Welcome to Wilmington Public Schools COVID-19 Staff Training

Information provided in this presentation is in accordance with Centers for Disease Control & Prevention, MA state & local guidelines, is based on the most current information available & subject to change.

My name is Doreen Crowe. I’m the Coordinator of Nursing Services for WPS.
The purpose of the program is to provide all staff with health and safety guidelines for returning to work in-person.

By the end of this presentation, I hope you’ll be able to identify COVID-19 symptoms; Describe health & safety measures to prevent the spread of COVID-19; and Identify applicable laws related to employees and COVID-19.

Some information in this presentation will feel repetitive. This is done intentionally to emphasize key mitigation & prevention strategies.
COVID-19 is a respiratory illness caused by a type of virus called ‘Coronavirus.’ It can spread from person to person. It’s considered a novel or new virus and was first identified during an investigation into an outbreak in Wuhan, China. On Jan. 31, 2020, Health and Human Services declared a public health emergency for the United States.
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. The primary symptoms are: Fever, Cough, and Shortness of Breath, or Difficulty Breathing. Other symptoms that may be associated with COVID-19 include:

● Chills, ● Fatigue, ● Muscle or body aches, ● Headache, ● New loss of taste or smell, ● Sore throat, ● Congestion or runny nose, ● Nausea or vomiting, ● Diarrhea

Anyone with Emergency warning signs of COVID-19 should seek medical care immediately. Those include:

● Trouble breathing ● Persistent pain or pressure in the chest ● New confusion ● Inability to wake or stay awake ● Bluish lips or face
COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus.

Person-to-person spread happens:

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.

The virus that causes COVID-19 is spreading very easily and sustainably between people. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

The virus may be spread in other ways. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching
their own mouth, nose, or possibly their eyes. PAUSE Let’s watch a Video from the CDC on how COVID-19 spreads.
There are many steps EVERYONE can take to stay safe & healthy during the COVID-19 pandemic.

Wash your hands often with soap and water for at least 20 seconds. Use Alcohol-based hand sanitizer when soap and water is not readily available. Avoid touching your eyes, nose, and mouth. Avoid close contact with people who are sick, even inside your home. Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Clean AND disinfect frequently touched surfaces daily. Most importantly, monitor your own health and stay home if you’re sick.
EVERYONE must practice proper hand hygiene. It’s the number one way to prevent the spread of any infection.

When washing your hands properly, wet them first, then use soap and water, rub your hands for 20 seconds, rinse, then dry your hands with a paper towel.

Remember to avoid touching your eyes, nose, and mouth with unwashed hands.
VIDEO

Let’s watch a video from the CDC on how to properly wash your hands.
EVERYONE must limit face-to-face contact with others in order to reduce the spread of COVID-19.

Social distancing, also known as physical distancing means keeping space between yourself and other people.

Stay at least 6 feet apart or about 2 arms’ length from other people.

Remember to practice social distancing **even when you’re wearing a mask.**
ALL employees must wear a cloth face covering or a mask at work. This will protect others from your germs, as it provides a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when a person coughs, sneezes, talks, or raises their voice. Cloth face coverings or masks may be one of your own choosing. WPS will also provide a supply, should you forget to bring yours from home. Kindly refrain from using scarves or bandannas. The material tends to be more loosely woven and susceptible to letting droplets in.

Studies show that cloth face coverings reduce the spray of droplets when worn over the nose AND mouth.

Before putting on your cloth face covering or mask, wash your hands. Be sure to put it over your nose AND mouth and secure it under your chin. Try to fit it snugly against the sides of your face. And make sure you can breathe easily.

Who Should Not Wear A cloth Face Covering or Mask:
- Children younger than 2 years old.
- Anyone who has trouble breathing.
Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance.

In some cases, wearing a cloth face covering or mask may exacerbate a physical or mental health condition. Adaptations and alternatives should be considered. Please consult with your PCP if you have any questions or concerns.

Please note N95 & KN95 Respirators are considered PPE’s and are critical supplies that should be reserved for healthcare workers and other medical first responders.
Cloth face coverings are a critical preventive measure and are most essential in times when social distancing is difficult. Your cloth face covering may protect them. Their cloth face covering may protect you.

Let’s review some important Dos & Don’ts:
- Wash your hands for 20 seconds prior to putting on and after taking off your mask
- Inspect the mask for damage or dirt
- Adjust the mask to your face without leaving gaps on the sides
- Cover your mouth, nose, and chin
- Avoid touching the mask
- Clean your hands before removing the mask
- Remove the mask by the straps behind the ears or head
- Pull the mask away from your face
- Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
- Wash the mask in soap or detergent, preferably with hot water, at least once a day
- Still continue to practice social distancing when wearing a cloth face covering or mask
Some Don’ts:
- Do not use a mask that looks damaged
- Do not wear a loose mask
- Avoid wearing the mask on your neck, under your nose, on your head, looped over your arm or dangling from your ear like an earring
- Do not remove the mask where there are people within 6 feet
- Refrain from using a mask that’s difficult to breathe through
- Avoid wearing a dirty or wet mask
- Do not share your mask with others
- Refrain from taking the mask on and off – once on, leave on
- Avoid touching or adjusting the mask once it is on your face, this can cause contamination
- Do not touch your eyes, nose or mouth when removing the mask
Safety supplies & PPE’s will be provided for school personnel. An ample supply of masks & gloves will be available at all schools for all staff. Masks, gloves, eye protection, face shields, waste disposal medium and N95/KN95 ventilating masks will be available for Nurses, custodians and some special education staff. Hand sanitizer, gloves and waste disposal mediums will be provided at all school buildings.
If you’re required to wear Personal Protective Equipment, the sequence for putting on or donning and removing or doffing PPE’s will be important in order to prevent contamination. Always remember to keep your hands away from your face, limit surfaces touched and perform proper hand hygiene.

