Green Mountain Self-Advocates adapted **Protecting the Safety and Health of Workers.** Each page includes a box with key points in plain language.
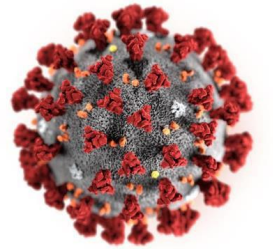
Green Mountain Self-Advocates is a Vermont disability rights organization. We are committed to the full inclusion of people with intellectual and developmental disabilities. That is why we created this plain language resource. We also wrote a glossary of terms used in this training. Click here to download the plain language glossary.
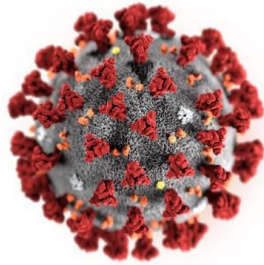
Plain Language = Inclusion

Protecting the Safety and Health of Workers
Coronavirus Disease 2019 (COVID-19)

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

VERMONT **DEPARTMENT OF HEALTH**
DEPARTMENT OF LABOR

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 VOSHA-provided training by May 4, 2020
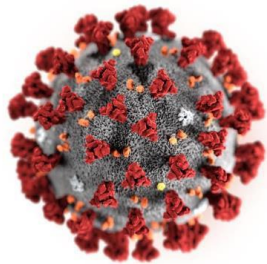
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This is a health and safety training.
All workers must review this information.
It describes what workers must do
during the Coronavirus outbreak.
Employers must keep a record
that this training was done.
Do this training by May 4, 2020

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH
DEPARTMENT OF LABOR

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 of coronavirus as it appears through microscope.

What is COVID-19?

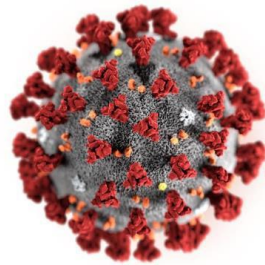- It is a new illness spreading around the world.

- Most people call COVID-19 the Coronavirus.

- Actually, there are many different kinds of coronaviruses that get people sick. They can also get animals sick.

- Scientists call this virus SARS-CoV-2. They think animals got it first. Then people caught the virus from animals.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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.

Source: CDC

What is COVID-19?

It is a short way of saying,

- Coronavirus Disease 2019
- Its nickname is Coronavirus.

COVID-19 is a disease in the lungs. It spreads from one person to another person. It was first named when many people got it in Wuhan, China.

Key Points in Plain Language

VERMONT **DEPARTMENT OF HEALTH DEPARTMENT OF LABOR**

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.

How is COVID-19 Different?

- Several viruses cause common colds. Having a cold is not comfortable. The good thing is that it goes away. You get better.
- COVID-19 is more serious. In 2020, some people who get it are dying.
- In the past, other outbreaks like this were called SARS and MERS.
- Scientists call this virus SARS-CoV-2. It is the same thing as COVID-19.

Key Points in Plain Language

VERMONT **DEPARTMENT OF HEALTH DEPARTMENT OF LABOR**

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

How Do You Get It?

- Someone with COVID-19 gives you their germs. You cannot see the germs. When they cough or sneeze, their germs get in the air, on you, and on things. Germs get into your body through your mouth, nose, and your eyes.
- Some people who have COVID-19 do not show it. They can still get you sick.
- If you touch something with germs on it and then touch your face you might get sick. This is not the main way to get COVID-19.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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

Signs and Symptoms of COVID-19

- Some people who have COVID-19 do not show it. They might not even know they are sick.
- Signs or symptoms include:
  - Fever
  - Cough
  - Hard time breathing
  - Chills,
  - Shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- If you are having symptoms call your doctor. If it is an emergency call 911 or go to the hospital.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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/

A **Pandemic** is an illness that spreads around the world.

- Millions of people have COVID-19.

- There are people sick with COVID-19 in all 50 states. In New York state many people got COVID-19. In Vermont, not so many people got sick so far. It depends on where you live.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH
DEPARTMENT OF LABOR

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/

COVID-19 in the United States
People got it from

- People who traveled from other countries

- Someone you know who had Coronavirus

- Contact with Coronavirus germs when out in public

Most people in the United States get it when in public places.

