

Health, Hygiene and Safety for Employees



This course provides basic health, hygiene and safety information for USC employees and students permitted to return to work on campus during the “Safer at Home” orders (Los Angeles County Department of Public Health). This module was developed by USC Student Health and Keck Medicine of USC in conjunction with USC Environmental Health and Safety in May 2020.

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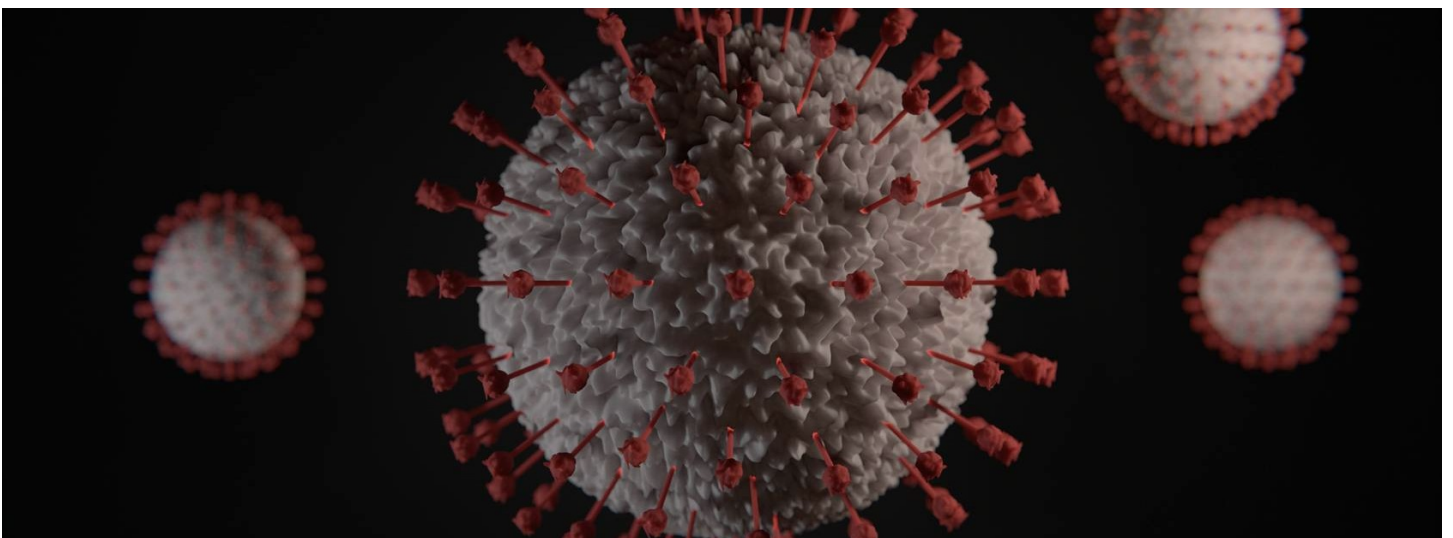
COVID-19

What is COVID-19?

COVID-19 is the disease caused by novel Coronavirus that can cause severe respiratory disease. The novel Coronavirus is named "SARS-CoV-2" because it is related to the SARS-CoV virus that was first identified in 2003.

How is it spread?

The virus is spread by respiratory droplets that are emitted when an infected person sneezes or coughs. If droplets bearing the virus land in the mucus membranes (mouth, nose, eyes) of others or are inhaled into the lungs, this can cause infection. A person can spread the virus even when symptoms are not present.

