

# The Massage School

Covid-19

Cleaning and Sanitizing

Information, procedures, contacts

11/2020

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Information for Elkhart county and the Goshen community was obtained from <https://goshenindiana.org/covid19> .

Italicized print is taken directly from the stated federal site.

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# Cleaning, Disinfecting, and Sanitizing

Steps to follow, in order, for effective cleaning, disinfecting, and sanitizing

- Wash your hands thoroughly before beginning.
- Put on gloves and eye protection to handle cleaning products and to ensure safety while touching inanimate objects.
- Open any doors and/or windows to ensure proper ventilation while using chemicals.
- Begin cleaning commonly touched items with soap and water.
  - Items include tables, desks, keyboards, telephones, light switches, doorknobs and all items in the classroom. This includes high-touch surfaces.
  - Ensure clean wipes and/or rags as needed.
  - Dispose of rags/wipes and soap and water.
- Dispose of gloves, wash hands, and put on a new pair.
- Gather disinfecting and sanitation products from locked cabinet.
- Follow directions on label and do not mix products.
- Disinfect/sanitize all previously washed items and areas. Using clean rags/wipes as needed.
- Do not dry any objects or surfaces. Contact time and drying time can be found on the label.
- Allow doors and windows to remain open and room evacuated while drying time commences.
- Discard of rags/wipes in designated area. Put chemicals into locked designated cabinet.
- Wash hands thoroughly.

These steps shall be followed before and after each class. Cleaning, disinfecting, and sanitizing should also be performed on all breaks.

Bathrooms should be cleaned, disinfected, and sanitized at the same time classroom cleaning occurs.

## Cleaning Chemicals used

All chemicals found in the designated locked area shall be approved by the CDC and found on their list N approved products. This information can also be found at [epa.gov/listn](http://epa.gov/listn)

Original labels shall remain on products for safety and detailed information.

If any products are diluted per guideline and label suggestion, they shall be in a separate bottle labeled properly.

Diluted bottle labels shall include:

- Date diluted
- Dilution percentage/mix
- Initials of individual mixing and creating label
- Date product should be discarded

Products to be used: (subject to change)

- Soap and water
- Disposable wipes and rags that can be washed in bleach water.
- Diluted bleach (Clorox Bleach, Clorox Performance Bleach<sup>1</sup>, Clorox Splash-Less Bleach<sup>1</sup>, Fresh Scent Clorox)
- Recommended alcohol mixture
- Clorox Clean up cleaner + bleach
  - EPA registration number: 5813-21
  - Active ingredient: sodium hypochlorite
  - 30 second contact time
- Peraspray
  - EPA registration number: 63838-15
  - Active ingredient: hydrogen peroxide
  - 10-minute contact time
- Libertad
  - EPA registration number: 67619-43
  - Active ingredient: quaternary ammonium
  - 2-minute contact time
- Clorox Commercial Solutions® Clorox® Clean-Up Disinfectant Cleaner with Bleach<sup>1</sup>
  - EPA registration number: 67619-17
  - Active ingredient: sodium hypochlorite
  - 30 second contact time
- Scrubbing Bubbles® Disinfectant Restroom Cleaner II
  - EPA registration number: 89900-2
  - Active ingredient: Quaternary ammonium
  - 5-minute contact time
- Scrubbing Bubbles® Bathroom Disinfectant Bathroom Grime Fighter
  - EPA registration number: 4822-594
  - Active ingredient: Quaternary ammonium
  - 5-minute contact time
- Scrubbing Bubbles® Multi-Purpose Disinfectant
  - EPA registration number: 4822-548

- Active ingredient: Triethylene glycol; Quaternary ammonium
- 5-minute contact time
- Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant Wipes
  - EPA registration number: 67619-25
  - Active ingredient: Hydrogen peroxide
  - 30 second contact time
- Clorox Healthcare® Bleach Germicidal Wipes
  - EPA registration number: 67619-12
  - Active ingredient: Sodium hypochlorite
  - 1-minute contact time
- Disinfectant 1 Spray
  - EPA registration number: 1677-262
  - Active ingredient: Dodecylbenzenesulfonic Acid
  - 1-minute contact time
- Clorox Disinfecting Wipes
  - EPA registration number: 5813-79
  - Active ingredient: Quaternary ammonium
  - 30 second contact time

Other disinfectants and sanitizers can include, but not limited to any of the items on the List N through the CDC website.

