

The background features a teal-to-blue gradient with various circular and semi-circular patterns. A prominent scale on the left side ranges from 140 to 260 in increments of 10. Other elements include dashed lines, solid lines, and arrows, suggesting a technical or data-driven theme.

COVID 19 EMPLOYEE EDUCATIONAL INFORMATION

WE ARE EXCITED TO BE REOPENING!

- This will be a planned phased opening
- The number of employees in each department will be limited and you may continue to work remotely at times.
- Your work schedule will be determined with your direct supervisor.
- There is a level of flexibility for staff.
- If any employee becomes sick while at work, we will separate them from other employees and individuals and send home. At that point, we will be disinfecting all areas of the worksite per CDC guidelines.
- When you return you will be asked to only enter and exit the building from certain doors and asked to travel in only one direction. These practices are being implemented to keep everyone safe.
- You will be required to wear a mask in the building.



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CORONAVIRUS: WHAT YOU NEED TO KNOW

- Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19
- COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting many countries globally.



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KNOW HOW IT SPREADS

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

The best way to prevent illness is to avoid being exposed to this virus.

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.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

WATCH FOR SYMPTOMS

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 these symptoms may have COVID-19:

Fever or 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

Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

IF YOU ARE SICK

- If you have any of the symptoms of Covid-19, please contact your supervisor and stay home. If you have a fever, you must be fever free for at least 48 hours without needing fever reducing medication before returning to work. This is for everyone's safety and wellbeing.
- If you are exposed to Covid-19, you must stay away from work for 14 days. Please let us know if you are exposed to the virus. Alternative work arrangements can be made in some cases.
- Currently anyone who enters the office, a home or CPS facility is required to complete a COVID19 screening and have their temperature checked. This is for the safety of the staff and individuals. If anyone has a fever greater than 100.4 F, they will not be permitted to visit or work for at least 48 hours.
- We have instituted regular disinfectant protocols of common areas. You will be responsible for completing a checklist if you use these areas to ensure you have properly cleaned the area after you've used it. You will also be required to wear a mask as you travel throughout the building. You do not need to wear your mask at your workstation unless speaking with someone in the immediate area.



WEARING A MASK



**ARE YOU
WEARING
YOUR MASK
CORRECTLY?**



How to put on a face mask

- Wash your hands or use sanitizer before touching the mask. Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
 - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow. Then take the bottom ties and secure with a bow at the nape of the neck.
 - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
 - Pull the bottom of the mask over your mouth and chin.

How to remove a face mask

- Wash your hands or use sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear loops:* Hold both ear loops and gently lift and remove the mask.
 - *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you by the ties.
 - *Face Mask with Bands:* Lift the bottom strap over your head before pulling top strap over your head.

Throw the mask in the trash or laundry. Wash your hands or use sanitizer.

MASK WEARING DO'S AND DON'TS

DON'T
leave your
nose exposed.



DON'T
allow gaps
on the sides of
your mask.



DON'T
lower your mask
to rest around
your neck.



DON'T
leave your
chin uncovered.

DON'T
cover only
part of
your nose.



DO wear your mask so that it completely covers your mouth, nose, and chin, and so it is tight against your face.



WASH HANDS OR USE SANITIZER WHEN ENTERING THE OFFICE, PROGRAM OR A HOME, BEFORE AND AFTER CARING FOR SOMEONE, BEFORE PREPARING FOOD, AFTER CLEANING UP. ALWAYS ASSUME SURFACES ARE CONTAMINATED. WASH FOR 20 SECONDS, MAKING SURE TO GET BETWEEN FINGERS AND UNDER YOUR NAILS. USE PLENTY OF SOAP AND DRY WITH A PAPER TOWEL AND USE THE PAPER TOWEL TO TURN OFF THE WATER FAUCET.



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CORONA VIRUS COVID-19

**CLEAN &
DISINFECT
OFTEN**



DISINFECTING PROCEDURES

- Employees will be responsible for disinfecting the common areas after using them. This includes the breakroom, microwaves, copiers, desks that are shared, tables in conference rooms, etc. Disinfecting wipes will be provided and a checklist will be used to ensure the process has been completed.
- Offices will be disinfected nightly by cleaning crews to ensure the safety of everyone.
- Remember to wipe down items that are handled frequently, such as desk phones, cell phones, light switches, countertops, doorknobs, keyboards and laptops. These items are very susceptible to bacteria and viruses.

PRACTICE SOCIAL DISTANCING

- Stay 6 ft apart unless providing direct care. Please do this away from work as well. You should care for yourself and keep yourself safe so you can keep your family safe and so you can come to work as well.
- No eating in the break or Kitchen area. All meetings should be held remotely through GoToMeeting or thorough Zoom or other technology applications.



WHERE TO FIND ACCURATE INFORMATION

If you have any questions about Covid-19 please find good resources for information. Currently, the Centers for Disease Control (CDC) and World Health Organization (WHO) are two good sources of information

Please don't rely on information obtained from social media. There is a lot of misinformation out there.

Reference the handouts that UCP has provided for information. If you have any questions, contact your supervisor.