

**Radiological & Environmental Management**  
**FACILITIES MANAGEMENT**

# **COVID-19 SAFETY TRAINING**

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**PURDUE**  
**UNIVERSITY®**  
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# DISCLAIMER

The information provided herein is based on current information regarding best practices obtained from guidance and publications issued by the U.S. Centers for Disease Control and Prevention (CDC) as well as other federal, state, and local public health officials.

**The information is relevant at the time of the creation of this document and is subject to change. (2/3/2021)**

Should you see any discrepancies with the most current CDC guidelines, please contact REM at [steels@pfw.edu](mailto:steels@pfw.edu).

# TRAINING PURPOSE

- Raise safety awareness about COVID-19
- Provide up-to-date safety guidance
- Provide instructions on how to correctly wear, remove, and dispose of personal protective equipment (PPE) and face coverings



Image: CDC

## FOR THE MOST UP TO DATE COVID-19 INFORMATION:

- Get Purdue University information and updates from our COVID-19 Coronavirus Updates website
  - <https://coronavirus.purdue.edu>
- Get Centers for Disease Control and Prevention (CDC) information and updates from their Coronavirus (COVID-19) website
  - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

# COVID-19 (Coronavirus disease 2019)

- COVID-19, or Coronavirus 2019, is a viral respiratory illness spreading from person to person.
- COVID-19 is considered a global pandemic with community spread.
- Symptoms may appear 2-14 days after virus exposure and can include:
  - Fever (100.4 F or above) or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- There is currently a COVID-19 vaccine available. Check the state's vaccine website (<https://www.coronavirus.in.gov/vaccine/index.htm>) for more information and to schedule a vaccine appointment.

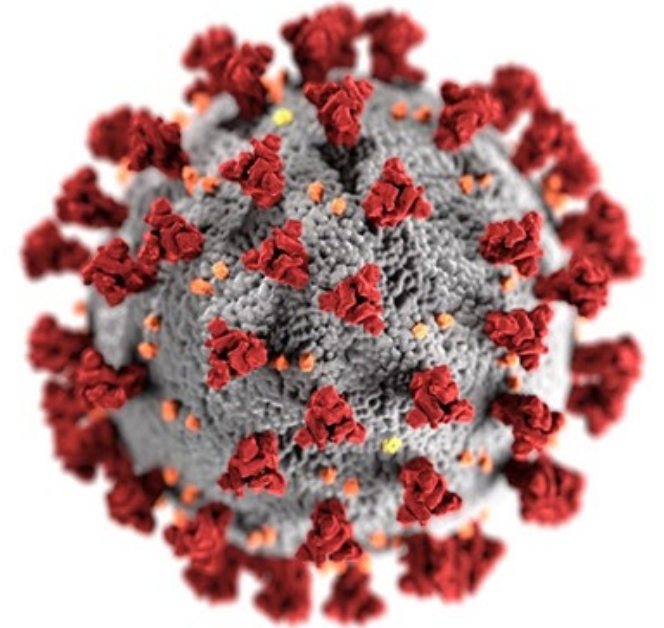


Image: CDC

# How COVID-19 is Spread

- Per the CDC, the virus is thought to spread very easily from person-to-person:
  - Most commonly 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.
    - **Asymptomatic individuals can spread the disease**
    - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Airborne transmission from person-to-person over long distances is less likely.
  - Touching contaminated surfaces or objects and then touching your eyes, nose or mouth.

# Older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19

- Additional risk factors:
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Down Syndrome
  - Heart conditions
  - Immunocompromised state from organ transplant
  - Obesity (BMI of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
  - Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
  - Pregnancy
  - Sickle cell disease
  - Smoking
  - Type 2 diabetes mellitus
- Potential risk factors:
  - Asthma (moderate-to-severe)
  - Cerebrovascular disease
  - Cystic fibrosis
  - Hypertension or high blood pressure
  - Immunocompromised state from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids or other immune weakening medicines
  - Neurologic conditions, such as dementia
  - Liver disease
  - Overweight (BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)
  - Pulmonary fibrosis
  - Thalassemia (a type of blood disorder)
  - Type 1 diabetes mellitus
- For the full list and additional information, please see:  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>



# IMPORTANT!

Any illnesses in the workplace put others at risk.

