

Illustration: CDC / Alissa Eckert & Dan Higgins

# Protecting the Safety and Health of Workers

## Coronavirus Disease 2019 (COVID-19)

*Using OSHA/CDC Guidance to protect workers as we bring workplaces online*

*All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, this training on mandatory health and safety requirements, or another training program that meets or exceeds this OSHA-provided training by May 4, 2020.*

# What is Novel Coronavirus?

- Coronaviruses are a family of viruses that can cause illness in people. Coronaviruses circulate among animals, including camels, cattle, and cats.
- SARS-CoV-2, the seventh known human coronavirus and the virus that causes COVID-19, is thought to have jumped species from animals to begin infecting humans.

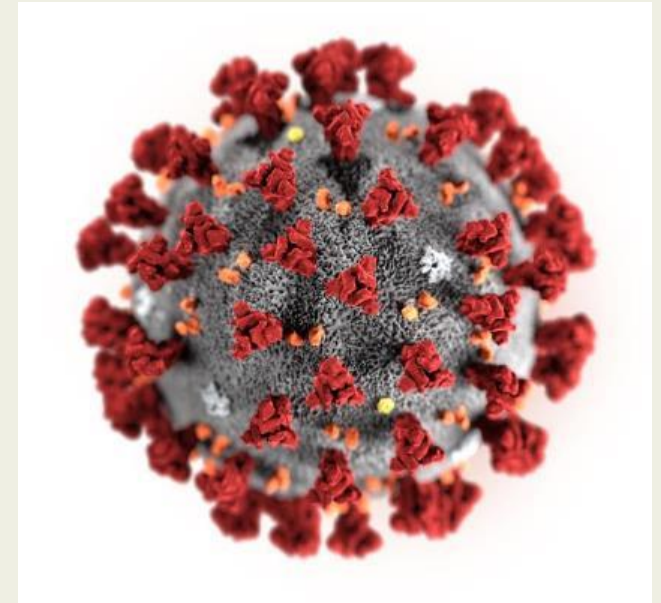


Illustration: CDC / Alissa Eckert & Dan Higgins

# What is Coronavirus Disease 2019 (COVID-19)?

- COVID-19 is a respiratory disease spread from person to person. The virus that causes the corona virus is the novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

HOW LONG DO CORONAVIRUSES* LIVES ON SURFACES	
SURFACE	DAYS OR HOURS
METAL, GLASS, CERAMICS	5 DAYS
PLASTICS, STAINLESS STEEL	2-3 DAYS
PAPER, WOOD	4-5 DAYS
CARDBOARD	1 DAY
ALUMINUM	2-8 HOURS
COPPER	4 HOURS
FOOD	DOESN'T SEEM TO SPREAD THROUGH FOOD AND HAS NOT BEEN FOUND IN WATER

SOURCES: CDC, FDA  
\*CORONAVIRUS IS A FAMILY OF VIRUSES THAT INCLUDES SARS-COV 2 - THE VIRUS THAT CAUSES COVID-19.

