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Human Resources, Risk Management, and the Student Health Center, along with Executive Cabinet, have comprehensively considered employee safety and health through the implementation of new protocols in our workplace. We must remember that the COVID-19 threat is still here and that all employees are expected to commit to staying safe and healthy when reporting to work every day.

*Every employee plays a key role in avoiding exposure and limiting infection!*
Keeping MSJC Employees Safe

MSJC is taking every precaution to ensure our workplaces are safe. The District is following federal and county health and safety guidelines as well as guidance from our state and local governments. The most current updates are included within this Guide, and we will continue to modify our practices as the situation changes.

In order to continue keeping our workplace safe and healthy, the following has been implemented by the District:

- **All employees** reporting to campus (*regardless of vaccination status*) must complete their daily self-check through their personalized link, via Cleared4, **prior to entering the workplace**.

- **All employees with symptoms of COVID-19, regardless of vaccination status**, must notify their supervisor. Employees must also complete their daily self-check through Cleared4 to report their symptoms if scheduled to work on campus.

- **As of 2/16/22**: Per Executive Cabinet, vaccinated individuals are no longer required to wear face coverings indoors. Unvaccinated individuals are still required to wear face coverings when indoor. Additionally, all employees at the MSJC Child Development & Education Center are required to wear masks regardless of vaccination status. Although masks will not be mandatory for vaccinated individuals, anyone should still feel comfortable wearing masks as desired.

- Fully vaccinated employees will need to upload a copy of their COVID-19 vaccination card directly through their personalized link via Cleared4. Employees that have been boosted may also upload their most recent vaccination card. **Vaccination records are kept strictly confidential and in a separate file different from any personnel file.**

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**Symptom Checker**

Employees who have symptoms should not report to campus. Employees who become symptomatic during their shift should **immediately** be sent home.

The following are symptoms of COVID-19:

- ✓ Headache
- ✓ Sinus congestion
- ✓ Fever (100.4 or greater)
- ✓ Cough
- ✓ GI symptoms: Nausea, vomiting, and/or diarrhea
- ✓ Chills
- ✓ Muscle pain
- ✓ Sore throat
- ✓ Loss of taste or smell
- ✓ Shortness of breath or difficulty breathing

**NOTE:** COVID-19 variants may have additional symptoms to be aware of. Please visit the CDC webpage for more information.
KEEPING MSJC EMPLOYEES SAFE (CONTINUED)

- Disinfecting supplies (e.g., disinfecting wipes) will be available for employee use. Employees are encouraged to disinfect their workspaces throughout the workday.

- Hand sanitizer, soap, and paper towels will be readily available in all restrooms and hand sanitizer and disinfecting wipes will be available throughout campus office areas.

- HVAC systems have been checked to allow optimal air flow throughout the buildings on campus and air filters have been replaced.

- Virtual meetings will continue to take the place of in-person meetings, as available.

- Employees who develop symptoms outside of work should notify Human Resources and stay home, following the procedures in this guide. Sick employees should follow the CDC recommended steps. Symptomatic employees should not return to work until they have met the criteria set forth and have been cleared by Human Resources (see Decision Tree or visit page 7 for guidance).

- Mandatory employee training has been assigned through Keenan Safe Colleges. Employees will receive e-mail reminders to complete training, if not already completed.

**Training includes the following:**

- Coronavirus: Awareness
- Coronavirus: CDC Guidelines for Making and Using Cloth Face Covering
- Coronavirus: Cleaning and Disinfecting your Workplace
- Coronavirus: Managing Stress and Anxiety
- Return to Work Guide (Policy - mandatory)
- Cal/OSHA COVID-19 Protection Plan

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**How and When to Wear a Face Covering**

When employees are in indoor common areas, face coverings must be used at all times. See page 14 for full guidance on the face covering requirements and exceptions.