**If you are sick, please stay home!**

Practice social distancing measures at all times.

The infographic features a red octagonal stop sign with the word "STOP" in white. To its right, the text "Feeling Sick?" is displayed above a red arrow pointing right that contains the text "Stay home when you are sick!". Below this, a grey box contains the instruction: "If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor." A red bar below this box states "DO NOT ENTER if you have:". Underneath, three circular icons represent symptoms: a person with a thermometer for "FEVER", a person coughing for "COUGH", and lungs for "SHORTNESS OF BREATH". At the bottom left is the CDC logo, and at the bottom right is an orange box with the URL "cdc.gov/CORONAVIRUS".

**STOP**

**Feeling Sick?**

Stay home when you are sick!


If you feel unwell or have the following symptoms  
please leave the building and contact your health care provider.  
Then follow-up with your supervisor.

**DO NOT ENTER** if you have:

**FEVER**

**COUGH**

**SHORTNESS OF BREATH**



[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)

© 1/16/20-4 March 22, 2020 11 PM

Image: CDC



# STAY HOME IF YOU ARE SICK

Contact the Purdue University Fort Wayne Campus Health Clinic (even if not a patient) or your primary care physician for an assessment and further guidance if you...

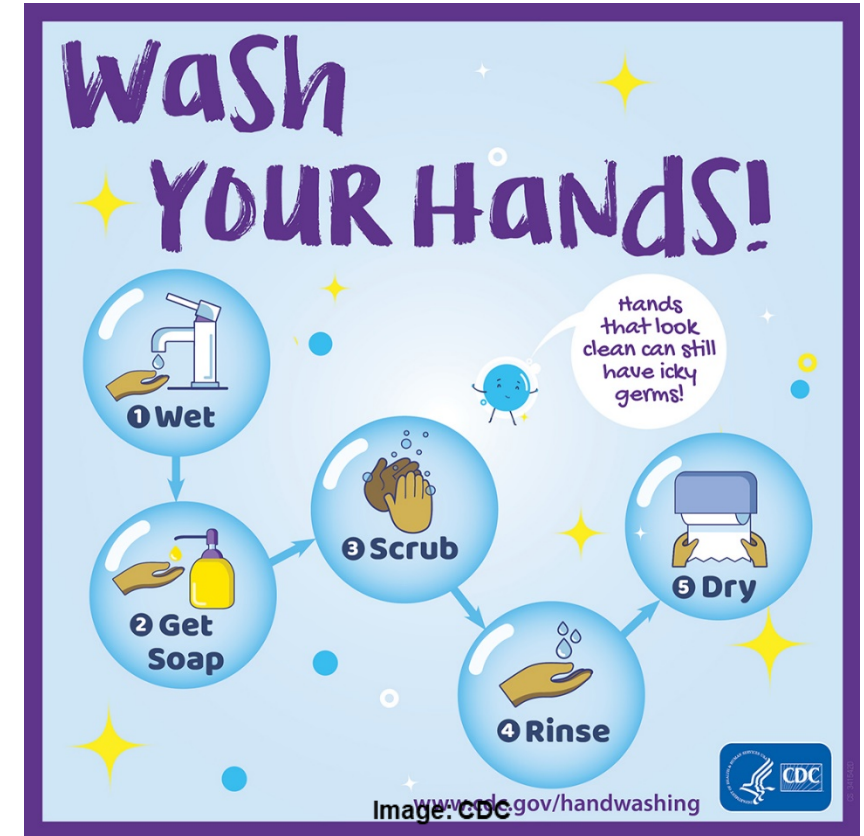
- Feel ill with symptoms from below:
  - Cough
  - Shortness of breath or difficulty breathing
  - At least two of the following:
    - Fever (100.4 F or above)
    - Chills
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat, congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - Have had close contact with anyone including family members who have tested positive for COVID-19
  - Have had close contact with anyone who has been tested for COVID-19 and is waiting for results

# Guidance on Illness or Exposure to COVID-19

- **If you are diagnosed with COVID-19**, your medical provider will require you to isolate at home to recover and prevent the spread to others
- **If you have been exposed to COVID-19**, your medical provider will require you to self-quarantine at home for potentially 14 days to monitor for symptoms, including testing
- The CDC **What To Do If You Are Sick** webpage provides detailed COVID-19 diagnoses and exposures information
  - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