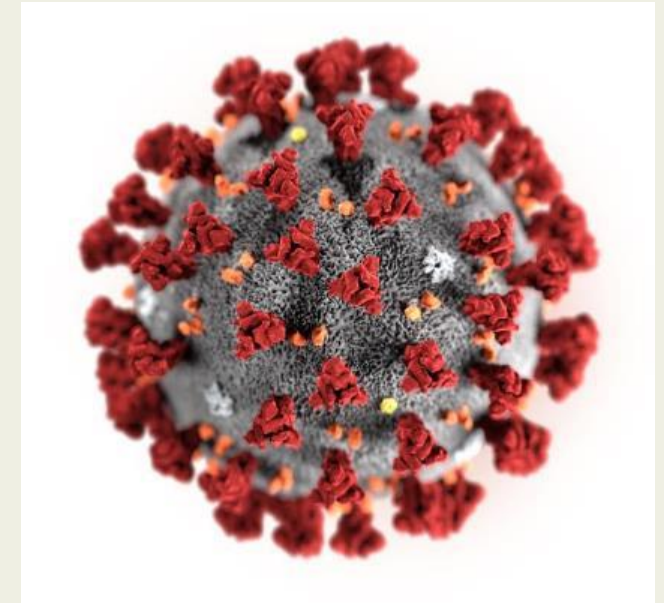


Illustration: CDC / Alissa Eckert & Dan Higgins

Source: [CDC](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

# How is COVID-19 Different from Other Known Coronaviruses?

- Several coronaviruses cause common colds, but are not significant threats for most healthy people.
- Other coronaviruses have caused past outbreaks, including Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS)—each caused by a different coronavirus.
- SARS-CoV-2 is a distinct coronavirus.

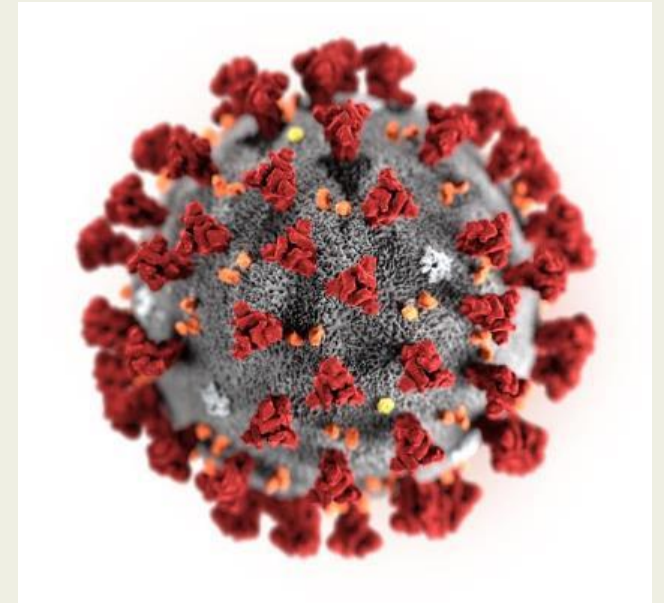


Illustration: CDC / Alissa Eckert & Dan Higgins

# How Does the Coronavirus Spread?

- The virus is thought to spread mainly from person-to-person.
- The virus spreads by droplets made when people with the coronavirus cough, sneeze or talk. These droplets can land in the mouths or noses of people nearby or be inhaled into their lungs.
- People who are infected often—but not always—have symptoms of illness. People without symptoms are able to spread virus.
- It may be possible that a person can get the coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Source: [CDC](#)

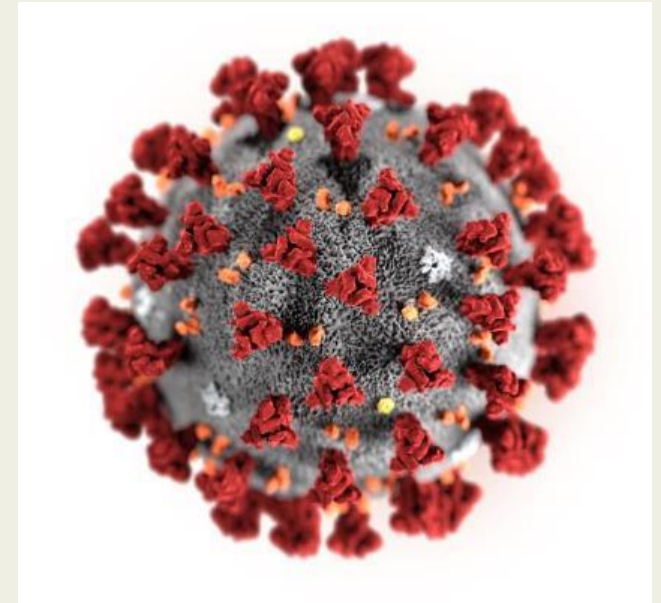


Illustration: CDC / Alissa Eckert & Dan Higgins

# Signs and Symptoms of Infection

- Not everyone infected with the COVID-19 virus has symptoms. Symptoms include mild to severe respiratory illness. The symptoms may start 2 to 14 days after exposure to the virus.
- **Symptoms include:** Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, and New loss of taste or smell
- If you are having symptoms of COVID-19, call your provider. If you are having a medical emergency, call 9-1-1 or go to the hospital.

