As we return to our campus workplaces, Human Resources, Risk Management, and the 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 commit to staying safe and healthy when reporting to work every day.

*Every employee plays a key role in avoiding exposure and limiting infection!*
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. We have implemented practices for disinfection and social distancing, among others, and will continue to modify these 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 must self-check **daily** for any symptoms of COVID-19 and perform a temperature check **prior to leaving home and entering the workplace**. The self-check form can be found [here](#).

- Schedules have been modified to allow for required social distancing. Employees will be working on a team with the same schedule to limit the number of people they are exposed to while on campus.

- Informational signage is posted throughout campus related to current safety measures and requirements in place related to COVID-19. Signs may be updated as the healthcare crisis changes.

- Employees are required to wear face coverings in common areas and use social distancing of 6 feet or more.

- Common areas and frequently touched surfaces are disinfected daily.

- 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.

---

**Symptom Checker**

**CDC Guidelines:** Employees who have symptoms when they arrive at work or become sick during the day should **immediately** be sent home.

Employees with the following symptoms may have COVID-19:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
- Other symptoms (less common): GI symptoms like nausea, vomiting, or gastrointestinal distress
SIGNAGE WITH SOCIAL DISTANCING REMINDERS ARE INSTALLED IN AREAS WHERE LINES MAY OCCUR.

VIRTUAL MEETINGS WILL CONTINUE TO TAKE THE PLACE OF IN-PERSON MEETINGS.

MEETING ROOMS, BREAK ROOMS AND OTHER COMMUNAL AREAS ARE CLOSED UNTIL FURTHER NOTICE.

EMPLOYEES WHO DEVELOP SYMPTOMS OUTSIDE OF WORK SHOULD NOTIFY HUMAN RESOURCES AND STAY HOME, FOLLOWING THE PROCEDURES STARTING ON PAGE 7. SICK EMPLOYEES SHOULD FOLLOW THE CDC RECOMMENDED STEPS. EMPLOYEES SHOULD NOT RETURN BACK TO WORK UNTIL THEY HAVE MET THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH AND/OR CDC CRITERIA TO DISCONTINUE HOME ISOLATION AND HAVE BEEN CLEARED BY HUMAN RESOURCES (SEE PROCEDURES STARTING ON PAGE 7).

MANDATORY EMPLOYEE TRAINING WILL BE ASSIGNED THROUGH KEENAN SAFE COLLEGES. EMPLOYEES WILL RECEIVE E-MAIL REMINDERS TO COMPLETE TRAINING.

TRAINING INCLUDES THE FOLLOWING:

- Coronavirus: Awareness (10 min)
- Coronavirus: CDC Guidelines for Making and Using Cloth Face Covering (9 min)
- Coronavirus: Cleaning and Disinfecting your Workplace (10 min)
- Coronavirus: Managing Stress and Anxiety (12 min - optional)
- Return to Work Guide (Policy - mandatory)

Employees will resume the 4/9/4 schedule as we transition back to working on campus as described on the next page.

Once returning to campus is phased in for your department, employees will only be assigned to one campus location until further notice.

Business travel remains restricted and mileage will not be paid at this time.

How and When to Wear a Face Covering

Employees working in an office do not need to wear face coverings as long as they are able to keep the required 6 feet minimum social distance from others.

When employees are in common areas, face coverings must be used at all times.

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
In most departments, employee schedules will be modified to allow for staggered work days to reduce the number of people in the buildings at one time to ensure social distancing.

Modified schedules consist of working on campus four full (9-hour) days, Monday through Thursday, then the following week working from home four full (9-hour) days, Monday through Thursday. On Fridays, all employees will work from home for their regularly scheduled four-hour shift. See example schedule below.