Cloth face masks should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape
- Be washed daily!
- Be removed carefully and hands washed after removal
Keeping MSJC Employees Safe (Continued)

- Employees not available to work on a particular day for any reason, whether working from home or on campus, **must utilize leave time** (sick, vacation, etc.). *If you have no available paid leave balances, your leave will be processed as leave without pay.* As provided by law, Supplemental Paid Sick Leave time will be processed by Human Resources, as applicable, and may be utilized prior to the use of employees leave balances. **For more information regarding COVID-19 SB114/SPSL pay, please visit the link here.**

- Faculty will receive guidance from the Student Health Center in the event of a student exposure on campus. The Student Health Center will provide guidance regarding the classroom procedure to reduce transmission.

- When schools return to in-person instruction after breaks and long weekends, it is likely there will be a spike in cases. It is important to be mindful of child(ren)’s symptoms and/or COVID-19 testing guidelines. **If your child, grandchild, or a child in your household is symptomatic and being tested for COVID-19 or has been ordered to quarantine due to potential exposure, follow the Close Contact and Quarantine Tree** (on page 7 for guidance). Report to your supervisor necessary actions and contact Human Resources for more information. You may be eligible for 2022 COVID-19 SB114/SPSL, **please visit the link here** for more information.

These steps are in place for your health and safety.

We have a responsibility to inform all employees who are considered to have had close contact to a COVID-19 positive employee or visitor on campus.
Adherence to the following guidelines will assure the ongoing safety and health of everyone in our college community. **Every MSJC employee is expected to:**

**View/Read:** Prior to reporting to campus, please read this Returning to Campus Guide and view the training videos assigned to you via Keenan Safe Schools if you haven’t completed **IMPORTANT: This training is required!**

**Self-Check:** Employees reporting to campus must **self-check daily** for symptoms using the checklist found online [here](#), regardless of vaccination status. This is to be done each day **prior to reporting to work. You must not report to work if you are not approved by Cleared4 and must contact Human Resources as soon as possible.** Employees experiencing COVID-19 symptoms/illness, regardless of vaccination status, will self-check to report symptoms and will utilize any applicable COVID-19 Supplemental Paid Sick Leave time and/or their available leave balances. If symptoms appear during a campus workday, notify your supervisor and Human Resources, and return home immediately. **Always** keep HR informed and complete the appropriate leave paperwork in a **timely manner.** **This expectation applies whether you are working from home or on campus! Remember, you are being paid to work your full schedule. If you are not available to do so, you must take leave time.**

**Communicate:** If you have been in close contact with a COVID-19 positive person or are experiencing COVID-19 **symptoms**, please let your supervisor know and contact Human Resources. Please refer to the [decision trees](#) starting on page 7 for additional guidance.

**Practice Safety:** Follow disinfecting product instructions when cleaning your work areas. Safety Data Sheet (SDS) are included at the end of this Guide and online training is available to all MSJC employees. For training, please coordinate with your supervisor.

**Hand Wash Frequently:** Wash your hands frequently (at least once every few hours) and/or use hand sanitizer.

**Cover:** Cover your nose and mouth when sneezing or coughing and wash your hands afterwards.

**Be Aware:** Avoid touching your face, eyes, and mouth with hands.

**Face Covering:** Effective 2/16/22, per [California Department of Public Health (CDPH)](#), individuals that are fully vaccinated, or up to date, are no longer required to wear a face covering when visiting an MSJC campus. Unvaccinated individuals are required to wear a face covering when visiting an MSJC campus either indoors or outdoors (including cubicles, shared spaces, or solo offices). Additionally, all employees at the MSJC Child Development & Education Center are required to wear masks, regardless of vaccination status.

**No Physical Contact:** Do not shake hands or hug. Close contact spreads the virus.

**Avoid Sharing:** Avoid using other employees’ phones, desks, offices or other work tools and equipment, whenever possible. If spaces are shared, clean thoroughly between use and/or shifts.

**Express Concerns:** Talk to your supervisor and Human Resources if you have concerns specific to your circumstances, such as a health condition that may place you or someone in your household at high risk.

**Follow:** Follow all District policies and practices for the safety and health of everyone on campus.

**Ask Questions:** Ask questions to assure you understand what is expected of you. Reach out to your supervisor if you cannot find an answer after reviewing the FAQs in this guide.