## CDC's Self Checker Tool:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>

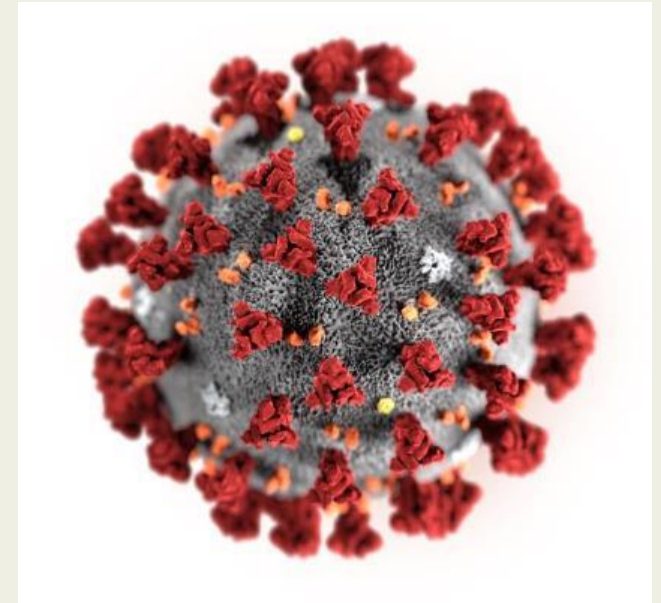
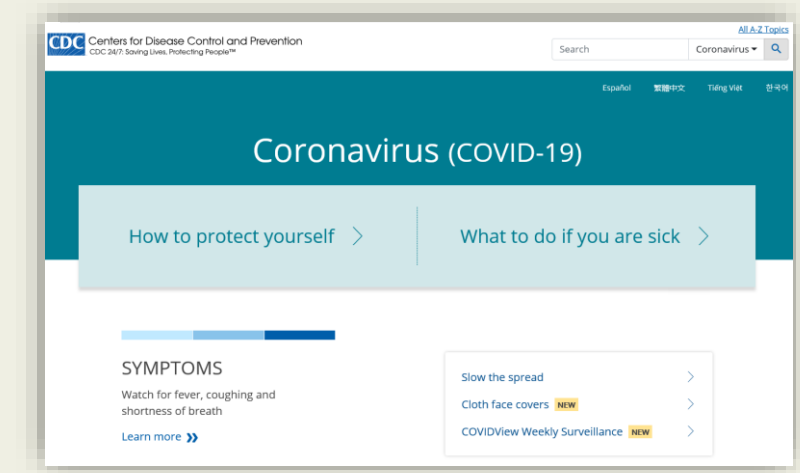


Illustration: CDC / Alissa Eckert & Dan Higgins

# Current Pandemic

- More than 2.7 million cases worldwide.
- Different parts of the U.S. are seeing different levels of COVID-19 activity.
- All 50 states have reported cases of COVID-19 to CDC.