Key Points in Plain Language

VERMONT **DEPARTMENT OF HEALTH**
DEPARTMENT OF LABOR

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.

If you Have Been Exposed to COVID-19 and Are Sick

- Call your doctor. Do not go to the hospital or doctor's office.

- Tell your doctor you have been exposed to someone with the virus. Describe how you are feeling. Describe your symptoms.

- Tell your doctor If you have been to a place where people were sick with COVID-19,.

- If you are having trouble breathing call 911. For all medical emergencies call 911.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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.

Finding Out if You Have COVID-19 and Getting Treatment

- Your doctor will decide if you should be tested for COVID-19.

- As of May 2020, there is no vaccine. There is no specific treatment for COVID-19.

- Some people who get COVID-19 become very ill and need to go to a hospital.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH
DEPARTMENT OF LABOR

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.

The Risks of Getting the Virus at Work

- The government is counting how many people have COVID-19. They are keeping track of where they live.

- The chances of you getting the virus at work are about the same as going out in public.

- You are more likely to get sick if you spend more time with the public. Being close to your co-workers can also increase your chances of getting the virus.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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 deathcore

  - Airline operations

  - Border protection and passenger screening

  - Critical retail operations (e.g., grocery stores, pharmacies)

Getting COVID-19 When Working

The chance of you getting COVID-19 at work depends on the type of job you have. It is easier to COVID-19 if you work at:

- Doctor's office, Hospital or Lab that does medical testing

- Emergency response

- Airport or at the Border

- Stores (a grocery store or drug store)

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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)

OSHA means - Occupation and Safety Heath Administration.

This government office makes rules to keep people safe and healthy at work.

OSHA already has rules that will protect workers during the Coronavirus.

There is a law called the Occupational Safety and Health Act. It has rules that keep workers from getting hurt on the job. There are also laws that protect people with disabilities. Call Legal Aid if you need help protecting your rights. Call 800-889-2047 and leave a message.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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.

Jobs with a ==Very High== Risk of Getting COVID-19

- Doctors, nurses, and anyone working closely with a sick person who has COVID-19. They have direct contact with droplets of the virus coming from the patient.

- People who deal with COVID-19 tests

- A person who works in a morgue. They do autopsies on the bodies of people who may have had COVID-19 when they died.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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.
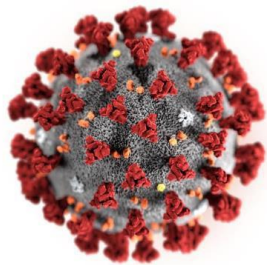
Jobs with a <mark>High</mark> Risk of Getting COVID-19

- Doctors, nurses and anyone working closely with a sick person who has COVID-19. These workers do not do medical procedures that put droplets of the virus in the air.

- EMTs and others who transport patients with COVID-19

- A person who works in a morgue. They worked with bodies of people who may have had COVID-19 when they died.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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.

Jobs with a Low Risk of Getting COVID-19

- Jobs that do not require contact with people who may have COVID-19

- Jobs that do not require a person to be within 6 feet of the public.

- Workers have little, if any, contact with the public and other coworkers

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH
DEPARTMENT OF LABOR

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

All businesses must follow Vermont Department of Health and CDC Guidelines and VOSHA Standards

VERMONT **DEPARTMENT OF HEALTH** **DEPARTMENT OF LABOR**

Mandatory 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.

Required – This Must Be Done

- You cannot go to work or stay at work if you are sick. You are sick if you have:
  - A fever
  - Cough
  - A hard time breathing
- If you were tested and you have COVID-19 you cannot be at work. Even people who have COVID-19 and do not feel sick.
- If you have contact with anyone who has COVID-19 you must stay home for 14 days.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Mandatory 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, pre- screening 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.