**Be Responsive:** If Human Resources reaches out to you regarding contact tracing, test results or COVID-19 related information, please respond immediately. There are time sensitive State-mandated reporting requirements that the District is required to adhere to. **Your quick reply is essential to meet these mandated deadlines!**
EMPLOYEE PROCEDURES - DAILY SELF-CHECK

Daily COVID-19 Self-Check

The current employee Daily COVID-19 Self Check can be accessed via your own personalized link through Cleared4. The Cleared4 instructions can be found [here](#).

Once your Cleared4 responses have been submitted you will receive a status message stating whether you have been approved to come to campus or not.

You may also contact Human Resources via email at HRcovidresponse@msjc.edu or at our Main Line at (951) 487-3161 if you need any assistance or have any questions.

**IMPORTANT:** If you are **not** approved to come to campus, please contact Human Resources **immediately** for further direction by emailing us at HRcovidresponse@msjc.edu or by contacting Human Resources Analyst Giselle Guerrero at (951) 487-3135.
### Symptom and Isolation Tree for MSJC Students and Employees

A person has one or more symptoms associated with COVID-19. Possible symptoms include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

1. **Isolate the person pending a final determination as required below.**

2. **Is there a documented pre-existing condition that accounts for the symptoms?**
   - **YES**
   - **NO**

3. **COVID-19 test taken after the onset of symptoms (RESULT)?**
   - **POSITIVE or not done**
     - **Return to Work or Class**
   - **NEGATIVE**
     - **MOLECULAR**
       - **YES**
         - **Was a follow-up molecular test sample (collected within 48 hours) negative?**
           - **YES**
             - **stay home until symptoms have improved, typically 24 hours without fever and no use of fever reducing medicine.**
           - **NO**
             - 1) Stay home until symptoms have improved, typically 24 hours without fever and no use of fever reducing medicine.
             - 2) Then use the Close Contact and Quarantine Tree to determine when to return to work/class is permitted.
     - **ANTIGEN**
       - **Was the person identified as a close contact within the last 14 days?**
         - **YES**
           - **Is the person able and willing to wear a mask on Days 5 – 10?**
             - **YES**
               - Can the person provide evidence of a negative diagnostic specimen collected on Day 5 or later?
                 - **YES**
                   - Return on or after Day 6 from onset of symptoms if symptoms have improved, and free of fever without the use of fever reducing medications for 24 hours. On Days 6-10 wear mask while indoors and when around others outside.
                 - **NO**
                   - Return on or after Day 11 from onset of symptoms if symptoms have improved, and free of fever without the use of fever reducing medications for 24 hours.
             - **NO**
               - Return to Work or Class
         - **NO**
           - **Was the person identified as a close contact within the last 14 days?**
             - **YES**
               - Return to Work or Class
             - **NO**
               - 1) Stay home until symptoms have improved, typically 24 hours without fever and no use of fever reducing medicine.
               - 2) Then use the Close Contact and Quarantine Tree to determine when to return to work/class is permitted.
Close Contact and Quarantine Tree for MSJC Students and Employees

NOTE: Per revised CDPH guidance, “unvaccinated” includes persons who have previously infected with SARS-CoV-2, including within the last 90 days, and those who are partially vaccinated.

Is the individual able to wear a mask indoors and around others outdoors?

- **NO**
  - Return on or after Day 11

- **YES**
  - Remain at Work:
    - Must wear a mask through Day 10, indoors and around others outdoors.
    - Test on Day 5 or 6 highly encouraged.

Is the individual boosted; OR vaccinated and not yet booster eligible?

- **NO**
  - Must the person work/study within 6 feet of a person who is immunocompromised?
    - **YES**
      - Return on Day 15
    - **NO**
      - Is the individual able to wear a mask indoors and around others outdoors?
        - **YES**
          - Can the individual provide evidence of a negative diagnostic specimen collected on Day 5 or later?
            - **YES**
              - Return on or after Day 6:
                - Must provide evidence of a negative COVID-19 test collected on day 5 or later
                - Must wear a mask through Day 10, indoors and around others outdoors.
            - **NO**
              - Return on or after Day 11
          - **NO**
            - Return on or after Day 11
Asymptomatic Positive Tree for MSJC Students and Employees

A person has tested positive for COVID-19 and does not have symptoms

Isolate the person pending a final determination as described below

Was the positive result from an antigen or molecular test?