# Elkhart County Health Department

On October 20, 2020 ECHD released a document stating the following:

*The Elkhart County Health Department implores you to follow these best prevention practices to help avoid the need for additional restrictions.1. Long-term Care Facilities Be extra careful when visiting long-term care facilities. The residents of these facilities are primarily comprised of a known vulnerable population. The Indiana State Department of Health issued updated visitation guidelines for long-term care facilities. Since Elkhart County currently shows an all tests positivity rate of 10.1% on the Indiana COVID-19 Data Report, the State Department of Health advises all long-term care facilities to stop indoor visitation. All long-term care facilities should consistently and regularly monitor their circumstances against the current visitation guidelines issued by the State Department of Health to determine when indoor or outdoor visitation is advisable.2. Avoid Crowds Avoid all crowds and crowded areas. Schedule social activities with as few people as possible and use outdoor venues as much as possible. The greater the number of people at an event, the greater the risk someone, or more than one person, has an asymptomatic case of Covid-19, and is transmitting the virus to those around him. The more crowded the area, the higher the chance you will come into close contact with that person and get infected. When events occur outdoors, there is typically more space to distance yourself, and there is better air circulation to keep the*

Page 2 of 5virus particles in the air from concentrating and reaching high levels, as they would in a room indoors with poor circulation. And remember that crowds don't just happen at events with high numbers of people, like sporting events and concerts. They are also common at small gatherings, clubs, weddings, funerals, fund-raisers, church, and even stores. Check out each event, and make sure there is good air circulation, and lots of space between people. Confirm that all meetings and gatherings and special events meet the requirements of Public Health Order 03-2020. 2.1 Meetings and Gatherings Public Health Order 03-2020 prevents all public and private meetings or gatherings (outside a single household or living unit or religious service) whether familial, social, governmental, philanthropic, or otherwise from having 250 or more people in attendance. Any meeting or gathering of less than 250 people may only occur if social distancing requirements can be achieved and maintained, sanitation measures are implemented at the site, and compliance with the face covering mandate can be achieved and maintained.2.2 Special or Seasonal Events special or seasonal event is distinct from a meeting or gathering because the main purpose is not necessarily for individuals to interact with others outside of one's household, but instead to attend a single event and or events of limited duration. A special or seasonal event of less than 250 attendees is only permitted if social distancing requirements can be achieved and maintained, sanitation measures are implemented at the site, and compliance with the face covering mandate can be achieved and maintained. A special or seasonal event anticipating 250 or more attendees must submit a Plan Review Request and obtain approval of its Special or Seasonal Event – Covid-19 Plan from the Elkhart County Health Department before the event begins3.Hand Sanitation Frequently wash your hands for 20 seconds with soap and water. If soap and water are not available, use a hand sanitizer with at least 60% alcohol. Be especially certain to wash your hands after coughing, sneezing, or blowing your nose. Everyone should wash their hands after being in a public place, whether it was a grocery store, big box store, library, church, restaurant, or any other location where you are exposed to people who don't live in your household. Although this seems like a simple thing to do, it's actually one of the most important things to do to prevent the spread of any respiratory virus.