Let’s watch 2 videos on proper Donning and Doffing
The CDC recommends wearing gloves only when you’re cleaning or caring for someone who is sick. In most other situations, wearing gloves is not necessary. Instead, continue to practice everyday preventative actions like social distancing, washing your hands with soap and water for 20 seconds or using hand sanitizer with at least 60% alcohol and wear a cloth face covering or mask.
Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

To help stop the spread of germs:

Cover your mouth and nose with a tissue when you cough or sneeze
Throw used tissues in the trash
If you don’t have a tissue, cough or sneeze into your elbow, not your hands
Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
Clean AND disinfect frequently touched surfaces daily. These may include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets and sinks.

If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection to reduce the number of germs, dirt and impurities.

Then use a household disinfectant to kill germs on surfaces. Remember to wear gloves for routine cleaning and disinfection.
To help prevent the spread of COVID-19, everyone should self-monitor their own health at home for COVID-19 symptoms. Check your temperature and watch for a fever of 100.4 degrees or higher. Other symptoms to monitor for include cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat or new loss of taste or smell. Try to refrain from taking your temperature within 30 minutes of exercising or after taking fever-reducing medications, like acetaminophen or ibuprofen.
Most people with COVID-19 have mild illness and are able to recover at home without medical care. If you become sick, STAY HOME from work and contact your healthcare provider. Always call ahead before visiting your doctor. Remember to notify your supervisor via ReadySub.

Do not leave your home, except to get medical care; and do not visit public areas. Separate yourself from other people in your home. If possible, you should use a separate bathroom. Monitor your symptoms and follow care instructions from your healthcare provider and local health department.

If you develop emergency warning signs, get emergency medical care immediately by calling 911. Emergency warning signs may include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

Paid sick leave is an employer-provided benefit that allows for time off from work, for which the worker is paid their regular rate of pay for self-care or family medical needs.

The Family and Medical Leave Act (FMLA) is a federally mandated job protection law that allows eligible employees to take up to twelve weeks per year of unpaid, job-protected leave for specific family and medical issues while continuing on employer-sponsored health insurance coverage.

Paid family leave is an employer-provided benefit that offers employees paid leave for an extended amount of time for family and medical issues. It is an added benefit beyond what is federally mandated in the FMLA.

If you have questions regarding paid sick leave, the FMLA (Family and Medical Leave Act) or Paid family leave, please contact Andrea Stern-Armstrong in Human Resources.
Resources.
What’s a “Close Contact?”

You are a “close contact” if ANY of the following situations happened while you spent time with a person with COVID-19 (even if they didn’t have symptoms):

- Had direct physical contact with the person
- Were within 6 feet of the person for more than 15 minutes
- Had contact with the person’s respiratory secretions
- Stayed overnight for at least one night in a household with the person

www.cdc.gov

What’s a close contact? A close contact may live in the same house, may be an intimate partner, or may have ridden in the same car with an infected person. To be a close contact, you would have had direct physical contact with the person, were within 6 feet of the person for more than 15 minutes, had contact with the person’s respiratory secretions or stayed overnight for at least one night in a household with the person.

Should you be identified as a close contact, you’ll be alerted if someone you have come in close proximity of, even unknowingly, tests COVID-19 positive.
The COVID-19 pandemic has changed life as we know it. Some new normal include:

Avoid contact with others
Avoid crowds and public gatherings
Avoid touching your face
COVID-19 has created the potential for increased bias, discrimination and harassment based on national origin, race, ethnicity and disabilities. Pandemic-related harassment due to national origin, race, age, or disability or other protected characteristics is strictly prohibited, fear of the pandemic should not be misdirected against individuals because of a protected characteristic, and it is against the law to harass or discriminate against co-workers because of a protected characteristic.
Everyone is at risk for getting COVID-19 if they’re exposed to the virus. Some people are more likely than others to become severely ill, which means they may require hospitalization and intensive care. Those at higher risk include people:

- Over 60 years of age
- With underlying health conditions
- With weakened immune systems
- Who are pregnant

The Americans with Disabilities Act prohibits discrimination against individuals with disabilities. Please contact Human Resources if you need accommodation.
The MA Interlocal Insurance Association, otherwise known as MIIA, is the Employee Assistance Program available to employees, their dependents, and household members 24 hours a day, 7 days a week. EAP is a confidential counseling and referral service offered in person or by phone. They provide personal assistance, mental health counseling, coaching, work/life resources, medical advocacy and legal/financial resources. For more information, please visit the EAP website or call the phone number listed on this slide.
This checklist summarizes what everyone should know before returning to work in-person. You’ll read & understand......

WPS will continue to monitor and respond to federal, state and local health authorities to protect employees and students and will adjust or add precautions as required.
For questions or concerns, please contact myself, Andrea Stern-Armstrong or Shelly Newhouse by email or phone.
Remember to get the facts on COVID-19 from the CDC, Mass.gov, DESE and other reliable sources.
Johns Hopkins University
Allergies & Asthma Network
American Academy of Pediatrics
HealthChildren.org
World Health Organization
During this unprecedented time & new normal, it’s important to practice self-care & emotional well-being. Take a break from the news media, social media, get some exercise, practice mindfulness, spend time outdoors, and connect with family and friends.

Remember that decreasing stress can help bolster your immune system and can help keep you and others around you healthy.

This concludes the WPS COVID-19 Staff Training.

Stay Safe & Be Healthy!