MOLECULAR (PCR, LAMP, NAAT)

Isolate at home for 5 days from the date on which the first sample was collected. Return on or after Day 6 with evidence that a diagnostic sample collected on or after Day 5 is negative. On Days 6-10, a mask must be worn inside and when around others outside. If symptoms develop, isolate immediately and follow the Symptom and Isolation Tree.

Was a follow-up molecular test sample (collected within 48 hours) negative?

Yes

The test was negative

Was the person identified as a close contact in the last 14 days?

Use the Close Contact and Quarantine Tree

No

Return to Work or Class

No

The test was positive, not done, or not done within 48 hours.
DISTRICT REPORTING PROCEDURES

In the event of a report of a Coronavirus case, Quarantine or Self-Quarantine, please follow the steps below.

Non-Industrial Case (Close Contact outside of work)

1. If an employee with close contact to a COVID-19 positive person reports to work site:
   a. Ask employee to move to an isolated area if they are having symptoms or if they state they have been exposed to the virus or have traveled to areas where the exposure is high.
   b. Inform Human Resources COVID Response contact Giselle Guerrero at (951) 487-3135 or via email at HRcovidresponse@msjc.edu immediately!
   c. Human Resources will work with employees to clear them to return to work.
   d. Request the following information from employee, if possible:
      i. Employee Name, Employee Contact information (phone number, email), Employee ID Number, Department they work in, Supervisor Name, Campus location, and Building and Room Number. Also ask the employee for the last day they were at work (WFH or on campus), how they were exposed, and if they are showing any symptoms.

2. If an employee with close contact with a COVID-19 positive person calls their manager or Human Resources:
   a. Request the following information, if possible:
      i. Employee Name, Employee Contact information (phone number, email), Employee ID Number, Department they work in, Supervisor Name, Campus location, and Building and Room Number. Also ask the employee for the last day they were at work (WFH or on campus), how they were exposed, and if they are showing any symptoms.

3. Human Resources will work with the Student Health Center Dean to report all staff non-industrial (non-work-related) incidents to the County Department of Public Health.

4. Human Resources, Risk Management, and Student Health Center Dean will report all employee non-industrial incidents to Executive Cabinet.

5. If an employee tests positive for Coronavirus and has been on campus, per Department of Fair Employment and Housing (DFEH) and Cal/OSHA, Human Resources will be notifying any employees of the potential exposure for those who may have had CDC defined close contact with the COVID-positive employee.

6. Human Resources, Risk Management, and Student Health Center will also notify the Maintenance and Operations (M&O) department of any rooms or areas that the exposed person visited so they can be disinfected.

7. Human Resources will work with the employee and employee’s supervisor for applicable leave of absences.

8. Supervisors must practice confidentiality guided by HIPPA regulations for themselves and staff to keep potential cases confidential. Supervisors cannot share information with other employees and may only discuss with Human Resources and Risk Management.

9. Any calls from the Media should be directed to Karin Marriott, Public Information Officer (kmarriott@msjc.edu).
Industrial Case (Close Contact at work)

1. If an employee with close contact to a COVID-19 positive person reports to work site:
   a. Ask employee to move to an isolated area if they are having symptoms or if they state they have been exposed to the virus.
   b. Any employees that are exposed while at work will immediately notify their supervisor and Human Resources to report the exposure.

2. Risk Management will work with the Student Health Center Dean, and Human Resources to report any employee industrial incidents to the Department of Public Health and to Cal/OSHA (via form 300) if the case is found to be industrial.
   a. Human Resources will work with employees to clear them to return to work or appropriate medical leave, regardless of vaccination status.

3. If an employee tests positive for Coronavirus and has been on campus, per DFEH and Cal/OSHA, Human Resources will be notifying any employees of the potential exposure for those who may have had CDC defined close contact with the COVID-positive employee.