Example Schedule:

<table>
<thead>
<tr>
<th>Week #</th>
<th>Team Name</th>
<th>Work Location/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mon</td>
</tr>
<tr>
<td>1</td>
<td>Team A</td>
<td>Campus</td>
</tr>
<tr>
<td></td>
<td>Team B</td>
<td>Home</td>
</tr>
<tr>
<td>2</td>
<td>Team A</td>
<td>Home</td>
</tr>
<tr>
<td></td>
<td>Team B</td>
<td>Campus</td>
</tr>
<tr>
<td>3</td>
<td>Team A</td>
<td>Campus</td>
</tr>
<tr>
<td></td>
<td>Team B</td>
<td>Home</td>
</tr>
<tr>
<td>4</td>
<td>Team A</td>
<td>Home</td>
</tr>
<tr>
<td></td>
<td>Team B</td>
<td>Campus</td>
</tr>
</tbody>
</table>

Employees not available to work on a particular day, 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.

In addition to outside seating areas (picnic tables and benches), employees will be provided with alternate rest and lunch break areas in a classroom. Please check with your supervisor for your alternate break location.

These steps are in place for your health and safety.

We have a responsibility to inform any and all employees who have been exposed to another employee or visitor who has become ill.

Employees will be assigned to a specific team for the duration of the modified work schedule.

Once assigned, you will not be allowed to modify your schedules.
Adherence to the following guidelines will assure the ongoing safety and health of everyone in our college community. Each and every MSJC employee is expected to:

**View/Read**: Prior to reporting to campus for the first time, read this Returning to Campus Guide and view the training videos assigned to you via Keenan Safe Schools. **IMPORTANT**: This training is required!

**Self-Check**: You must self-check daily for symptoms using the checklist on the following page. This is to be done each day prior to reporting to work. You must stay home if you are sick and inform Human Resources. Employees experiencing illness will utilize their available sick leave balances. If symptoms appear during the course of a campus work day, you will notify Human Resources and return home immediately. Always keep Human Resources informed and complete the appropriate leave paperwork in a timely manner. This expectation applies whether you are working from home or on campus!

**Communicate**: If you, or a member of your household, has contact with someone with COVID-19 or is experiencing symptoms of COVID-19, see the procedures on page 7.

**Social Distance**: Maintain social distancing practices of at least 6 feet apart in the workplace.

**Practice Safety**: Follow disinfecting product instructions when cleaning your work areas with supplied at the end of this Guide should you wish to review them. Safety Data Sheet (SDS) 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 hands afterwards.

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

**Face Covering**: Wear a face covering if you are in an area with public interaction, where you cannot socially distance, when entering/existing campus, and when leaving your desk. Any area where social distancing might be questionable should involve the use of a face covering.

**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 manager 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 Frequently Asked Questions in this guide.

**Practice Kindness**: Understand that this is a unique and stressful time for everyone, and an extra bit of kindness right now can go a long way. Remember you are part of a community and we must treat our community members with compassion and kindness.
EMPLOYEE PROCEDURES – DAILY SELF-CHECK

Daily COVID-19 Self-Check

Review this COVID-19 Daily Self-Check **EACH DAY before reporting to work** and answer the following questions. If you reply **YES** to any of the questions, **STAY HOME** and follow the direction at the bottom of the page.

1) Have you, or anyone you have been in current **close contact*** with, been diagnosed with COVID-19 or placed on quarantine by a healthcare provider for possible COVID-19?
   - □ Yes
   - □ No

   *Close contact is defined by the CDC as:
   a. Spending at least 15 minutes or more in close proximity (less than 6 feet) of a person who is COVID-19 positive.
   b. Providing at-home care to someone who is currently sick with COVID-19.
   c. Direct physical contact with the COVID-19 positive person (e.g., hugged or kissed them).
   d. Sharing eating or drinking utensils with the COVID-19 positive person.
   e. The COVID-positive person sneezed, coughed, or somehow got respiratory droplets on you.