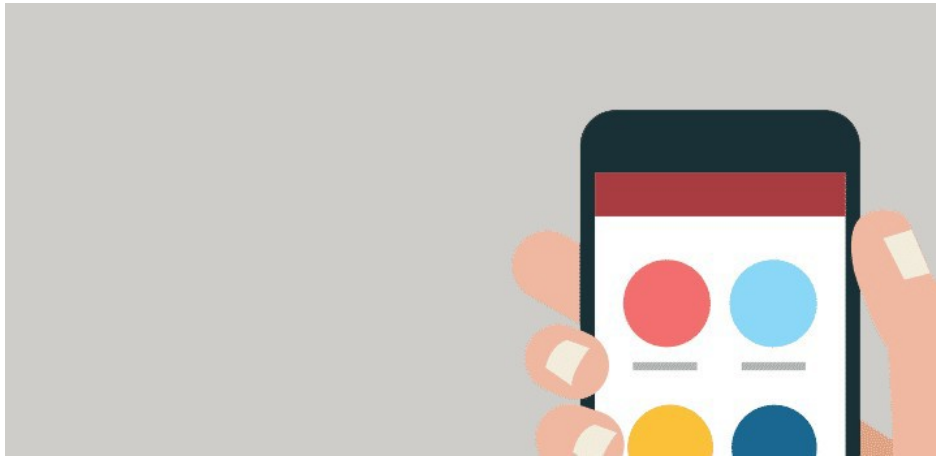


Required Screenings

All individuals, including employees, coming to USC facilities will be asked to complete a USC Wellness Screening Checker on a daily basis.

The screening may be:

- Paper-based OR
- Online questionnaire through the new **Trojan Check web-based app**



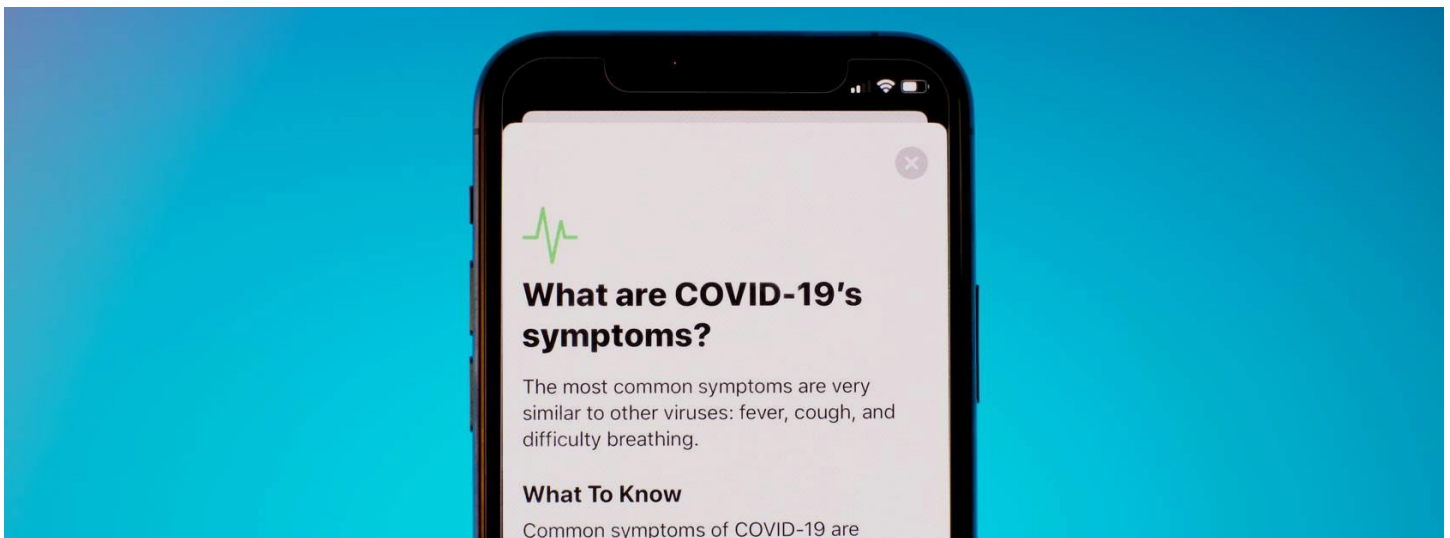
Screening Questions

The screening questions will ask:

- Have you had close contact with a person KNOWN to have COVID-19?
- Have you, yourself, had COVID-19?

The screening will also ask if you have had any of the following symptoms:

- Chills or Fever of 100 degrees or higher
- Loss of Taste or Smell
- Muscle Soreness or Headaches
- Cough or Runny Nose or Sore Throat
- Difficulty Breathing or Shortness of Breath
- Conjunctivitis (inflammation of eye including redness, itching and tearing)
ALONG WITH feeling feverish
- GI symptoms such as Abdominal Pain or Diarrhea or Nausea or Vomiting



Face Coverings



All persons on campus properties **must wear a face covering**, except if alone in a private office.