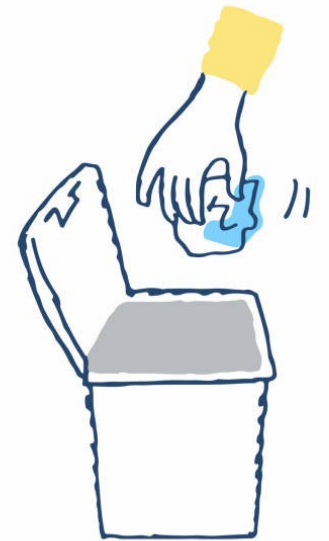
# Good hand hygiene

- Avoid touching eyes, nose and mouth with unwashed hands.
- Wash hands with soap and water for at least 20 seconds
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol
  - cover all surfaces of hands and rub together until dry.



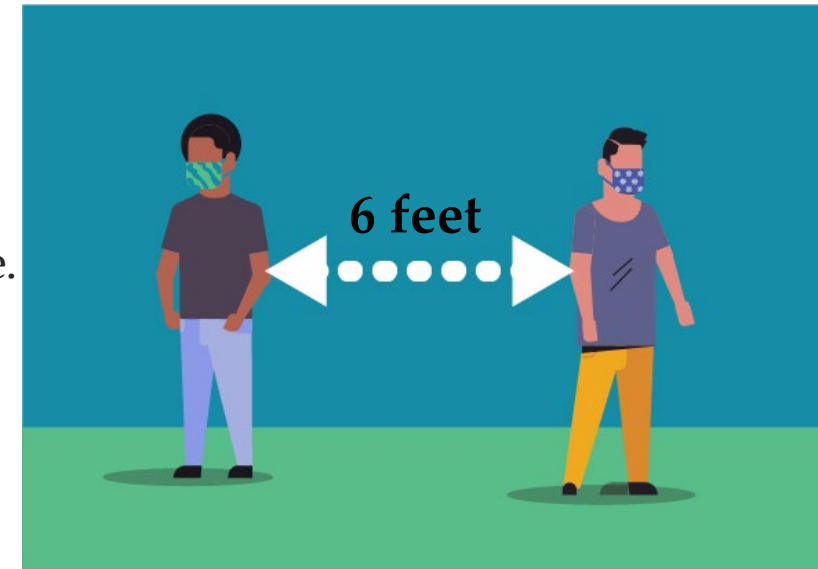
# Good Respiratory Hygiene

- Cover mouth and nose with tissues when coughing or sneezing or use inside of the elbow.
- Immediately throw away used tissues in the trash, do not leave on top of surfaces.
- Wash hands or use hand sanitizer after coughing or sneezing (using tissues).
- Avoid touching eyes, nose and mouth with unwashed hands.



# Practice Safe Social Distancing on and off campus

- WEAR A FACE COVERING!
- Avoid crowded places.
- Maintain a distance of at least six (6) feet from others and limit contact time.
- Stay outside or come back later if a building is too crowded.
- Limit to one person per elevator ride.
- Don't share other people's property or food/drinks.
- Avoid using community property (e.g. microwaves, copiers, tools).
  - If you must use, disinfect with appropriate cleaner before use.



# Face Covering Guidance

- You must wear a face covering when in
  - Common areas or public spaces inside a building
  - Outdoor public spaces when social distancing is not possible
  - Shared work area like labs, breakrooms, conference rooms, and rest rooms
- You are not required to wear a face covering when
  - In individual offices
  - In work spaces that are
    1. Socially distanced from other employees by at least six feet, or
    2. Separated by cubicle walls or other barriers
  - Outside unless social distancing guidelines can be followed
- Cloth face coverings should be washed daily



# Face Covering Materials and Design

- Acceptable face coverings include:
  - Your own purchased cloth or disposable
  - University provided cloth or disposable
- A multi-ply tightly woven cotton cloth or multi-ply disposable face covering is preferred
- Face coverings must not have an exhalation valve or introduce a hazard into the workplace
- Information regarding face coverings, including how to make them, is provided by the Centers for Disease Control and Prevention (CDC)
  - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



# N-95 Respirator Limitations (one-way valve masks)

- Not all N-95 masks are created equally. Valve/no valve.
- N-95s with one-way valves are only meant to protect the user, not those around them.
- Per CDC: “respirators with exhalation valves should not be used in situations where a sterile field must be maintained because the exhalation valve allows unfiltered exhaled air to escape into the sterile field.”



