

Trainer Instructions

TRAINING FORMAT

15-20 minute on-site training that you (or one of your coworkers) lead.

CAUTION: The White House has advised people not to gather in groups of 10 or more.

PREPARATION

To be more comfortable presenting on this topic, you may want to review KPA's in-depth, online training.

1. Log into VeraSuite.com
2. Select **Training** from the main navigation, then **Compliance Training**.
3. Scroll to the Housekeeping training, and select **Begin Course**.

QUIZ

It's your call if you want employees to take the quiz at the end of this handout. It may help them retain information.

Answer Key: 1. False 2. True 3. True 4. True 5. False

RECORDING TRAINING COMPLETION

1. Ensure everyone who attended your training is listed on the roster.
2. Scan and upload your roster into VeraSuite.com. OR, use KPA's mobile app.
 - Select **Training** from the main navigation, then **Onsite Training**.
 - Click **Add New Training** (or the round "+" button if using the mobile app). Fill in applicable information. Under **Topic**, choose **Housekeeping**. Click on **Roster** and upload a PDF file (or upload an image in the mobile app). Change the **Status** to **Completed**. **Save**.
 - Find the on-site training topic you just created. Click **Add Users** (or **Add Attendees** in the mobile app). Check which employees attended. This step helps you with fast, accurate, and automated reporting. **Note:** The number of employees you check can't exceed the Attendance number you previously entered.
3. Post a copy of this handout, starting on page 2, in your employee break area or bulletin board.

ADDITIONAL RESOURCES

For additional questions about workplace safety, remote work, wage and hour concerns, and more, visit KPA's employment law partner [Fisher Phillip's Comprehensive And Updated FAQs for Employers on The COVID-19 Coronavirus](#).

QUESTIONS?

Contact KPA at support@kpa.io or 800.486.0400.

FOCUS ON SAFETY

Coronavirus & Workplace Hygiene

Coronavirus (COVID-19) is the latest communicable disease outbreak with symptoms ranging from mild to severe. The World Health Organization classified this illness as a pandemic because of its worldwide spread with no pre-existing immunity. While it may be a novel illness, workplace hygiene best practices remain the same.

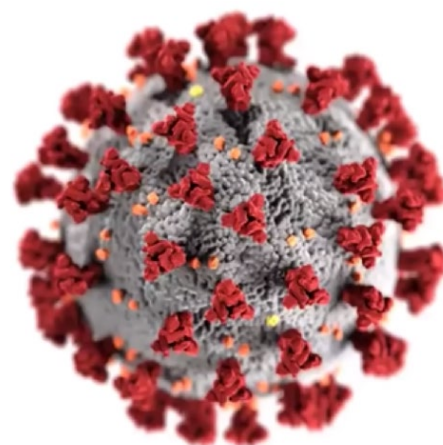
INSTRUCTIONS

Read this handout. Ensure your name is on the roster so that you get credit for participating.

WHAT IS CORONAVIRUS?

Coronavirus describes a broad category of viruses that affect both people and animals. Its name is based on the crown-like spikes on the virus's surface. According to the U.S. Centers for Disease Control and Prevention (CDC), it was identified in the mid-1960s and is a common cause of colds and upper respiratory infections. Note: Antibiotics have no effect on viruses.

- COVID-19 is a new strain of coronavirus. Evidence suggests it began as animal-to-person transmission then shifted to person-to-person spread.
- Symptomatic people are the most frequent source of COVID-19 spread (as is true for the flu and colds).
- Incubation — the time frame between exposure and having symptoms — ranges from 2 – 14 days for COVID-19.
- COVID-19 data to date suggests that 80% of infections are mild or asymptomatic, 15% are severe, requiring oxygen, and 5% are critical, requiring ventilation. The percentage of severe and critical infections are higher for COVID-19 than for influenza.
- There isn't currently a vaccine for COVID-19.
- People who have already had coronavirus, including COVID-19, may get it again, especially if it mutates.



SOURCE: CDC

SYMPTOMS: ALLERGIES VS COVID-19 VS FLU

Many ailments share symptoms. Here is how to tell them apart. Allergies occur when your immune system goes into "attack" mode against a benign substance, such as pollen or pet dander.