4. Human Resources, Student Health Center, and Risk Management will also notify the Maintenance & Operations (M&O) department of any room/rooms that the exposed person visited so they can be disinfected.

5. The Student Health Center Dean will notify Executive Cabinet of potential cases/exposure.

6. Human Resources will provide employee with information regarding an industrial illness/injury and will work with the employee and the employee’s supervisor regarding applicable leave of absences.

7. Supervisors must practice confidentiality guided by HIPPA regulations for themselves and staff to keep potential or positive cases confidential.

8. Any calls from the Media should be directed to Karin Marriott, Public Information Officer (kmarriott@msjc.edu).

Note: Per Cal/OSHA, the employer is required to investigate whether a COVID-19 case is work-related by performing the following steps:
   1) Ask the employee how they believe they contracted the illness.
   2) Discuss with the employee, while respecting privacy concerns, the activities both inside and outside of work that may have led to the illness.
   3) Review the employee’s work environment for potential COVID-19 exposure.
   4) Review the employee’s work environment for potential COVID-19 hazards.

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<tr>
<th>Important MSJC Contacts</th>
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<tbody>
<tr>
<td>Human Resources Analyst</td>
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<tr>
<td>Leaves Specialist</td>
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<tr>
<td>Giselle Guerrero</td>
</tr>
<tr>
<td><a href="mailto:gguerrero@msjc.edu">gguerrero@msjc.edu</a></td>
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<tr>
<td>Dean of Health Services</td>
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<tr>
<td>Lisa McAllister, DHA, MSN, RN</td>
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<td><a href="mailto:lmcallister@msjc.edu">lmcallister@msjc.edu</a></td>
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COVID-19 Riverside County Testing Locations

Search for a testing location near you [HERE].

Scroll down to “Find A Location” to search by your zip code. Locations are updated frequently, so the information below may not be the most current. Click the link above to search in your area.

Additional testing locations can be found [HERE].
COVID-19 RIVERSIDE COUNTY VACCINATION CLINIC LOCATIONS

Please go to the Riverside County Public Health website [here](https://www.rivcoph.org/) to search and register for a vaccine location in the county. Per the [CDC](https://www.cdc.gov/), the COVID-19 vaccine is highly effective at preventing COVID-19. Vaccines are safe, effective, and reduce your risk of serious illness. See more information about the three different vaccines available currently, on the CDC website [here](https://www.cdc.gov/).

Protect Against COVID-19.

Safe and effective COVID-19 vaccines are available for free for everyone living in the United States.

Get Vaccinated:
[cdc.gov/coronavirus/vaccines](https://www.cdc.gov/coronavirus/vaccines)

Frequently asked questions regarding the vaccine may be found [here](https://www.rivcoph.org/).
FREQUENTLY ASKED QUESTIONS

What are the symptoms of COVID-19?

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 the following symptoms may have COVID-19:

- Shortness of breath or difficulty breathing
- Fever (of 100.4 or above) or chills
- Headache
- Congestion or runny nose
- Gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- Muscle pain
- Sore throat
- Loss of taste or smell

For more information, click here.

NOTE: COVID-19 variants may have additional symptoms to be aware of. Please visit the CDC webpage for more information.

What is meant by “close contact” related to COVID-19 exposure?

Close Contact is defined as:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more in a 24-hour period
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

For updated guidance on close contact and quarantine guidance review the Close Contact and Quarantine Tree for MSJC Students and Employees on page 7.

For more information, click here.

When should I get tested for COVID-19?

For more information visit the CDPH website here.

How and where can I get a vaccination for COVID-19?

See the Riverside County Office of Public Health’s vaccination website here.
FREQUENTLY ASKED QUESTIONS (CONTINUED)

How is COVID-19 spread?

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within 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.
- From touching surfaces or objects. 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. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

For more information, click here.

How long do I need to wash my hands?

Per the CDC, wash your hands frequently.

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. Additionally, avoid touching your eyes, nose, and mouth with unwashed hands.

For more information, click here.

What do I do if I am feeling sick and think I may have COVID-19 or if I have been exposed to COVID-19?