# Carry a COVID-19 kit with you

- Kit contents
  - Two face coverings
  - Personal hand sanitizer
  - Sealing plastic bag



# Should you wear gloves for everyday tasks?

- Wearing gloves can give a false sense of security.
- Because the virus adheres well to latex and other types of gloves, if you touch your face at any point, you've still potentially exposed yourself to the virus.
- Touching other personal property with contaminated gloves leaves potential for exposure.
- Proper doffing (taking off) of gloves is crucial to avoiding skin contamination, and most people are unaware of proper doffing measures.
- The virus that causes COVID-19 is only absorbed through mucous membranes, not your hands.

# Should you wear gloves for everyday tasks?

- Wearing gloves might cause worse hand hygiene:
- People keep wearing dirty gloves instead of washing their hands.
- People often assume their hands are clean if they've worn gloves, so they don't wash hands as often.
- Do not reuse gloves:
- Depending on the soap used, washing latex or similar gloves may make them more porous.
- Gloves are only useful when you use them the right way and in a meaningful way.
- Thoroughly washing your hands for at least 20 seconds remains the best defense against COVID-19.

# Voluntary use of PPE

- According to the CDC and World Health Organization (WHO), the use of PPE in public areas is voluntary.
- This PPE includes:
  - surgical masks
  - gloves
  - safety glasses or goggles
  - gowns
- The poster shows an example of the proper use of PPE for healthcare professionals

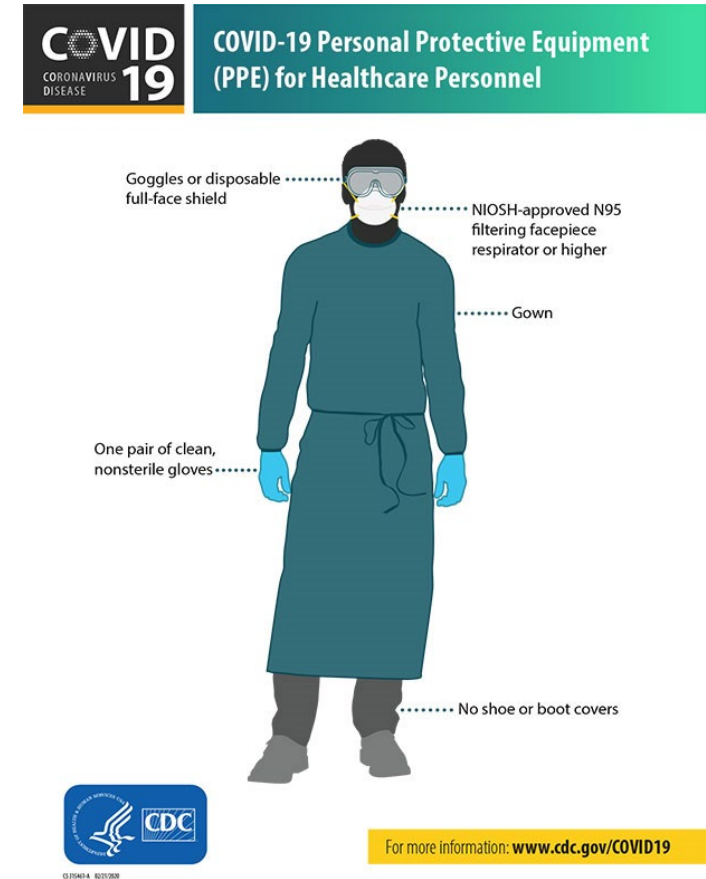
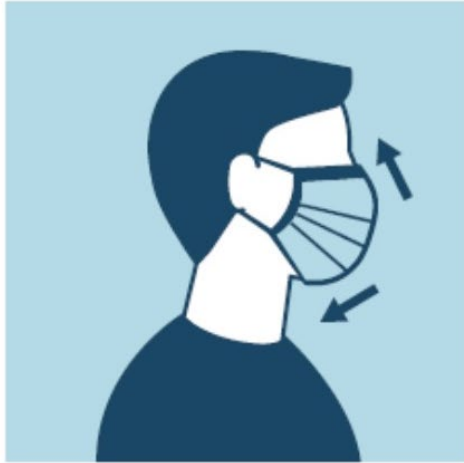