2) Have you been instructed to self-isolate or quarantine by a healthcare provider?
   - □ Yes
   - □ No

3) Do you have a fever (temperature over 100.3F) without having taken any fever reducing medications?
   - □ Yes
   - □ No

4) Do you have any of the following symptoms: Cough, shortness of breath, muscle aches or pain, loss of taste and/or smell, sore throat, or chills?
   - □ Yes
   - □ No

**IMPORTANT:**
- If you answered **yes** to any of the items above, **do not report to work**. Contact Human Resources **IMMEDIATELY**.
- If you start feeling symptomatic at any point during your shift, contact Human Resources **IMMEDIATELY**.
- The online version of this form can be found [here](#).
**Follow the procedure below if:**

- You have been in close contact* with someone diagnosed with COVID-19, or,
- You are having symptoms of COVID-19

---

**DEFINITIONS:**

*Close Contact* is defined by the CDC as:

a. Spending at least 15 minutes or more in close proximity (less than 6 feet) of a person who is currently COVID-19 positive.

b. Providing at-home care to someone who is currently sick with COVID-19.

c. Direct physical contact with the COVID-19 positive person (e.g., hugged or kissed them).

d. Sharing eating or drinking utensils with the COVID-19 positive person.

e. The COVID-19 positive person sneezed, coughed, or somehow got respiratory droplets on you.

 Healthcare Professional - Medical doctor (MD, DO), registered nurse (RN), or physician’s assistant (PA)

---

**Contact HR within 24 hours of symptoms start or after close contact with a COVID-19 positive person as defined above. Do not report to work.**

**Contact your healthcare professional for COVID-19 assessment. Must make an appt. within 24 hours of your notice to HR.**

**If instructed to quarantine or test, provide documentation from your healthcare professional to HR within 24 hours.**

**If released back to work with no quarantine, provide documentation from healthcare professional to HR within 24 hours of release.**

**Once quarantine ends, provide documentation releasing you back to work by healthcare professional to HR within 24 hours of quarantine end.**

**Return to work once HR has released you.**

---

**IMPORTANT NOTE:** Failure to provide required documentation to HR in a timely manner may result in unpaid leave and/or disciplinary action.

Per the [CDC](https://www.cdc.gov), look for emergency warning signs** for COVID-19. If you or are showing any of the signs below, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**This list is not all possible symptoms. Please call your medical professional for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.**
EMPLOYEE PROCEDURES - COVID-19: QUARANTINE OR DIAGNOSIS

Follow the procedure below if:

- You have been **placed in quarantine** (or told to self-isolate) by a **healthcare professional** (medical doctor, registered nurse, physician’s assistant), or;
- You have been **diagnosed** with COVID-19.

**IMPORTANT NOTE:** Failure to provide **required** documentation to HR in a **timely manner** may result in unpaid leave and/or disciplinary action.

Per the **CDC**, look for **emergency warning signs**** for COVID-19. If you or are showing any of the signs below, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**This list is not all possible symptoms. Please call your medical professional for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

**These instructions have been revised based on updated guidance from the County Department of Public Health and the CDC.**
Mt. San Jacinto Community College District
REQUEST FOR COVID-19 EMERGENCY PAID SICK LEAVE

Employee Name:__________________________________________ Employee ID #:_____________________
Date of Request:__________________________________________ Work Schedule:_____________________
Dept./Job Title:___________________________________________ Start Date of Leave:__________________
.Supervisor:_______________________________________________ Expected End Date of Leave:___________

I am unable to work or telework and request to use COVID-19 Emergency Paid Sick Leave for the following reason (check one):

☐ 1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
☐ 2. I have been advised by a health care provider to self-quarantine related to COVID-19.
☐ 3. I am experiencing symptoms and is seeking a medical diagnosis related to COVID-19.
☐ 4. I am caring for an individual subject to: an order described in (1) or self-quarantine as described in (2)
☐ 5. I am caring for my child(ren) whose school or childcare is closed or unavailable due to COVID-19 related reasons.
☐ 6. I am experiencing any other ‘substantially-similar condition’ specified by the U.S. Department of Health and Human Services.