Communicate with Human Resources and follow the guidelines from this Guide. You are highly encouraged to contact your healthcare provider for additional guidance.

Guidelines related to exposure can also be found on the CDC website here. Additional guidance from the CDPH website may be found here.
Effective 2/16/22: With guidance from California Department of Public Health (CDPH), individuals that are fully vaccinated, or boosted, are no longer required to wear a face covering when visiting an MSJC campus. Unvaccinated individuals are required to wear a face covering when visiting an MSJC campus. Additionally, all employees at the MSJC Child Development & Education Center are required to wear masks, regardless of vaccination status.

The most common exceptions for individuals required to wear a face covering are:

- When alone in a room or vehicle
- When eating and drinking
- When job duties make a face covering infeasible or create a hazard

Per CDPH, the following individuals have been identified as being exempt from wearing face coverings at all times:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Such conditions are rare.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

YOUR COOPERATION WITH KEEPING OUR WORKPLACE HEALTHY AND SAFE IS ESSENTIAL.
How to take off a mask

1. Carefully, untie the strings behind your head or stretch the ear loops
2. Handle only by the ear loops or ties
3. Fold outside corners together
4. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

For more information on the use and care of face coverings, please visit the link here.
Stop the Spread of Germs

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

- Stay at least 6 feet (about 2 arm lengths) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a mask over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
HAND WASHING STEPS

STEPS FOR HANDWASHING

Stop the spread of germs and keep yourself and others from getting sick.

1. Wet your hands with warm water.

2. Lather up with soap. Soap gets rid of the oil that helps germs stick to your hands.

3. Rub and scrub your hands together for at least 20 seconds. Strongly rub and scrub your wrists, palms, between fingers, under your nails, and the backs of your hands. The soap and scrubbing action will loosen the germs off your hands.

4. Rinse your hands thoroughly with warm, running water.

5. Dry your hands completely with a clean towel or paper towel. Use the towel to turn off the faucet when you’re finished drying your hands. Throw the paper towel away.

If soap and water aren’t available, use an alcohol-based hand sanitizer. Alcohol-based hand sanitizers can usually be found as a gel or wipes. Make sure the product is at least 60 percent alcohol.

To use an alcohol-based hand sanitizer:
- Rub the gel or wipe all over both hands.
- Rub hands together for 30 seconds until they feel dry.
SAFETY DATA SHEET

PURELL® Hand Sanitizing Wipes

SECTION 1. IDENTIFICATION

Product name: PURELL® Hand Sanitizing Wipes

Manufacturer or supplier's details
Company name of supplier: GOJO Industries, Inc.
Address: One GOJO Plaza, Suite 500
Akron OH 44311
Telephone: 1 (330) 255-6000
Emergency telephone: 1-800-424-0300 CHEMTREC

Recommended use of the chemical and restrictions on use
Recommended use: Hand Sanitizer
Restrictions on use: This is a personal care or cosmetic product that is safe for consumers and other users under normal and reasonably foreseeable use. Cosmetics and consumer products, specifically defined by regulations around the world, are exempt from the requirement of an SDS for the consumer. While this material is not considered hazardous, this SDS contains valuable information critical to the safe handling and proper use of the product for industrial workplace conditions as well as unusual and unintended exposures such as large spills. This SDS should be retained and available for employees and other users of this product. For specific intended-use guidance, please refer to the information provided on the package or instruction sheet.

SECTION 2. HAZARDS IDENTIFICATION

GHS Classification
Flammable liquids: Category 3
Eye irritation: Category 2A

GHS Label element
Hazard pictograms:

Signal Word: Warning
Hazard Statements: H226 Flammable liquid and vapor. H319 Causes serious eye irritation.
SAFETY DATA SHEET

1. Identification

Product identifier Spray Instant Hand Sanitizer TF
Other means of identification
SDS number 16SAM03084A
Product code HIL00422
Recommended use Instant Hand Sanitizer
Recommended restrictions For Labeled Use Only

This is a personal care or cosmetic product that is safe for consumers and other users under normal and reasonably foreseeable use. Cosmetics and consumer products, specifically defined by regulations around the world, are exempt from the requirement of an SDS for the consumer.