Page 3 of 54. Six Foot Distancing Maintain a six-foot distance from anyone not living in your household. If this is impossible, limit the close contact to less than 15 minutes, and wear a face covering. Infected people expel the coronavirus on tiny airborne droplets of mucous when coughing, sneezing, laughing, singing, speaking, or vocalizing at all. Most of these droplets will fall to the ground before reaching a 6-foot distance. Anyone who remains 6 feet away from others greatly reduces their chance of being infected with this coronavirus. We now know that about 80% of people with Covid-19 are asymptomatic or have only mild symptoms but can spread the virus to others without knowing it. We also now know that people can spread the virus up to 48 hours before they become symptomatic (pre-symptomatic spread), so just because someone feels well today doesn't mean he can't spread the virus to you today. Because anyone can have the virus and not know it, a 6-foot distance should be maintained from anyone not living in your household. 5.Face Covering wear a cloth face covering when in public areas, even when outdoors if unable to maintain 6 feet distance from others not in your household. The most common way for the virus to spread is by small airborne droplets expelled when a person vocalizes, coughs, or sneezes. A properly worn cloth face covering will prevent their spread to other uninfected persons. A cloth face covering should be worn in all public buildings, all businesses, and any indoor space open to the public (museums, libraries, churches, etc.). They should also be worn in outdoor public spaces when 6 feet distance cannot be maintained. Cloth face coverings MUST cover the nose and mouth. Respiratory droplets carrying coronavirus are expelled from the nose as well as the mouth, so both areas must be covered. Cloth face coverings should be made from multiple layers of fabric and fit snugly against the side of the face. Cloth face coverings should be washed and dried every day. Disposable facemasks may be used instead of a cloth face covering. A new disposable facemask should be used each day, and the old one placed in the trash. Alternative options should be identified for individuals who are unable to or should not wear a face covering (e.g. children under the age of 2, anyone with a disability that makes it hard to wear or remove a face covering, anyone who is deaf and uses their mouth and face to communicate, anyone who has been advised by their doctor to not wear a face covering, if a person is unconscious or has trouble breathing). Children between the ages of 2-12 should be supervised when wearing a mask. Face shields, which are made of clear plastic, do not offer the same level of protection as a cloth face covering. A face shield MUST cover the nose and mouth completely and extend back over the cheeks to the level of the ears to be effective. Face shields should be cleaned and dried every day. For

Page 4 of 5 additional information on face coverings see Executive Order 20-43, Public Health Order No. 01-2020, and Elkhart County Health Department FAQ's. 6.Stay Home if Sick Stay home if you have Covid-19 symptoms or otherwise feel ill and isolate yourself from others in your household. The virus that causes Covid-19 can be transmitted to others while you are feeling ill, so stay away from others as much as possible. If possible, limit yourself to a single room and single bathroom that is exclusively for your use. If you must interact with others in your household, keep your interactions as brief as possible, maintain six feet distance between you and others as much as possible, and wear a face covering even in your own home. 7.Get Tested Get tested for Covid-19 if you feel even mild Covid-19 symptoms, or if you have been exposed to someone who has tested positive for Covid-19. Some people with Covid-19 have only very mild symptoms, or no symptoms at all, but they still transmit the virus to others. By getting tested, you can discover if your symptoms are due to Covid-19, or if there is another cause for your discomfort. And by getting tested after an exposure, you can discover whether you have been infected and are transmitting the virus to other vulnerable people unknowingly. When discovered early, steps can be taken to prevent or minimize the transmission to others. 8.Avoid Facial Contact Avoid

touching your face, eyes, nose, or mouth. The SARS-CoV-2 virus that causes the disease Covid-19 can remain infectious on surfaces for some time, depending on the surface and how often it is cleaned. All humans tend to touch our face often, and it is common to touch a surface, maybe a doorknob, or a computer keyboard, countertop, or phone, and then shortly after touching our face. We may just scratch a bit, pluck an eyelash, place a bite of something in our mouths, but whatever we do, we risk picking the virus up from a surface and transferring it to our face. Once on the face, it is easy for the virus to get to the mucous membranes of our eyes, nose and mouth, and then be able to multiply and cause disease. 9. Cover your Mouth and Nose Cover coughs and sneezes with a tissue, or the inside of your elbow. Throw used tissues away in the trash. Coughing and sneezing release large quantities of respiratory droplets and spreads them great distances. These droplets are the bits of mucous the virus rides on to find another victim to infect. We need to capture these droplets by sneezing and coughing into tissues, and then disposing of the tissue. If no tissue is handy, use the crook or inside of your elbow. Any mucous droplets deposited there are unlikely to find their way to a surface such as a doorknob