Proof of eligibility may be required

Method of Leave Requested:

☐ A. Consecutive Leave (Start Date through End Date):__________________________________________
☐ B. Intermittent or Reduced Leave Schedule*
   *Intermittent or Reduced Leave scheduling will be determined on a case-by-case basis. Unless you are teleworking, once you begin taking paid sick leave for one or more of these qualifying reasons, you must continue to take paid sick leave each day until you either (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave. This limit is imposed because if you are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of the Families First Coronavirus Response Act (FFCRA) is to provide such paid sick leave as necessary to keep you from spreading the virus to others.

Requests must be routed to Human Resources as soon as possible for processing and Payroll reporting. Attach a copy of employee’s current work schedule to this request. Confirmation of eligibility of COVID-19 FMLA leave will be issued by Human Resources and communicated via letter.

__________________________________________________  ______________________
Employee Signature       Date

☐ HR Processing
☐ Payroll copy E2=__________ hours
Mt. San Jacinto Community College District

REQUEST FOR COVID-19 FMLA LEAVE

Employee Name:_____________________________________________ Employee ID #:______________________

Date of Request: _____________________________________________ Work Schedule:_______________________

Department:_________________________________________________ Start Date of Leave:____________________

Job Title:____________________________________________________ Expected End Date of Leave:_____________

I am unable to work or telework and request to use COVID-19 expanded family and medical leave (FMLA) for the following reason (check one):

☒ I am caring for my child(ren) whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

Proof of school/place of care closure may be required

Method of Leave Requested:

☒ A. Consecutive Leave (Start Date through End Date):______________________________

☒ B. Intermittent or Reduced Leave Schedule*

*Intermittent or Reduced Leave scheduling will be determined on a case-by-case basis. Please note, intermittent expanded family and medical leave will only be considered if you and your manager have agreed upon a tentative schedule and you include that tentative schedule below. For example, you and your manager could tentatively agree to a Tuesdays and Thursdays work schedule while you take expanded family and medical leave on Mondays, Wednesdays, and Fridays. Attach a copy of employee’s current work schedule to this request.***

COVID-19 FMLA GRID**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 7:30 AM – 12 PM</td>
<td>TELEWORK</td>
<td>COVID-19 FMLA</td>
<td>TELEWORK</td>
<td>COVID-19 FMLA</td>
<td>TELEWORK</td>
</tr>
</tbody>
</table>

Total FMLA hours

**Utilize grid to indicate times worked and times for intermittent COVID-19 FMLA leave. Please use another sheet of paper if additional dates/times are needed to reflect your schedule under intermittent COVID-19 FMLA leave.

***Confirmation of eligibility of COVID-19 FMLA leave will be issued by Human Resources and communicated via letter.

__________________________________________________  ______________________
Supervisor Signature       Date

__________________________________________________  ______________________
Employee Signature       Date

☒ HR Processing
☒ Payroll copy E2=_________hours

MSJC COVID-19 FMLA Leave Form Page 1
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 (Exposure outside of work)

1. If an exposed employee 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. 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 exposed employee calls 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 Health Center staff to report all staff non-industrial incidents to Department of Public Health.

4. Human Resources and Health Center will report all staff non-industrial incidents to Executive Cabinet and Risk Management.

5. If an employee tests positive for coronavirus and has been on campus, per DFEH, Human Resources must notify any employees that may have come into contact with the employee of the possibility of exposure.

6. Human Resources and Health Center will also notify the Vice President of Business Services so they can direct the Maintenance & Operations (M&O) department of any room/rooms 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 these potential cases confidential.

9. Any calls from the Media should be directed to Karin Marriott, Public Information Officer.
INDUSTRIAL CASE (EXPOSURE AT WORK)

1. If an exposed employee 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. Any employees that are exposed while working will immediately notify their
      supervisor, Human Resources, and Risk Management to report their exposure.

2. Risk Management will work with Health Center to report any staff industrial incidents to the
   Department of Public Health and to Cal/OSHA (via form 300) if the case is found to be industrial.

3. If an employee tests positive for coronavirus and has been on campus, per DFEH, Human
   Resources must notify any employees that may have come into contact with the employee of
   the possibility of exposure.

