



COVID 19 TRAINING

Covid 19 Safety Policy



As we begin to reopen City Hall and other public buildings the City of Revere establishes this safety policy to protect City employees and comply with state and federal regulations.

Daily Health Check

At the beginning of each work day all employees must certify in writing that they are not experiencing Covid 19 symptoms. All employees will be provided with a form in Laserfiche that lists the known Covid 19 symptoms. Training will be provided with regard to how to access and complete the form.

Any employee who is experiencing Covid 19 symptoms should contact the Director of Human Resources immediately.

Return to Work Policy for Employee with Confirmed or Suspected COVID-19

The criteria used to determine that an employee is cleared to return to work are based on the following return to work criteria approved by the Massachusetts Department of Public Health (MDPH) and the Center for Disease Control and Prevention (CDC). The employee may return to work if meeting the following criteria.

Employees with symptoms indicative of suspect or confirmed COVID-19:

These employees should be excluded from work until the following conditions are met:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications
- The employee has shown improvement in respiratory symptoms (e.g., cough, shortness of breath)
- At least 10 days have passed since symptoms first appeared
- The employee has received a negative result from a nasopharyngeal swab specimen

Employees with laboratory-confirmed COVID-19 who have not had any symptoms:

These employees should be excluded from work until:

- ❑ 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test
- ❑ The employee has received a negative result from a nasopharyngeal swab specimen.

Employee that had COVID-19 ruled out or an alternate diagnosis:

If employee had COVID-19 ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

After returning to work, employee is required to follow the 'Return to Work Practices and Work Restrictions' guidelines:

Wear a facemask for source control at all times until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer.

Be restricted from contact with severely immunocompromised colleagues (e.g., transplant, hematology-oncology) until 14 days after illness onset.

Self-monitor for symptoms, and seek re-evaluation from a Health Care Provider and Employee Health/HR if respiratory symptoms recur or worsen.

Cleaning and Hygiene

All employees must wash or disinfect their hands regularly especially after touching common surfaces such as door knobs, countertops, elevator buttons, and shared equipment such as printers and fax machines.

Offices and common areas must be cleaned and disinfected on an hourly basis. This cleaning must be certified in writing. A cleaning log has been created and distributed to all department heads. The cleaning log should be completed and submitted to departments daily. Department heads should send copies of the logs to the HR Director at the end of each week.

Mandatory Mask Wearing



All employees must wear a mask when entering the building or moving throughout the building. Masks must be worn when working or interacting with anyone who is less than six feet away. Wearing of masks is recommended at all times unless the employee is working in alone in office or other private workspace. The City will issue a mask to anyone who does not have or forgot to bring one.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory 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** eating food
- ❑ **Before** and **after** caring for someone at home who is sick
- ❑ **Before** and **after** treating a cut or wound
- ❑ **After** using the toilet
- ❑ **After** blowing your nose, coughing, or sneezing
- ❑ **After** touching garbage



HANDWASHING

During the COVID-19 pandemic,
you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Five Steps to Wash Your Hands the Right Way

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.

How to use hand sanitizer



Washing hands with soap and water is the best way to get rid of germs. If soap and water are not 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.

Apply the gel product to the palm of one hand (read the label to learn the correct amount).

Rub your hands together.