*Page 5 of 5 or countertop that someone else would touch. Avoid coughing or sneezing into your hand, and then touching a commonly used surface before washing or sanitizing your hands. If you are wearing a face covering and you need to cough or sneeze, you should still cough or sneeze into your elbow while keeping the face covering on. 10. Sanitize Surfaces and Devices Clean and disinfect frequently touched surfaces daily. This should include doorknobs, light switches, countertops, hard surfaces, and electronics. Although transmission of the virus by touching surfaces with infectious virus on them is uncommon, it does happen. Cleaning is a good way to lower the risk of Covid-19 spread. Using your usual household cleaners is all that is needed. Check with your electronics maker to see what cleaning methods to use on these items. 11. Be Vigilant Treat everyone with love and kindness, but continuously exercise the ten preventative measures outlined above remembering that either you or the person near you may be an asymptomatic transmitter of Covid-19. We are all responsible for our own actions and we must work together to keep everyone safe. Signed and issued October 20, 2020, in Elkhart County, Indiana.*

## Handwashing

Handwashing hygiene is one of the most important keys to stopping the spread of germs, infection, diseases, viruses, and more.

The CDC.gov website had these [five steps to follow for handwashing](#):

Follow these steps every time you wash your hands:

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

## How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

## Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** and **after** eating food
- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

## Hand sanitizer

CDC.gov shares this information on their website:

### *Use Hand Sanitizer When You Can't Use Soap and Water*



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

**Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. [Keep it out of reach of young children and supervise their use.](#)

### *How to Use Hand Sanitizer*

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

More information on all of handwashing, hand sanitizers, facts, videos, and more can be found at <https://www.cdc.gov/handwashing/materials.html>.

TMP will demonstrate and practice with student's proper handwashing and education regarding handwashing technique, spread of germs, and other tools and materials. Some of the information used, but not limited to, can be found at <https://www.cdc.gov/handwashing/training-education.html>.

# Screening

Screening is not mandatory for individuals who show or experience no symptoms.

If a student or any staff member begins any symptoms they are to:

- Notify Office manager or direct management
- Do not return to work or class with any symptoms or of having symptoms within 5 days
- In order to return to work you must do one of the following: B
  - Be tested for coronavirus after your symptoms have subsided. For example, if you become ill and get tested you must be retested after symptoms have subsided and show proof of a negative result.
  - OR
  - Have five healthy symptom free days with a doctor's approval letter with a date.

# Spreading: Ways to slow down or preventions against

- Wear a mask
  - At all times
  - Properly over mouth and nose
  - Do not touch outside of mask
- Social distancing from others, especially in public settings
  - Minimum of six feet
  - The more contact and interaction the more exposure
- When around public indoors ensure you're in a large area and there is proper ventilation
- Wash your hands
  - Thorough hand washing includes lathering with soap and water for 20-30 seconds
  - Frequently
  - Before eating or drinking
  - After touching inanimate objects
  - Using hand sanitizer when not able to wash your hands immediately

# Symptoms

There are many symptoms and viruses' effect everyone in different ways.

The most common symptoms are:

- Fever
- Cough
- Headaches
- Fatigue
- Muscle or body aches
- Loss of taste or smell

- Sore throat
- Nausea
- diarrhea

If you show any of these symptoms stay home.

Please do not come to class and contact your instructor immediately to communicate you will not be attending and proceed to get tested for coronavirus at an approved testing site.

## Testing Sites near TMP/TMS

Contact provided below are site locations. Each location has rules and regulations. Each location has operating hours. To ensure efficient and timely testing call for more information.