4. Risk Management and Health Center will also notify the Vice President of Business Services so
   they can direct the Maintenance & Operations (M&O) department of any room/rooms that the
   exposed person visited so they can be disinfected.

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

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

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

8. Any calls from the Media should be directed to Karin Marriott.

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.

<table>
<thead>
<tr>
<th><strong>Important MSJC Contacts</strong></th>
<th><strong>Chief Human Resources Officer</strong></th>
<th><strong>Associate Dean of Health Services</strong></th>
<th><strong>Director of Risk Management and Interim Director of Human Resources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jeannine Stokes</td>
<td>Lisa McAllister, DHA, MSN, RN</td>
<td>Ann Jensen</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jstokes@msjc.edu">jstokes@msjc.edu</a></td>
<td><a href="mailto:lmcallister@msjc.edu">lmcallister@msjc.edu</a></td>
<td><a href="mailto:ajensen@msjc.edu">ajensen@msjc.edu</a></td>
</tr>
<tr>
<td><strong>Risk Management Coordinator</strong></td>
<td>Nicole Piña</td>
<td>Public Information Officer</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:npina@msjc.edu">npina@msjc.edu</a></td>
<td>Karin Marriott</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kmariott@msjc.edu">kmariott@msjc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Novel Coronavirus COVID-19 Testing

Indio @ 46350 Arabia Street (Drive-thru)
Lake Elsinore @ 500 Diamond Drive (*Make appointment online: www.projectbaseline.com/study/covid-19 or call 800.945.6171) -- Drive-thru
Moreno Valley, CrossWord Christian Church @ 21401 Box Springs Road
Perris @ 18700 Lake Perris Drive (Drive-thru)
Riverside @ 5261 Arlington Avenue (Drive-thru)

Beaumont @ 306 E. 6th Street (New location due to Apple Fire)
Desert Hot Springs @ 12-800 W. Arroyo Drive
Jurupa Valley @ 5293 Mission Blvd.
Coachella @ 51-251 Douma Street
Norco @ 3737 Crestview Drive
Perris @ 18150 Wood Road (Markham St. entrance)
Temecula @ 41000 County Center Drive
Moreno Valley @ 13671 Frederick Street

Walk-ins OK!
Register as a patient: https://lhi.care/covidtesting
Bring patient ID # and photo ID to your appointment.
No Internet? Call 888.634.1123

Appointment required.
Call 800.945.6171.

*All locations are indoor, unless otherwise noted.
For more info: www.rivcoph.org/coronavirus/testing
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
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

For more information, click here.

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

Close contact is defined by the CDC as:

- Spending at least 15 minutes or more in close proximity (less than 6 feet) of a person who is COVID-19 positive.
- Providing at-home care to someone who is currently sick with COVID-19.
- Direct physical contact with the COVID-19 positive person (e.g., hugged or kissed them).
- Sharing eating or drinking utensils with the COVID-19 positive person.
- The COVID-positive person sneezed, coughed, or somehow got respiratory droplets on you.
- An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19.

For more information, click 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 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.
- 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 your healthcare provider.

Guidelines related to exposure can also be found on the CDC website here. Additional guidance from the CDPH website may be found here.

Employees must also follow the Coronavirus Reporting Procedures in the Forms and Procedures Section following.
GENERAL INFORMATION

FACE COVERING DO’S AND DON’TS

Face Covering Do’s and Don’ts:

**DO:**
- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

**DON’T:**
- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers

[Image of face coverings]

**IMPORTANT NOTE ABOUT FACE COVERINGS AND WARMER TEMPERATURES:**

Take care to consume more water so that you do not get dehydrated and overheat. The CDC recommends using face coverings made from 100% as they are more breathable. Face coverings should fit snug on your face, but not so tight that they interfere with your breathing.

CDC Tips on face coverings can be found [here](https://www.cdc.gov/coronavirus).
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 : 1-800-424-9300 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.
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
- 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.