Image: CDC



## Donning (putting on) a face cover

- Wash hands with soap and water or apply hand sanitizer before donning a mask.
- Place mask on face with ear loops over ears.
- The mask should cover your nose and mouth with no gaps between the mask and face.
- Wash hands with soap and water or apply hand sanitizer.
- Avoid touching the mask while wearing it.



# Doffing (removing) a face cover

- Wash hands with soap and water or apply hand sanitizer.
- Use the ear loops to remove the mask, avoiding touching the front of mask or face.
- If the mask is in good condition and not soiled, you may reuse it as long as you did not encounter someone with obvious signs of illness.
- Carefully place mask in a clean paper bag with the user's name. Avoid compressing mask.
- Wash hands with soap and water or apply hand sanitizer.



# Reusing an N-95 or surgical mask

If using a surgical mask while following social distancing practices, the likelihood of the mask being contaminated is low.

- Follow proper doffing techniques.
- Visually inspect mask for contamination or distortion in shape or form. Discard mask in trash if soiled, torn, or saturated.
- Discard mask if it was worn during an encounter with someone who displayed obvious signs of illness.
- Carefully store mask in paper bag labeled with your name on it.
- Store mask in bag for at least five (5) days before using it again.



Image: CDC

# Donning Safety Glasses

- Wash hands with soap and water or apply hand sanitizer before donning safety glasses.
- Remove glasses from package or storage container.
- Place safety glasses directly on your face. Do not put safety glasses on surfaces. Surfaces may be contaminated.

# Doffing Safety Glasses

- Wash hands with soap and water or apply hand sanitizer.
  - If wearing gloves, remove gloves before removing safety glasses.
- Remove safety glasses. Avoid touching your eyes and face.
- Clean safety glasses with soap and water and allow them to dry before storing.
- Store safety glasses in clean plastic container or bag.

# How can I keep my glasses from fogging?

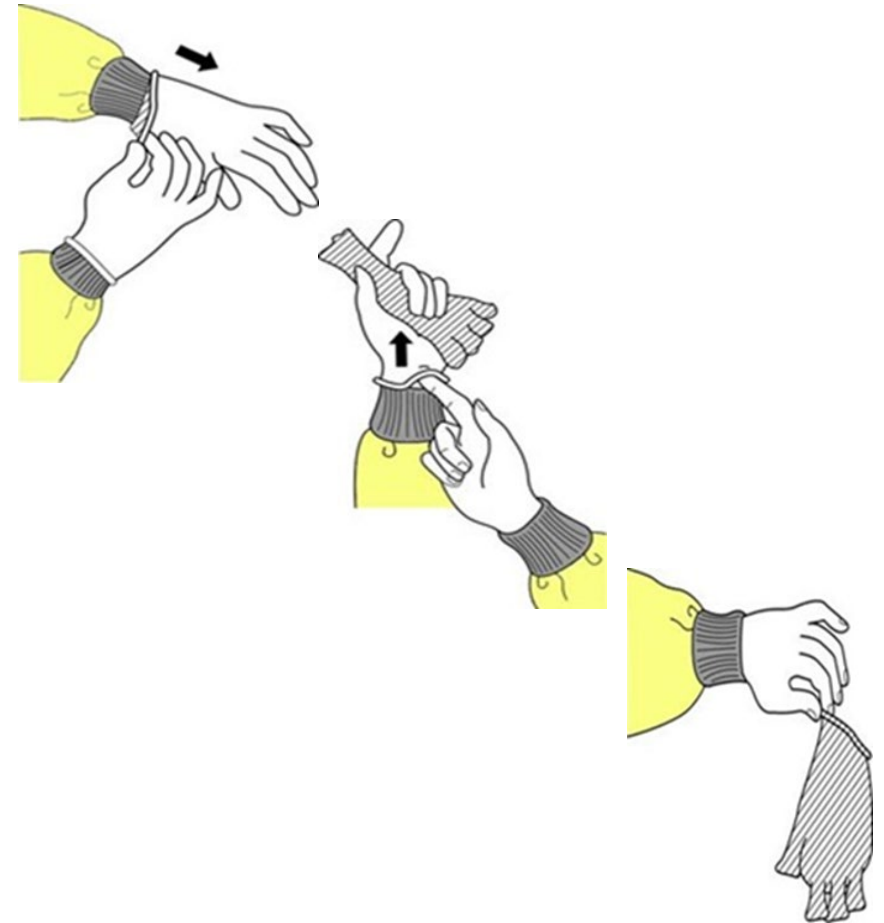
- If compatible with your lenses, wash and rinse under warm soapy water
- Apply anti-fogging solution to your lenses like products used for scuba masks or ski goggles
- Minimize face covering gaps around the nose
  - Insert a pliable piece of metal or tape to get a better seal
- Try sliding your glasses farther down on your nose