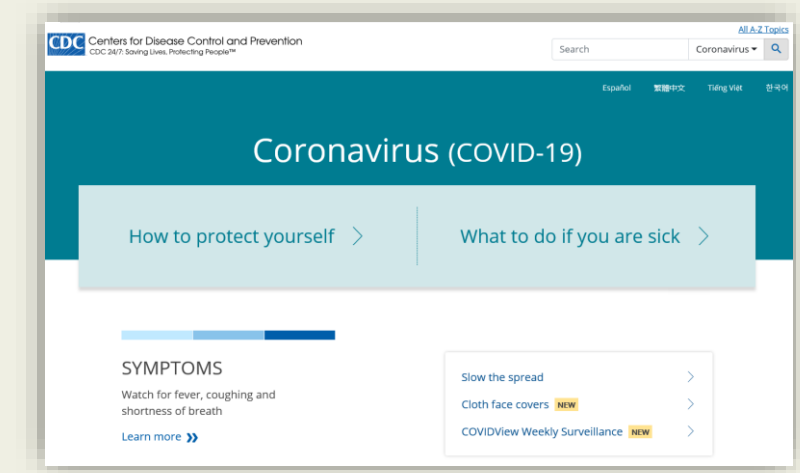


Latest situation summary:  
[www.cdc.gov/coronavirus/2019-ncov/](https://www.cdc.gov/coronavirus/2019-ncov/)

# Current Pandemic

## U.S. COVID-19 cases include:

- Imported cases in travelers.
- Cases among close contacts of a known case.
- Community-acquired cases where the source of the infection is unknown.
- Most U.S. states are reporting community spread of COVID-19.



Latest situation summary:  
[www.cdc.gov/coronavirus/2019-ncov/](https://www.cdc.gov/coronavirus/2019-ncov/)

# If You Have Been Exposed/Infected

- Prior to seeking treatment, alert your healthcare provider or occupational health clinic if you think you may have COVID-19.
- Tell your healthcare provider if you have been exposed to someone with the virus and have signs/symptoms of infection, as well as about any recent travel to areas where COVID-19 has spread.
- If you are having trouble breathing, or have any other concerning symptoms call 911 for immediate help.



Photo: CDC / Scott Housley

# Diagnosis and Treatment

- Your healthcare provider can determine if you should be tested for COVID-19 based on any symptoms you might have, and the severity of them.
- There is not currently a vaccine or specific treatment for COVID-19.
- Some patients, especially those who become very ill, may require supportive care in a hospital.



Photo: CDC / Scott Housley

# Occupational Exposure Risks

- OSHA is closely coordinating with CDC, including the National Institute for Occupational Health and Safety (NIOSH), and other agencies to monitor the ongoing pandemic.
- The risk of exposure in many workplaces likely reflects the risk to the general public in the community where the workplace is located.
- Risk can increase when workers have frequent, close contact with the general public or other co-workers.



Photo: U.S. Navy / Seaman Rob Aylward

# Occupational Exposure Risks

- Workers in some sectors may have increased risk of occupational exposure to COVID-19, including in:
  - Healthcare and Laboratories
  - Emergency response
  - Mortuary services and other deathcare
  - Airline operations
  - Border protection and passenger screening
  - Critical retail operations (e.g., grocery stores, pharmacies)



Photo: U.S. Customs and Border Protection / James Tourtellotte

# Existing OSHA Standards Protect Workers from Exposure

- Follow existing OSHA standards to help protect workers from exposure to SARS-CoV-2 and infection with COVID-19.
- Employers should also remember that OSHA can use the General Duty Clause, Section 5(a)(1), of the Occupational Safety and Health Act to ensure that workers are protected from recognized safety and health hazards that may cause serious harm.

## Relevant OSHA Requirements

- Personal Protective Equipment (29 CFR 1910 subpart I), including:
  - PPE General Requirements (1910.132)
  - Eye and Face Protection (1910.133)
  - Respiratory Protection (1910.134)
  - Hand Protection (29 CFR 1910.138)
- Bloodborne Pathogens (29 CFR 1910.1030)
- Hazard Communication (29 CFR 1910.1200)
- Recordkeeping (29 CFR part 1904)

## Sectors with Exposure Risk – VERY HIGH

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, EMTs) performing or present for aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, CPR, some dental procedures and exams, invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients.
- Morgue workers performing autopsies on the bodies of people who are known to have, or suspected of having COVID-19 at the time of their death.