OR, if you are instructed to wear PPE (personal protective equipment) for your job, **wear your assigned PPE** prior to beginning your work.

- **Donning and doffing** of PPE should occur while an employee is "**on the clock**".
- **Wash your hands after "taking off" (doffing)** a face covering, isolation mask, or your assigned PPE.
- Place used cloth face coverings in a plastic bag for washing.
- Learn more about hygiene and PPE on the [Environmental Health and Safety resource page](#)

Hand Hygiene

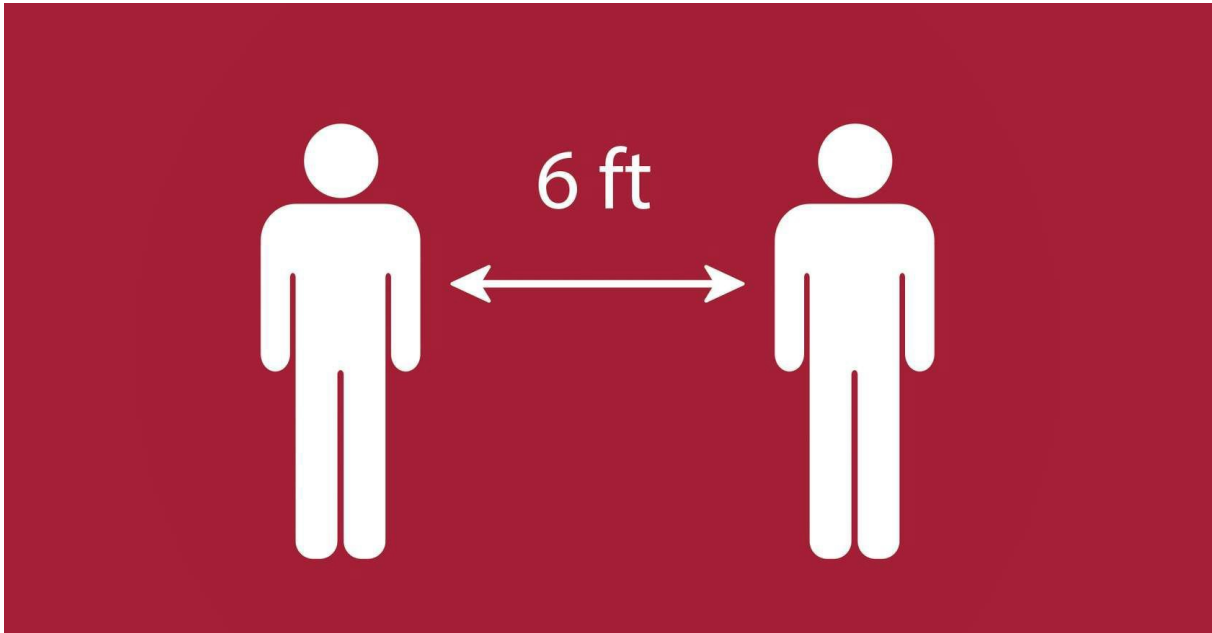


CDC Hand Washing

Remember to wash your hands.

1. **Wash or sanitize your hands every 30 minutes**, especially when coming into contact with common surfaces or shared items (tools, screens.)
2. **Handwashing with soap and water for 20 seconds** greatly reduces the risk of spreading infection (wash all surfaces of your hand, fingers, nails, up to the wrists)
3. **Before, during, and after preparing food**; before eating food
4. **Before and after caring for someone who is sick**
5. **After using the bathroom**; blowing your nose, coughing, or sneezing; handling garbage; touching animals

Physical Distancing



Avoiding close contact—standing within 6 ft. of someone for 15 minutes or longer—to help protect you and others from exposure to COVID-19.