- Goshen Health Urgent Care
  - (574) 535-1700
  - 2824 Elkhart Rd; Goshen, IN
- Goshen VA Clinic
  - (574) 534-6108
  - 2606 Peddlers Village Rd.; Goshen, IN
- Concord Family Medicine
  - (574) 522-1201
  - 25651 Co Rd 20, Elkhart, IN
- Beacon Medical Group – Wakarusa
  - (574) 862-2165
  - 207 North Elkhart Street, Wakarusa, IN
- ISDH/Optum Test Site – Elkhart
  - (888) 634-1123
  - 2313 Oakland Ave, Elkhart, IN
- Heart City Health Clinic
  - (574) 293-0052
  - 236 Simpson Ave, Elkhart
- Beacon Medical Group – Middlebury
  - (574) 825-2146
  - 206 W Warren St, Middlebury, IN
- The South Bend Clinic – Jackson Blvd
  - (574) 307-6870
  - 300 E Jackson Blvd, Elkhart, IN
- Beacon Elkhart General Hospital
  - (574) 294-2621
  - 500 East Blvd, Elkhart, IN
- MedStat Nappanee
  - (574) 773-2509
  - 1001 North Main Street Suite One, Nappanee, IN
- Beacon’s MedPoint Elkhart Urgent Care
  - (574) 266-5342
  - 3301 Co Rd 6, Elkhart, IN
- CVS Covid-19 Test Site
  - 3600 Cassopolis St, Elkhart, IN

## Things to Know about the COVID-19 Pandemic

*“As COVID-19 continues to spread across the country and the world, we all must remain vigilant. The changes we have had to make to routines and daily life are extremely hard, but these changes are even*

*more important now and in the future. We must stop the spread of this new and dangerous virus. The more steps you and your family can take to prevent the spread of COVID-19, the safer you will be”.*

## **TMP / TMS Cleaning, disinfecting, and sanitizing**

All staff and students will be educated and follow proper handwashing techniques. Proper hand washing is a critical component to reduce the spread of coronavirus.

Cleaning will be completed by the instructor and available staff during the time needed for scheduled class times.

Students will be educated and demonstrate proper procedures as a requirement for part of their CMT program.

## **WHO (World Health Organization)**

Below is information for FAQ / Q&A from their website.

- What areas should be prioritized for disinfection in non-health care settings?

*Disinfection practices are important to reduce the potential for COVID-19 virus contamination in non-healthcare settings, such as in the home, office, schools, gyms, publicly accessible buildings, faith-based community centers, markets, transportation and business settings or restaurants. **High-touch surfaces** in these non-health care settings should be identified for priority disinfection such as door and window handles, kitchen and food preparation areas, counter tops, bathroom surfaces, toilets and taps, touchscreen personal devices, personal computer keyboards, and work surfaces.*

- Which surface disinfectants are effective against Covid-19 in non-health care setting environments?

*In non-health care settings, sodium hypochlorite (bleach / chlorine) may be used at a recommended concentration of 0.1% or 1,000ppm (1 part of 5% strength household bleach to 49 parts of water). Alcohol at 70-90% can also be used for surface disinfection. Surfaces must be cleaned with water and soap or a detergent first to remove dirt, followed by disinfection. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order to not spread the dirty to areas that are less soiled.*

*All disinfectant solutions should be stored in opaque containers, in a well-ventilated, covered area that is not exposed to direct sunlight and ideally should be freshly prepared every day.*

*In indoor spaces, routine application of disinfectants to surfaces via spraying is not recommended for COVID-19. If disinfectants are to be applied, these should be via a cloth or wipe which is soaked in the disinfectant.*

- What protection measures should people take when using disinfectants

*It is important to reduce your risk when using disinfectants:*

- *The disinfectant and its concentration should be carefully selected to avoid damaging surfaces and to avoid or minimize toxic effects on household members (or users of public spaces).*
- *Avoid combining disinfectants, such as bleach and ammonia, since mixtures can cause respiratory irritation and release potentially fatal gases.*