# Donning Gloves

- Wash hands with soap and water or apply hand sanitizer before donning safety gloves.
- Select properly sized gloves and don one per hand.
- Inspect gloves for tears or holes. Replace gloves if defects are found

# Doffing Gloves

- Grasp outside edge of first glove near wrist and peel glove away from hand, turning it inside out.
- While holding first glove in opposite (still-gloved) hand, slide ungloved finger under wrist of remaining glove.
- Peel second glove off, turning it inside out around the first glove, creating a bag for both gloves.
- Discard gloves in garbage.



# Surface Disinfection

Disinfect commonly touched surfaces twice a day!

List of approved disinfectants can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

If List N products are not available, instructions for the preparation and use of bleach solutions can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>





## Surface disinfection (cont.)

- Clean and disinfect frequently touched surfaces twice a day.
- These include:
  - Computer: keyboard and mouse
  - Doorknobs and handles
  - Faucet handles and light switches
  - Phones
  - Tables, desks, countertops
  - Tools and other shared equipment



# Cleaning and Disinfection

What's the difference?

- Cleaning removes dirt and may reduce the amount of virus present
- Disinfection kills the virus and should follow cleaning for maximum effect
- Follow manufacturer's instructions for using the disinfectant to ensure its effectiveness

# Risk Assessment Assistance

- Radiological and Environmental Management (REM) conducts COVID-19 safety risk assessments to recommend best practices
  - Any on-site employee can request a risk assessment
- Please contact Stephanie Phillips for more information at (260) 481-4193 or [steels@pfw.edu](mailto:steels@pfw.edu)

# Radiological & Environmental Management Contact Information

- If you have any questions, please contact REM:
  - Stephanie Phillips  
260-481-4193  
[steels@pfw.edu](mailto:steels@pfw.edu)
  - Jenna Biggins  
260-481-5744  
[justja01@pfw.edu](mailto:justja01@pfw.edu)
  - Erin Turner  
260-481-4197  
[mckien01@pfw.edu](mailto:mckien01@pfw.edu)



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## Your health and safety and that of the Purdue community is your personal responsibility.

- Wear a face covering in all indoor public areas and shared work places.
- Maintain appropriate safe distances for personal interactions. Avoid large gatherings.
- Practice good hygiene by washing your hands with soap and water often for 20 seconds or use hand sanitizer.
- Keep work areas clean and wipe down surfaces following use.
- Stay home if you or a family member is sick.
  - If you experience COVID-19 symptoms contact the Purdue Fort Wayne Campus Health Clinic for an assessment and further guidance <https://pfw.edu/clinic>
  - See Human Resources' *Working Through COVID-19* website at <https://www.purdue.edu/hr/COVID-19/index.php>
  - Get the latest information on COVID-19 from the Purdue's *COVID-19 Coronavirus Updates* website at <https://coronavirus.purdue.edu/>

**THANK YOU**

# References

- CDC website:
  - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Arizona State University COVID-19 Safety Training for On-Site Personnel:
  - <file:///C:/Users/mckien01/Desktop/office%20work/asu-covid-19-safety-training-for-on-site-personnel-with-disclaimer.pdf>
- EPA list N: Disinfectants for Use Against SARS-CoV-2:
  - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>