  - *A temperature of 100.4°F/38°C or higher, is considered a fever, as according to the CDC*

Required – This Must Be Done

- Signs must be posted at all entrances saying no one may enter if that have symptoms. You are not allowed if you have (fever, cough, and/or difficulty breathing

- All employees will be screened before they start working each day. Screening means
  - Having your temperature checked
  - And asked if they have a fever, cough, and/or difficulty breathing.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Mandatory 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. All common areas, such as break rooms and cafeterias, but excluding restrooms, are closed.

Required – This Must Be Done

- All employees must stay 6 feet away from other people when working. 6 Feet away is about the length of a bed. Look at the person and make sure a bed would fit between you.
- No being together in a group.
- All break rooms and cafeterias are closed.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Exception to the closed lunch/breakroom requirement

- 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

- 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

Safety rules for a lunch or breakroom during COVID-19

- Sometimes where we work is not a safe place to eat a meal. Your employer will find a safe place for you to go to eat and take a break. During the Coronavirus emergency the following safety rules must be met.

- The employer will set a limit of how many people can be in the area where people are eating. People must be 6 feet away from each other.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Exception to the closed lunch/breakroom requirement (cont.)

- Hand washing facilities and/or hand sanitizer shall be immediately available at entrances of designated common area or room.
- Employees shall be required to wipe down their area prior to leaving - or there shall be cleaning of the area at regular intervals throughout the day.
- 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.

Safety rules for a lunch or breakroom during COVID-19

- There must be a place to wash your hands where you enter the room or area to eat. It may be a hand sanitizer.
- Employees must wipe down their area before they leave. The employer will make sure there is a schedule to clean the area throughout the day.
- Post a sign saying how many people can be in the area. It says stay 6 feet apart. It has the rules for cleaning and hand washing.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Mandatory 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 2 people shall occupy one vehicle when conducting work, and shall wear face coverings when riding together

Required – This Must be Done

- When working inside, open doors and windows. Limit the number of people in the room.

- No more than 2 people should be in a vehicle when working. You should wear face coverings while riding together.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Mandatory Requirements

- 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.

Required – This Must be Done

- Employees must wear face coverings over their nose and mouth when around others. Some stores are using a clear plastic shield to protect cashiers,

Key Points in Plain Language

VERMONT **DEPARTMENT OF HEALTH DEPARTMENT OF LABOR**

Mandatory 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.

Required – This Must be Done

All common spaces and equipment must be cleaned and sanitized. This includes:

- bathrooms,
- doors and surfaces that are touched a lot
- tools and equipment
- vehicles.

Clean and disinfect these common spaces and items often. Do it at the beginning, middle and end of each shift. Try to do this before a new person comes on to work.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH
DEPARTMENT OF LABOR

Mandatory 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.

Required – This Must be Done

- It must be easy for workers to wash their hands. All must have to soap and water or hand sanitizer while working. To stay safe workers should wash their hands a lot. Hand washing or hand sanitizing must be done before, during, and after you leave work.