- *Keep children, pets and other people away during the application of the product until it is dry and there is no odor.*
- *Open windows and use fans to ventilate. Step away from odors if they become too strong. Disinfectant solutions should always be prepared in well-ventilated areas.*
- *Wash your hands after using any disinfectant, including surface wipes.*
- *Keep lids tightly closed when not in use. Spills and accidents are more likely to happen when containers are open.*
- *Do not allow children to use disinfectant wipes. Keep cleaning fluids and disinfectants out of the reach of children and pets.*
- *Throw away disposable items like gloves and masks if they are used during cleaning. Do not clean and re-use.*
- *Do not use disinfectant wipes to clean hands or as baby wipes.*
- *The minimum recommended personal protective equipment when disinfecting in non-health care settings is rubber gloves, waterproof aprons and closed shoes. Eye protection and medical masks may also be needed to protect against chemicals in use or if there is a risk of splashing.*

*Note: Where cleaning and disinfection are not possible on a regular basis due to resource limitations, frequent hand washing and avoiding touching the face should be the primary prevention approaches to reduce any potential transmission associated with surface contamination.*

- Are gloves recommended for the community in public spaces to protect against Covid-19, for example when going to the grocery store supermarket?

*No. The use of gloves by the public in public spaces is not a recommended or proven prevention measure. Wearing gloves in public spaces does not replace the need for hand hygiene, nor does it offer any additional measure of protection against the COVID-19 virus than hand hygiene. Gloves do not provide complete protection against hand contamination, as pathogens may gain access to the hands via small defects in gloves or by contamination of the hands during glove removal. People can also transfer pathogens from one surface to another by touching with gloved hands, or even transfer pathogens to the mouth, nose, or eyes if they touch their face with gloved hands.*

- Can covid-19 be transmitted at the workplace?

*COVID-19 spreads primarily through respiratory droplets or contact with contaminated surfaces. Exposure can occur at the workplace, while travelling to work, during work-related travel to an area with local community transmission, as well as on the way to and from the workplace.*

- What is the risk of contracting covid-19 in the workplace?

*The risk of exposure to COVID-19 in the workplace depends on the likelihood of coming within 1 meter of others, in having frequent physical contact with people who may be infected with COVID-19, and through contact with contaminated surfaces and objects.*

- What are the key considerations for the workplace risk assessment?

*For each risk assessment, consider the environment, the task, the threat, resources available, such as personal protective equipment, and the feasibility of protective measures. The risk assessment should also extend to collective accommodation provided by the employer for workers, such as dormitories. Essential public services, such as security and police, food retail, accommodation, public transport, deliveries, water and sanitation, and other frontline workers may be at an increased risk of exposure to*

*occupational hazards for health and safety. Workers who may be at higher risk of developing severe COVID-19 illness because of age or pre-existing medical conditions should be considered in the risk assessment for individuals.*

- What are the rights, duties, and responsibilities of employers?

*Employers, workers, and their organizations should collaborate with health authorities to prevent and control COVID-19. Cooperation between management and workers and their representatives is essential for workplace-related prevention measures.*

*International labor standards on the rights and responsibilities of workers and employers in occupational safety and health should be fully respected.*

*Employers, in consultation with workers and their representatives, should plan and implement measures to prevent and mitigate COVID-19 at the workplace through engineering and administrative controls, and provide personal protective equipment and clothing according to the risk assessment. Such measures should not involve any expenditure on the part of the workers.*

*Special measures are needed to protect workers at higher risk of developing severe disease, such as those age 60 and over, or with underlying medical conditions, upon recommendation of the occupational health services. Workers in the informal economy and digital labor platforms, those in small enterprises, domestic and migrant workers should not be left behind in the protection of their health and safety at work and their livelihood.*

*There should be no social stigma or discrimination at the workplace for any reason, including access to information and protection from COVID-19, occupational health services and mental health and psychosocial support.*

*If COVID-19 is contracted through occupational exposure, it could be considered an occupational disease and, if so determined, should be reported and compensated*

*according to the international labor standards and the national schemes for employment injury benefits.*

- What are the rights, duties, and responsibilities of workers?