Maintain a **physical distance of 6 feet** from others (implementation may vary

depending on your work area). Remember to keep a distance while:

- 1 eating lunch
- 2 taking breaks
- 3 having conversations
- 4 riding elevators (stairs are preferable, if accessible)
- 5 passing others in hallways

Symptoms of COVID-19 (CDC)

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

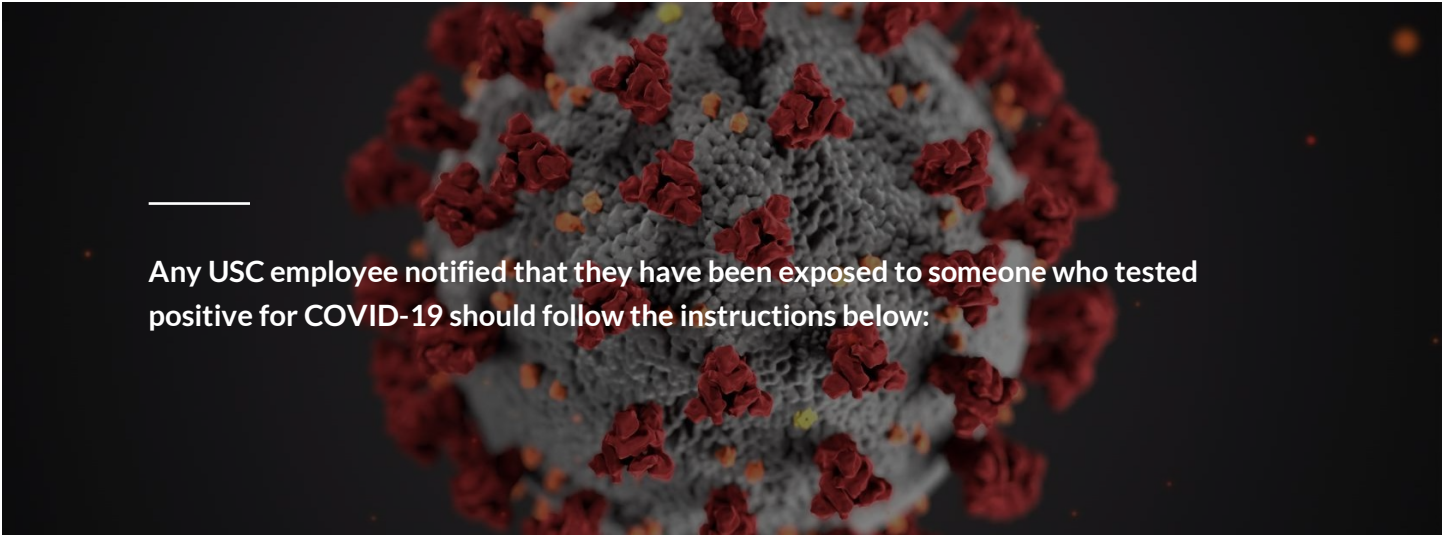
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



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

COVID-19 - "I've been exposed to a positive case."



Any USC employee notified that they have been exposed to someone who tested positive for COVID-19 should follow the instructions below:

- 1 **Stay at home — do not report to work.**
- 2 You must quarantine for 14 days as directed by the Los Angeles Department of Public Health.
- 3 Contact your supervisor to let them know you will not be at work. No other notification is required to USC.
- 4 We recommend you take your temperature 2 times a day (every 12 hours) and monitor for the following symptoms: fever, runny nose, sore throat, coughing, difficulty breathing, mild diarrhea, loss of taste or smell.

If you develop symptoms, we encourage you to:

- Contact your healthcare provider for COVID-19 testing and medical care.
- **COVID-19 testing is available at USC:**
General/UPC Employees, call USC Student Health: 213-740-9355 (WELL)
Keck Employees ONLY, call Keck Employee Health: 323-442-5219



COVID-19 - "I am feeling sick."

All USC employees should monitor their health during the time of COVID-19. If you are feeling sick with respiratory symptoms, including the COVID-19 symptoms listed from the previous slides, follow the instructions below:



FEVER



COUGH



SHORTNESS OF BREATH

- 1 **Stay at home — do not report to work.**
- 2 Let your supervisor know you will not be at work.
- 3 You must isolate at home until all your symptoms have been resolved for at least 3 days and 10 days have elapsed from the onset of symptoms; or provide a note from your healthcare provider to your human resources partner indicating you are not contagious.