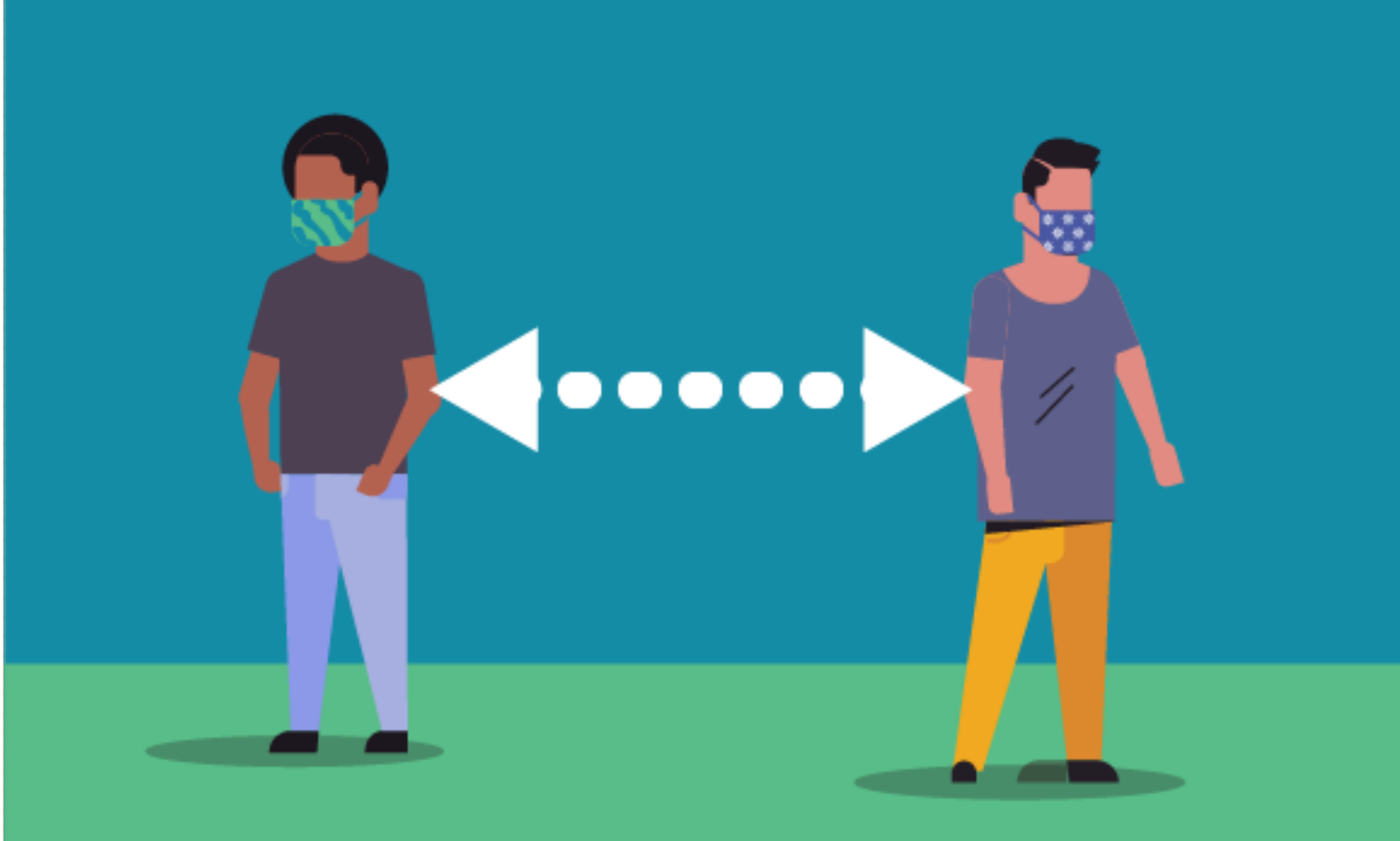
Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

What is social distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Social Distancing



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Do not gather in groups

Stay out of crowded places and avoid mass gatherings

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

Tips for social distancing

- ❑ Follow guidance from authorities where you live.
- ❑ If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others.
- ❑ Cover your mouth and nose with a cloth face covering when around others and out in public
- ❑ Keep at least 6 feet between yourself and others, even when you wear a face covering.



Certificate of Completion

THIS ACKNOWLEDGES THAT

DEPARTMENT NAME

DATE COMPLETE

HAS SUCCESSFULLY COMPLETED
THE CITY OF REVERE COVID 19 TRAINING