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Mandatory 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 New Work Safe Additions to the Stay Home, Stay Safe Order: https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order
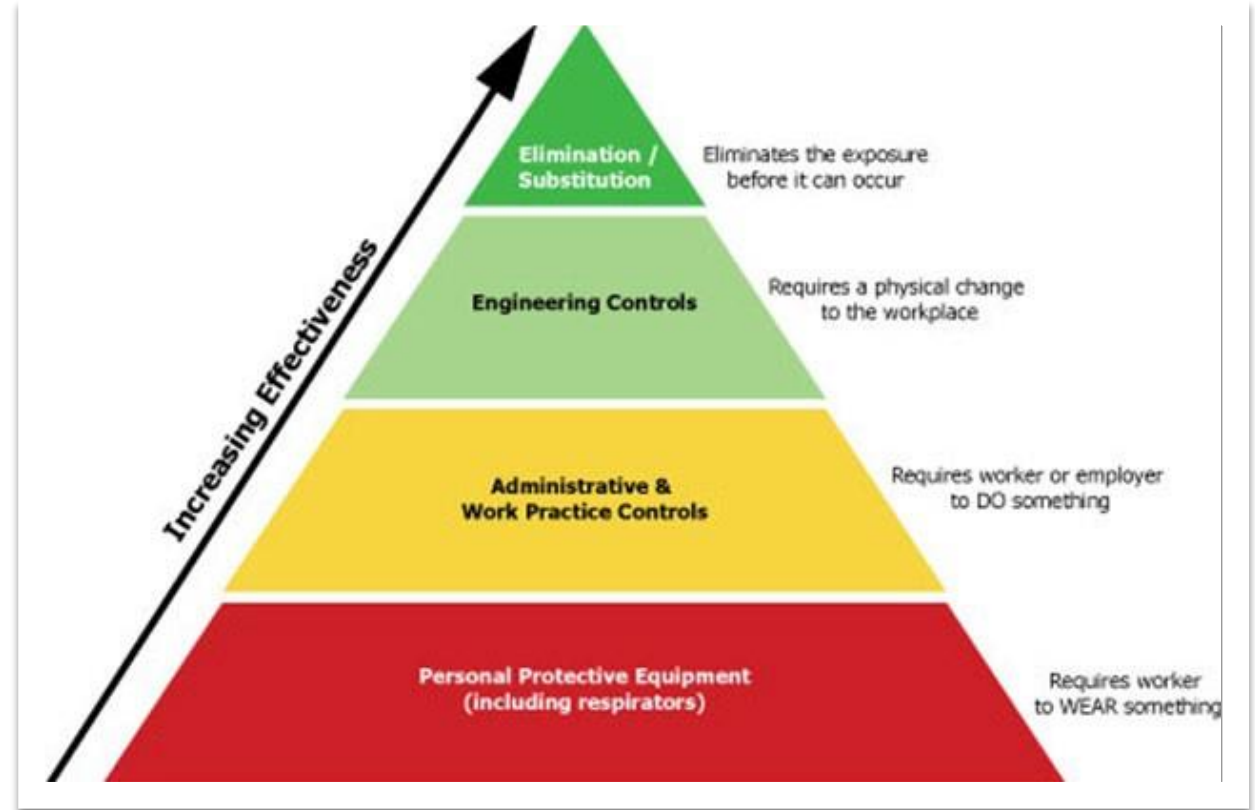
Required – This Must be Done

- Businesses will ask Customers to wear face coverings in public. Anytime you are with people you do not live with.
- Governor Scott's order to Stay Home, Stay Safe will change over time. You can find New Work Safety rules at: https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order

Key Points in Plain Language

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

GUIDANCE FOR EMPLOYERS

VERMONT DEPARTMENT OF HEALTH
DEPARTMENT OF LABOR

Have a Plan

- Start with assessing the hazards in your workplace
- Just as in all other hazards, the "Hierarchy of Controls" is an important concept

Increasing Effectiveness

Elimination / Substitution — Eliminates the exposure before it can occur

Engineering Controls — Requires a physical change to the workplace

Administrative & Work Practice Controls — Requires worker or employer to DO something

Personal Protective Equipment (including respirators) — Requires worker to WEAR something

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

Elimination/Substitution

- Tasks should be evaluated for the possibility of working remotely

- Meetings/conferences and trainings should be done via the internet/virtually

- Client/patient services should be done via the internet/virtually

- Employee-to-employee contact should be eliminated by spreading out workstations

- Employees should be encouraged to stay home if they feel ill in any way.
  THIS SHOULD BE UNIFORMLY COMMUNICATED

- If feasible, temperature testing employees should be done

VERMONT **DEPARTMENT OF HEALTH**
DEPARTMENT OF LABOR

Engineering Controls

- Consider physical barriers to prevent spread;

    - i.e. workstation barriers

    - i.e. sneeze guards for cashiers

- Isolation of tasks should be considered where possible

- Ventilation patterns and air change rates can assist in lessening contamination

VERMONT **DEPARTMENT OF HEALTH**
DEPARTMENT OF LABOR

Administrative and Work Practice Controls

Work Practice Controls can be very effective in preventing the spread of COVID-19

- Understand the basic principles of prevention:

  - **Social Distancing:** Social distancing is when people are able to maintain a minimum of **6 feet apart.**

  - **Personal Cleanliness:** Hand washing facilities and hand sanitizing must be provided, readily available, and their use must be encouraged.