Allergies	COVID-19	Flu
1. Sneezing	1. Fever (100.4+° F)	1. Fever
2. Itchy Eyes or Nose	2. Cough	2. Cough
3. Runny or Stuffy Nose	3. Shortness of Breath	3. Sore Throat
4. Watery, Red, or Swollen Eyes	4. Phlegm Production	4. Runny or Stuffy Nose
5. Shortness of Breath	5. Fatigue	5. Muscle Pain or Body Aches
6. Wheezing	6. Sore Throat	6. Headache
7. Cough	7. Headache	7. Fatigue
8. Rash or Hives	8. Muscle or Joint Pain	
9. Nausea or Vomiting	9. Chills	
10. Dry/Red/Cracked Skin	10. Nausea or Vomiting	
	11. Nasal Congestion	

Sources: Report of the WHO-China Joint Mission on Coronavirus Disease 2019 (COVID-19), CDC

Remember: If you have symptoms for coronavirus or the flu, you're contagious.

HOW VIRUSES SPREAD

Person-to-Person Contact

- Being in close contact with someone who is sick.
- Coming in contact with droplets expelled when an infected person coughs or sneezes.

Contaminated Surfaces

- With COVID-19 it may be possible to contract the virus by touching a surface or object that has a live virus on it and then touching your eyes, nose, or mouth.

Poor Hygiene

- Not washing your hands long enough or often enough, especially after using the bathroom.

PERSONAL RISK FACTORS

Aspects of people's personal health may increase their risk for more severe instances of COVID-19. Higher risk factors include:

- Older adults
- People who have serious chronic medical conditions, such as: heart disease, diabetes, and lung disease

COVID-19 MAY BE OSHA RECORDABLE

The U.S. Occupational Safety and Health Administration (OSHA) indicated COVID-19 may be a recordable illness as part of employer's annual OSHA 300 log if a worker was infected as a result of performing work-related duties.

A COVID-19 case is only recordable if it meets all three of the following criteria:

1. COVID-19 was confirmed as part of CDC protocols for a person under investigation, presumptive positive, or as a laboratory-confirmed case.
2. The case is work-related as defined under OSHA standard [29 CFR 1904.5](#).
3. The case involves one or more of the recording criteria specified in OSHA standard [29 CFR 1904.7](#).

Employees who have gotten the common cold or the flu are not considered reportable incidents. Follow your employer's protocols.

TAKE PRECAUTIONS TO PROTECT YOURSELF

The CDC recommends taking the following steps to reduce your risk of contracting viruses, including COVID-19:

- Avoid close contact with people who are sick (staying 6 feet away or more is recommended).
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- To the extent possible, avoid touching things — elevator buttons, door handles, handrails, etc. — in public places. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
- Avoid touching your face, nose, eyes, etc.
- Clean and disinfect your home to remove germs. Don't forget to wipe down frequently touched surfaces, including tables, doorknobs, light switches, handles, toilets, faucets, sinks, and cell phones.
- Avoid crowds, especially in poorly ventilated spaces.
- Avoid non-essential travel, including plane trips and cruises.

Tips for Automotive Employees

- Avoid shaking people's hands, giving high fives, etc.
- Maintain 6 feet of separation, if possible.
- Disinfect vehicle surfaces and keys after test drives, before driving them into service bays, and prior to returning vehicles to clients. Wear gloves while doing so.
- Disinfect desks, door handles, and common surfaces and areas regularly throughout the day.
- Consider suspending community amenities, such as coffee, soda, and snacks.

Have respiratory illness symptoms? Tell your supervisor and stay home from work.

DISCUSSION POINTS

Can you answer the following questions?

- What is proper sneezing and coughing etiquette?
- What are our organization's sick leave policies?
- How will we not overreact to potential COVID-19 situations in the workplace?

Refresh yourself on proper hand washing techniques at [cdc.gov](https://www.cdc.gov).

QUIZ

Test your knowledge on coronavirus and workplace hygiene. The person leading your on-site training has the answer key.

Antibiotics are effective against coronaviruses.

☐ True

☐ False

Fever, cough, and difficulty breathing are the top symptoms of COVID-19.

☐ True

☐ False

It may be possible for viruses to spread from contact with infected surfaces or objects.

☐ True

☐ False

Employers can ask employees to stay home if they exhibit COVID-19 or flu symptoms.

☐ True

☐ False

Hand sanitizer is your best defense against viruses.

☐ True

☐ False

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CORONAVIRUS & WORKPLACE HYGIENE

Training Roster

Facilitator Name:

Company Name:

Date:

READ BEFORE SIGNING...

I acknowledge that I have received training on the subject listed above. I understand that this training was only a general overview of the subject and that I should contact my supervisor with any questions or concerns that I have.

<i>Printed Name</i>	<i>Job Title/Description</i>	<i>Signature</i>
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Remember: Upload the training roster to VeraSuite.com!