

COVID-19 Safety Training

*University Enterprises, Inc.
August 2020*



University Enterprises, Inc.
SACRAMENTO STATE

Injury and Illness Prevention Program (IIPP)

- COVID-19 is a recognized hazard in the workplace
- All UEI employees will complete this training to assure awareness of this hazard and how to reduce their risk of exposure
- UEI has developed a COVID-19 Safety Plan, outlined in the following IIPP addendum:

<https://www.enterprises.csus.edu/wp-content/uploads/COVID-19-Pandemic-Prevention-Plan.pdf>

Learning Objectives

After this training you should be knowledgeable in the following areas:

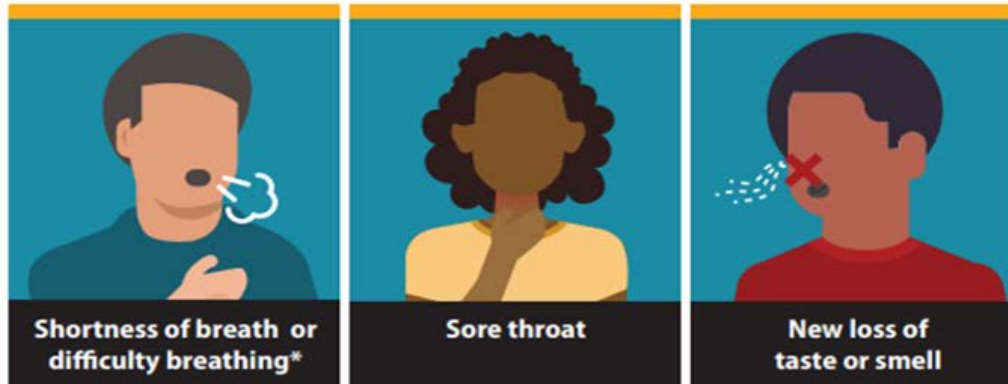
- What is COVID-19?
- The symptoms associated with COVID-19
- How COVID-19 is spread?
- Ways you can protect yourself and others
- Actions UEI has taken to protect our employees
- Employee responsibilities

What is COVID-19? (Play Video)

<https://www.youtube.com/watch?v=DCdxsnRF1Fk>

Please self-screen for the following symptoms before reporting to work:

Know the symptoms of COVID-19, which can include the following:



Practice Social Distancing

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length)
from other people.



cdc.gov/coronavirus

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Practice Proper Handwashing

Wash your hands:

- Frequently
- After using the bathroom
- Before, during, and after preparing food
- After touching your face, skin, or clothing
- After blowing your nose, coughing, or sneezing
- Before and after touching common/shared surfaces
- Before and after touching shared equipment



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH
CLEAN HANDS



www.cdc.gov/handwashing

Per the California Department of Public Health, you must wear a mask when:

- Interacting in-person with any member of the public
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time
- Working in any space where food is prepared or packaged for sale or distribution to others
- Working in or walking through common areas, such as hallways, stairways, open office areas, elevators, breakrooms, restrooms, and parking facilities
- In any room or enclosed area where other people are present when unable to physically distance
- While outdoors in public spaces when maintaining a physical distance of six feet from persons who are not members of the same household or residence is not feasible

Please comply with any additional safety practices outlined by your worksite supervisor/leadership

Note: If you have an underlying medical condition that prevents you from wearing a mask, please reach out to UEI Human Resources for further guidance



Proper Use of Face Covering (Play Video)

https://www.youtube.com/watch?v=o_k7V3cZw

Proper Glove Use

- Depending on your job duties, you may be advised to wear gloves while carrying out specific tasks such as
 - Cleaning/disinfecting
 - Frequent handling of materials touched by others
- Gloves are not a substitute for handwashing
- Gloves will become contaminated and can contaminate other surfaces
- Use non-latex, powder free gloves
- Wash hands after use
- Avoid cross contamination when removing gloves
- Never touch your face or body with gloved hands

Safely Removing Gloves (Play Video)

<https://www.youtube.com/watch?v=KHR5do-b7zY>

If you have symptoms of COVID-19:

- **Do not report to work**
- Leave work if you become symptomatic while at work
- Seek medical attention as needed
- Inform your supervisor that you are sick

If you have been in contact with someone with COVID-19 or if you have COVID-19:

- **Do not report to work**
- Seek medical attention as needed
- Contact your supervisor or HR immediately or when safely able to do so
- We will contact the Director of the Health Center who will contact the local health authorities

COVID-19 Resources

Sacramento County: <https://www.saccounty.net/COVID-19/Pages/default.aspx>

Centers for Disease Prevention and Control: <https://www.CDC.gov/COVID-19>

For General COVID-19 related inquiries, please reach out to your supervisor or UEI Human Resources:

Patricia Lau – jacksonp@csus.edu – (916) 278-5444

Dena Roberts – dena.roberts@csus.edu – (916) 278-4383

To report that you have been exposed to or diagnosed with COVID-19, please contact one of the following UEI Human Resources Employees:

Trina Knight – trinak@csus.edu – (916) 278-7370

Patricia Lau – jacksonp@csus.edu – (916) 278-5444