>

Occupational Safety and Health Administration (OSHA): <http://www.osha.gov>

World Health Organization: <http://www.who.int/en/>

National Institute for Occupational Safety and Health (NIOSH): <http://www.cdc.gov/NIOSH/>

NIEHS Worker Training Program: <https://tools.niehs.nih.gov/wetp/index.cfm?id=2554>

The signature below indicates that the above COVID-19 procedures and guidance have been reviewed and provided to me in writing by my administrator and/or supervisor.

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Employee Printed Name

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Employee Signature

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Date