*Workers are responsible to follow the measures for occupational safety and health and infection prevention and control established for their workplace, and to participate in training provided by the employer. Workers should report to their supervisor any situation which may present an imminent and danger to their life or health. Workers have the right to remove themselves from any work situation that they have reasonable justification to believe presents an imminent and danger to their life or health and should be protected from any undue consequences as a result of exercising this right.*

- Does WHO recommend workers wear masks at the workplace?

*Wearing masks depends on the risk assessment. For jobs and tasks that carry a medium or high risk, for people aged 60 and older, and for those with underlying health conditions, a medical mask and other personal protective equipment should be provided. Fabric masks or face coverings are currently recommended for younger people and those with no symptoms where physical distancing is not achievable. This prevents the spread of virus from the wearer (who could have COVID-19 but no symptoms) to others. The policy on wearing a mask or face covering in low risk workplaces should be in line with national or local guidelines. Masks may carry some risks if not used properly.*

- Are there any directives on office ventilation and air conditioning use?

*There should be fresh, clean air in all workplaces. For jobs and work tasks at medium or high risk of exposure, WHO recommends an increased ventilation rate through natural aeration or artificial ventilation, preferably without re-circulation of the air. In case of air recirculation, filters should be cleaned regularly.*



# Six Steps for Properly Cleaning and Disinfecting Your School

## Protect Your School Against COVID-19

Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility. Routinely clean and disinfect frequently touched surfaces.

- ✓ **Always wear gloves and other personal protective equipment (PPE)** appropriate for the chemicals being used. The PPE may include eye protection
- ✓ **Cleaning and disinfection products should not be used by or near students.**
- ✓ **Make sure that there is adequate ventilation (air flow) when using chemical products** to prevent yourself or others from inhaling toxic vapors.



**Step 1:**  
Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to see EPA's list of approved disinfectants.



**Step 2:**  
Follow the directions on the label carefully.



**Step 3:**  
Clean surfaces and determine how areas will be disinfected.



**Step 4:**  
Follow the contact time shown on the label.



**Step 5:**  
After cleaning and disinfection, wash your hands with soap and water for at least 20 seconds.



**Step 6:**  
Store chemicals in a secure location away from students' reach and sight.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Cleaning and Disinfecting in School Classrooms

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

## The Difference Between Cleaning and Disinfecting

- ✓ **Cleaning** reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
  - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- ✓ **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they've been properly cleaned.

## Which Disinfectant Products Should I Use?

You can use any EPA-approved disinfectant against COVID-19. Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.



## Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

### Consider cleaning surfaces and objects including but not limited to:

- Door handles and knobs
- Desks and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Pencil sharpener handles
- Sinks and surrounding areas
- Countertops
- Shared electronics such as printers
- Other shared learning materials

## When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students. Limit the use of shared objects when possible, or clean and disinfect between use.

### Options for cleaning and disinfection include:

- In the morning before students arrive
- Between classes (if students change rooms and while students are not present)
- Between use of shared surfaces or objects
- Before and after food service
- Before students return from recess or breaks
- After students leave for the day



Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.



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# Human Resource Contacts

Centers for Disease Control (CDC)

[www.cdc.gov](http://www.cdc.gov)

EEOC (U.S. Equal Employment Opportunity Commission) <https://eoc.gov>

Elkhart County Health Department

[www.elkhartcountyhealth.org](http://www.elkhartcountyhealth.org)

EPA (United States Environmental Protection Agency)

<https://www.epa.gov>

Goshen City Covid-19 info & resources

<https://goshenindiana.org/covid19>

World Health organization (WHO)

[www.who.int](http://www.who.int)

<https://Covid19.who.int>

# Coronavirus acknowledgement and understanding

I acknowledge I have received a copy of the Coronavirus information including, but not limited to, the description of, security of, enforcement of, and compliance of policies and procedures in place.

I understand the information given is only a portion and have been given contact information for more detailed information.

I acknowledge and understand I am responsible for my actions.

I will comply with the HIPAA guidelines and laws set forth by the state and federal government.

Employee Signature

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Date:

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Employee Name (Please Print)

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