  - **Work Surface Cleanliness:** Employers should implement protocols for regularly cleaning and disinfecting high-touch surfaces in the work environment.

    Wipe down surfaces such as door push bars, shopping carts, points of sale machines, chairs in waiting areas, and other areas that customers, visitors, or workers frequently touch.

VERMONT **DEPARTMENT OF HEALTH**
DEPARTMENT OF LABOR

Employee Training

- Train all workers about their risk of occupational exposure to COVID-19 as well as on what to do if they have traveled to high-risk areas or been exposed to possible cases.

- For workers at particular risk of exposure (e.g., in healthcare sectors), discuss:

  - Sources of exposure to the virus and hazards associated with that exposure.

  - Appropriate ways to prevent or reduce the likelihood of exposure, including use of engineering and administrative controls, safe work practices, and PPE.

  - Some OSHA standards (e.g., BBP, PPE) require worker training.

Personal Protective Equipment (PPE)

- Make sure there is a good understanding of what is and what is not considered PPE

- Things that are PPE;

  - **Gloves:** various gloves protect against varying hazards, most commonly, medical grade Nitryl or latex gloves are used to protect against pathogenic hazards

  - **Body Protection;** Most often varying forms of protective suits are worn to protect from pathogenic hazards. In the case of facilities with direct contact of known or suspected COVID-19 infectious subjects, Tyvek, full body suits can be worn. However! To be impervious to the maximum of the design, all seems should be sealed

  - **Eye/face protection;** Eye protection should also be worn for those involved in the direct contact of known or suspected COVID-19 infectious subjects. Eye protection should provide side protection at the least. Face shield make excellent protection, especially when used in conjunction with eye protection

  - Know the difference in masks versus respirators and apply appropriately

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VERMONT **DEPARTMENT OF HEALTH**
DEPARTMENT OF LABOR

GUIDANCE FOR EMPLOYEES

VERMONT DEPARTMENT OF HEALTH
DEPARTMENT OF LABOR

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)
  - Personal Protective equipment
  - Social Distancing
  - Cleanliness
  - Face coverings

Know the Plan

- Your employer should have a plan to protect you from getting COVID-19. Ask for a copy of the plan. Get support to understand it

- The plan must include:
  - Ways to make the workplace safer. (For example, adding plastic shield, moving workstations.)
  - Social distancing
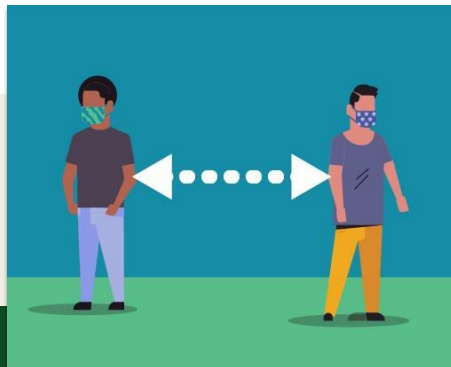 - Personal Protective equipment
  - Face coverings

Key Points in Plain Language

VERMONT **DEPARTMENT OF HEALTH DEPARTMENT OF LABOR**

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

Social Distancing

Social distancing is keeping space between you and other people. It is also called physical distancing. You must do this when with people outside of your home. It helps to protect you from getting COVID-19.
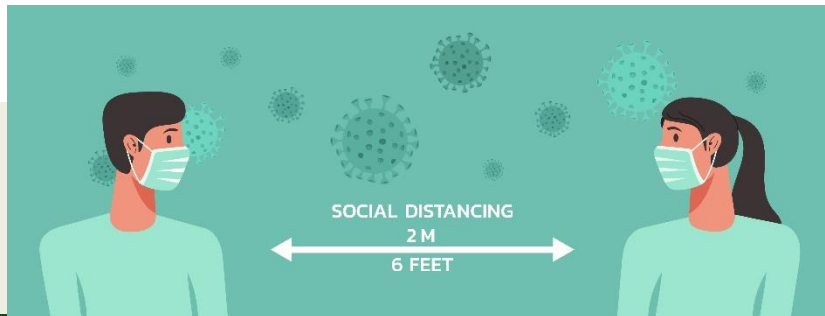
- Stay at least 6-feet from other people.
- Do not gather in groups.
- If you are ever closer than 6-feet you must wear a face covering or mask.