Manufacturer/Importer/Supplier/Distributor information

Manufacturer
Company name HILLYARD INDUSTRIES
Address 302 North Fourth St.
St. Joseph, MO 64501

Contact person Regulatory Affairs
Telephone number (816) 233-1321 (Ext. 8285)
Fax (816) 383-8485
E-mail regulatoryaffairs@hillyard.com
Emergency telephone # (800) 424-9300
(Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

2. Hazard(s) identification

Physical hazards Flammable liquids Category 2
Health hazards Serious eye damage/eye irritation Category 2A
Environmental hazards Not classified.
OSHA defined hazards Not classified.

Label elements

Signal word Danger
Hazard statement Highly flammable liquid and vapor. Causes serious eye irritation.
Precautionary statement
Prevention Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge.
Response If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. In case of fire: Use appropriate media to extinguish.
Storage Store in a well-ventilated place. Keep cool.
SAFETY DATA SHEET

1. Identification
   Product identifier: RE-JUV-NAL
   Other means of identification:
     - SDS number: 543N-29A
     - Product code: HIL00705
     - Product registration number:
   Recommended use: Disinfectant/Cleaner
   Recommended restrictions: For Labeled Use Only
   Manufacturer/Importer/Supplier/Distributor information:
   Manufacturer:
   Company name: HILLYARD INDUSTRIES
   Address: 302 North Fourth St.
             St. Joseph, MO 64501
   Contact person: Regulatory Affairs
   Telephone number: (816) 233-1321 (Ext. 8285)
   Fax: (816) 383-8485
   E-mail: regulatoryaffairs@hillyard.com
   Emergency telephone #:
     (800) 424-9300
     (Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

2. Hazard(s) identification
   Physical hazards: Not classified.
   Health hazards:
     - Skin corrosion/irritation: Category 2
     - Serious eye damage/eye irritation: Category 1
   Environmental hazards:
     - Hazardous to the aquatic environment, acute hazard: Category 2
     - Hazardous to the aquatic environment, long-term hazard: Category 2
   OSHA defined hazards: Not classified.

Label elements

Signal word: Danger
Hazard statement: Causes skin irritation. Causes serious eye damage. Toxic to aquatic life. Toxic to aquatic life with long lasting effects.
Precautionary statement:
   Prevention: Wash thoroughly after handling. Avoid release to the environment. Wear eye protection/face protection. Wear protective gloves.
   Response: If on skin: Wash with plenty of water. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a poison center/doctor. If skin irritation occurs: Get medical advice/attention. Take off contaminated clothing and wash it before reuse. Collect spillage.
1. Identification

Product identifier  QT 3
Other means of identification
  SDS number  584N-187A
  Product code  HIL00843
  Product registration number  6836-349-1658

Recommended use  Disinfectant/Cleaner
Recommended restrictions  For Labeled Use Only
Manufacturer/Importer/Supplier/Distributor information
Manufacturer
  Company name  HILLYARD INDUSTRIES
  Address  302 North Fourth St.
  St. Joseph, MO 64501

Contact person  Regulatory Affairs
Telephone number  (816) 233-1321 (Ext. 8285)
Fax  (816) 383-8485
E-mail  regulatoryaffairs@hillyard.com
Emergency telephone #  (800) 424-6300
(Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

2. Hazard(s) identification

Physical hazards  Flammable liquids  Category 4
  Corrosive to metals  Category 1
Health hazards  Acute toxicity, oral  Category 4
  Skin corrosion/irritation  Category 1C
  Serious eye damage/eye irritation  Category 1
Environmental hazards  Hazardous to the aquatic environment, acute hazard  Category 2
  Hazardous to the aquatic environment, long-term hazard  Category 2
OSHA defined hazards  Not classified.

Label elements

Signal word  Danger
Hazard statement  Combustible liquid. May be corrosive to metals. Harmful if swallowed. Causes severe skin burns and eye damage. Causes serious eye damage. Toxic to aquatic life. Toxic to aquatic life with long lasting effects.