## Sectors with Exposure Risk – HIGH

- Healthcare delivery and support staff (e.g. doctors, nurses, and other hospital staff who must enter patients rooms) exposed to known or suspected COVID-19 patients. (While NO aerosol generating procedures are being performed.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing the bodies of people who are known to have, or suspected of having COVID-19 at the time of their death.

## Sectors with Exposure Risk – MEDIUM

- Jobs that require frequent (i.e., more than a few minutes) and/or close (i.e., within 6 feet) contact with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.
- Examples include:
  - Critical retail workers, such as those in pharmacies and grocery stores.
  - Transit workers, such as bus drivers, subway operators, and taxi drivers.
  - Workers in other transportation operations.

## Sectors with Exposure Risk – LOW (Caution)

- Jobs that do not require contact with people known to be or suspected of being infected with SARS-CoV-2, nor frequent close contact with (within 6 feet) of the general public.
- Workers in this category have minimal occupational contact with the public and other coworkers.

# MANDATED HEALTH AND SAFETY REQUIREMENTS FOR ALL BUSINESS, NON- PROFIT & GOVERNMENT OPERATIONS

All businesses must follow Department of Health and CDC  
Guidelines and OSHA Standards

*disclaimer:* *based on VT mandate - as NYS has not issued guidelines yet. Once  
available - we will update. This has been modified in places to support our business.*

# Requirements

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- Non-symptomatic COVID-19 positive workers are not allowed on site and any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

# Requirements

- Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- To the extent feasible, prior to the commencement of each work shift, prescreening or survey shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath), including temperature checks.

# Requirements

- Temperature checks
  - – *A temperature of 100.4 °F/38 °C or higher, is considered a fever, as according to the CDC*
- At the present time non-contact thermometers are in short supply, however, employers shall immediately order, and use their best efforts to obtain, thermometers in order to conduct routine temperature checks.

# Requirements

- All employees must observe strict social distancing of 6 feet while on the job, unless noted, and should refrain from touching their faces.
- No congregation of employees is allowed

# Requirements

- If possible, access to common areas, break or lunchrooms should be closed or controlled.
- If the nature of an employer's work, or the work area does not allow employees to safely consume meals in the workspace an employer may designate a common area or room where meals may be safely consumed provided all conditions are met:

# Requirements

- At the entrances of the designated common area or room the employer shall clearly post the policy limiting the occupancy of the space, and the minimum social distancing, hand washing/hand sanitizing and space cleaning requirements
- The employer shall limit occupancy of designated common area or room so that occupants maintain strict social distancing of no less than 6 feet per individual. The employer shall enforce the occupancy limit.

# Requirements

- When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
- No more than 3 people shall occupy one vehicle when conducting work, and shall wear face coverings while riding together in vehicles.
- When possible, employees that ride together would also be those working in closest proximity to one another.

# Requirements

- All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected at the beginning, middle and end of each shift and, when possible, prior to transfer from one person to another.
- Employees must wear face coverings over their nose and mouth when in the presence of others. If someone approaches, ALL must be wearing face coverings - covering nose and mouth.

# Requirements

- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites.
- Hand washing facilities and/or hand sanitizer shall be immediately available at entrances of designated common area or room.

# Requirements

- Businesses shall ask Customers, and the public in general, to wear face coverings any time they are interacting with others from outside their household.

- Update on NYS Pause Mandate:

<https://coronavirus.health.ny.gov/home>

# GUIDANCE FOR EMPLOYEES

# Know the Plan

- Your employer should have a plan to protect you from spread of COVID-19 and as an employee you should ask and understand this plan
- The plan will encompass the following concepts to protect workers from COVID-19;
  - Modifying the workplace (shields/barriers, moving workstations)
  - Social Distancing
  - Cleanliness
  - Personal Protective equipment
  - Face coverings