Key Points in Plain Language

VERMONT **DEPARTMENT OF HEALTH DEPARTMENT OF LABOR**

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

Stay Home, Stay Safe

- You cannot go to work or stay at work if you are sick. You are sick if you have:
  - A fever
  - Cough
  - A hard time breathing
- If you were tested and you have COVID-19 you cannot be at work. Some people who have COVID-19 do not feel sick.
- If you have contact with anyone who has COVID-19 you must stay home for 14 days.

Key Points in Plain Language

SOCIAL DISTANCING
2 M
6 FEET

VERMONT DEPARTMENT OF HEALTH DEPARTMENT OF LABOR

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

More on handwashing from the CDC

Hand Washing / Hand Sanitizing

Washing your hands is one of the best ways to keep from getting sick.

For all workers:

- Wash your hands often
- Cough or sneeze into a tissue and throw it away. Cough or sneeze into your elbow.
- Avoid touching your eyes, nose, or mouth.
- Stay away from people who are sick
- If soap and water are not available, use hand sanitizer.

Key Points in Plain Language

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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.

More on handwashing from the CDC

Hand Washing / Hand Sanitizing

Do these 5 steps every time:

1. Wet your hands with clean, running water. It can be cold or warm. Next turn off the water. Put soap on your hands.

2. Rub your hands together. Get soap all over your hands. (on the back of your hands, between your fingers and under your nails).

3. Keep rubbing and scrubbing your hands for 20 seconds. It helps to hum the "Happy Birthday" song. Hum it 2 times.

4. Rinse your hands clean running water.

5. Dry your hands in the air or with a clean towel.

Key Points in Plain Language

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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.

Masks and Face Coverings

Wear a face mask. it is an important way to protect yourself from getting COVID-19. Governor Scott and the CDC recommend wearing cloth face coverings when in public. It helps when it is hard to do social distancing.

- Employees must wear face coverings over their nose and mouth when around others. Some stores are using a clear plastic shield to protect cashiers,
- Masks used by doctors and nurses should be saved for them to use.

Key Points in Plain Language

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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.)

Correct*

Respirator

- Some workers use respirators. A respirator is a tight-fitting mask. It keeps out smoke, dust and germs or viruses. It is one kind of personal protective equipment.
- There is a test to make sure it fits correctly. Make sure your employer has a plan to check your makes to see if it fits.
- If N95 masks are used you do not need to do a test to see if it fits correctly.
- Respirators must be used if you work closely with a person with COVID-19.

Key Points in Plain Language

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Links to Helpful Documents

- OSHA guidance for grocery and retail worker safety: https://labor.vermont.gov/document/osha-protecting- grocery-store-workers-covid-19

- OSHA guidance for construction worker safety: https://labor.vermont.gov/document/osha-protection- construction-workforce-during-covid-19

- OSHA guidance package delivery worker safety: https://labor.vermont.gov/document/osha-covid-19-guidance- package-delivery-workforce

- OSHA guidance for manufacturing worker safety: https://labor.vermont.gov/document/osha-covid-19-guidance- manufacturing-industry-workforce

- Agency of Commerce guidance for stage one going back to work:

  https://accd.vermont.gov/news/update-new- work-safe-additions-stay-home-stay-safe-order

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For 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

- Visit Vermont Department of Health at https://www.healthvermont.gov/response/coronavirus-covid-19

- Visit Agency of Commerce and Community Development at https://accd.vermont.gov/covid-19

- Follow OSHA on social media
  - Twitter: @OSHA_DOL
  - Facebook: Follow the Department of Labor page

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CERTIFICATE OF COMPLETION

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

Please complete the fillable certificate, and provide a copy to your employer. Keep a copy for your record as well.

See next slide for instructions on how to save a copy of your certificate to your computer

To download your Certificate of Completion for this training, please visit: https://labor.vermont.gov/document/covid-19-training-certificate

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