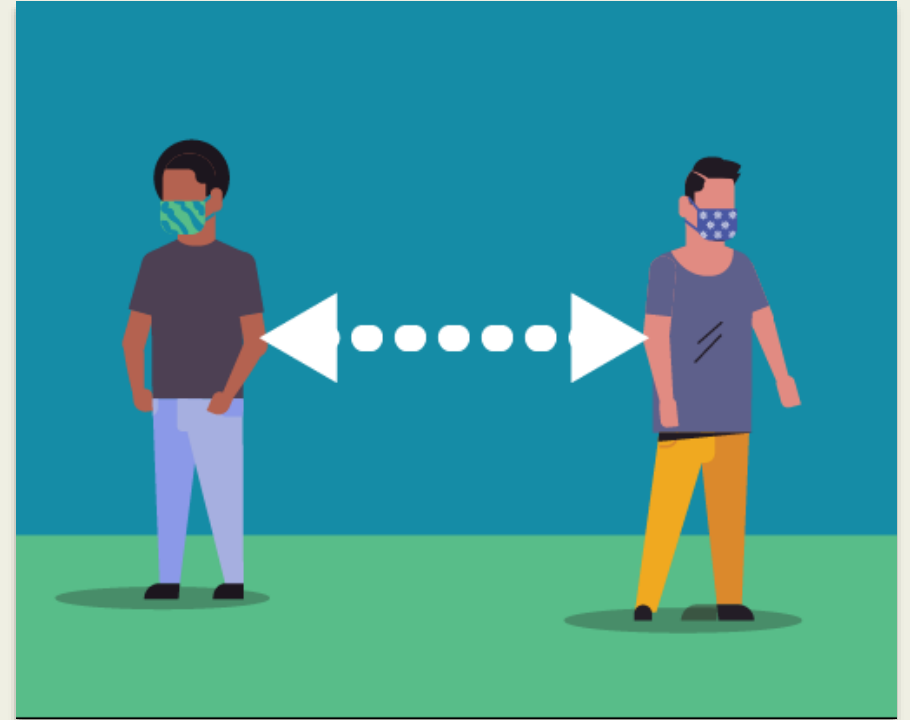


# Social Distancing

Social distancing, also called “physical distancing” means keeping space between yourself and other people outside of your home, and is the most effective means of protection from exposure and spread.

- Stay at least 6-feet from other people.
- Do not gather in groups.
- Any face-to-face contact less than 6-feet is not effective and should only be done in conjunction with wearing a mask.

[More on social distancing from the CDC](#)



# Stay Home, Stay Safe

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- Non-symptomatic COVID-19 positive workers are not allowed on site.
- Any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

[More on social distancing from the CDC](#)



# Hand Washing/Hand Sanitizing

Handwashing is one of the best ways to protect yourself and your family from getting sick.

For all workers, regardless of specific exposure risks:

- Practice good and frequent hand hygiene.
- Follow good cough/sneeze etiquette
- Avoid touching the eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Use hand sanitizer when you can't use soap and water



Photo: CDC

[More on handwashing from the CDC](#)

# Hand Washing/Hand Sanitizing

Follow these five steps every time.

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.



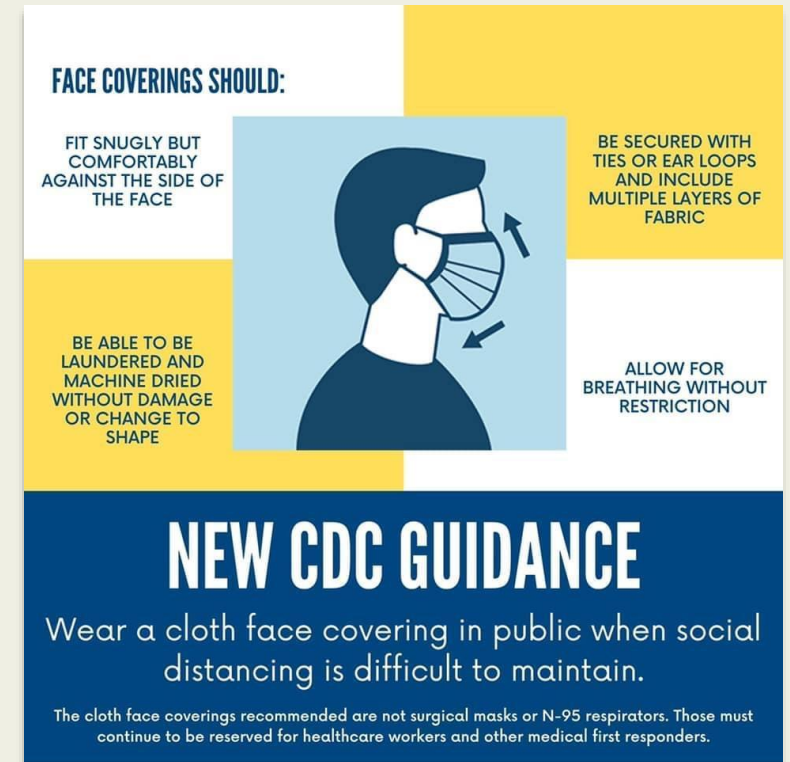
Photo: CDC

[More on handwashing from the CDC](#)

# Masks and Face Coverings

Masks are an important tool in protection from the spread of COVID-19 virus. In addition to the Governor's Executive Order, the CDC recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain

- Employees must wear face coverings over their nose and mouth when in the presence of others.
- In the case of retail cashiers, a translucent shield or "sneeze guard" is acceptable in lieu of a mask.
- Medical and surgical masks should be reserved for health care workers. To learn how to make your own mask or cloth face covering, [click here](#).




# Respirator

- Respirators are tight fitting and considered personal protective equipment.
- If N95 masks are used voluntarily, there is no need to have fit test conducted (*but need to provide mandatory Appendix D*) [LINK](#)
- If respirators are required in a workplace, a fit test must complete, and the employer needs a full and detailed protection program (1910.134)
- Respirators must be used if involved in medical procedures when exposed to aerosolized virus (intubating, treatment of coughing, etc.)


[Link to VOSHA Guidance on Masks/Respirators](#)

Three Key Factors Required for a Respirator to be Effective




**Correct\*** **Incorrect**

- ① The respirator must be put on correctly and worn during the exposure.
- ② The respirator must fit snugly against the user's face to ensure that there are no gaps between the user's skin and respirator seal.
- ③ The respirator filter must capture more than 95% of the particles from the air that passes through it.



\*If your respirator has a metal bar or a molded nose cushion, it should rest over the nose and not the chin area.



# For Continual Updates

- Visit OSHA's website at <https://www.osha.gov/SLTC/covid-19/>
- Visit CDC COVID-19 website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- NYS Regional Dashboard at <https://forward.ny.gov/regional-monitoring-dashboard>
- Franklin County Dept. of Health at <https://www.nyconnects.ny.gov/providers/franklin-county-public-health-sofa-ag-409846>
- Follow OSHA on social media
  - Twitter: @OSHA\_DOL
  - Facebook: Follow the Department of Labor page

# CERTIFICATE OF COMPLETION

*\*By completing the certificate on the next page, you certify that you have completed this training and understand the safety guidance provided.*

Please complete the fillable certificate and provide a copy to the office. You can save it by adding your name to the file name. For example:

**C19WPS-Mary**

You can save this to your computer or phone and email it to:

[office@adirondackclassicdesigns.com](mailto:office@adirondackclassicdesigns.com)

A copy will be retained in your employee file.



# CERTIFICATE

*THIS IS TO CERTIFY THAT*

*SUCCESSFULLY COMPLETED VOSHA ONLINE TRAINING IN METHODS OF  
PROTECTION FROM COVID-19 VIRUS IN THE WORKPLACE*

**DATE**

**EMPLOYER NAME**

**Adirondack Classic Designs, Inc.**