We encourage you to contact your healthcare provider for medical care.

COVID-19 testing available at USC:

Students/General/UPC Employees, call USC Student Health: **213-740-9355 (WELL)**

Keck Employees ONLY, call Keck Employee Health: **323-442-5219**



COVID-19 "I tested positive."

1

Stay at home - do not report to work.

2

You must isolate at home until all your symptoms have been resolved for at least 3 days and 10 days have elapsed from the onset of symptoms. If you did not have any symptoms and only a positive yet, you must isolate at home until 10 days have elapsed from the date of the test.

3

Let your supervisor know you are not going to be at work.

4

Notify USC of your diagnosis **if you have been present in campus facilities or working on campus** by calling the COVID-19 hotline at 213-740-6291 or emailing covid19@usc.edu.

Upon contacting the university, you will be asked to provide details of your USC-related activities, identify other USC employees and students with whom you have had contact and where, the date of your diagnosis, and the date of symptoms onset.

- This information will only be shared with those who need to know to address health and safety considerations.
- Identify **WHERE** (USC locations) you have been **within the last 48 hours before your symptoms began**.
- Identify people **WHO** you have had close contact (**within 6 ft., for 15 minutes or longer**) within the last 48 hours before your symptoms began.

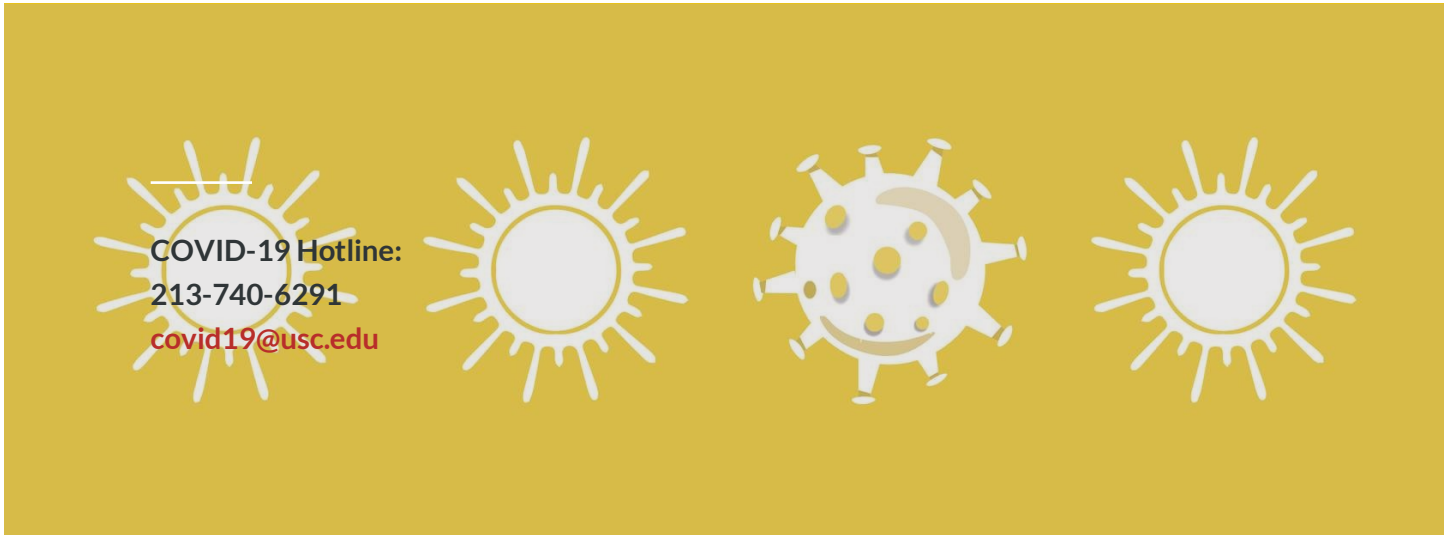
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Provide a note to your human resources partner from you healthcare provide when you are ready to return, or email covid19@usc.edu



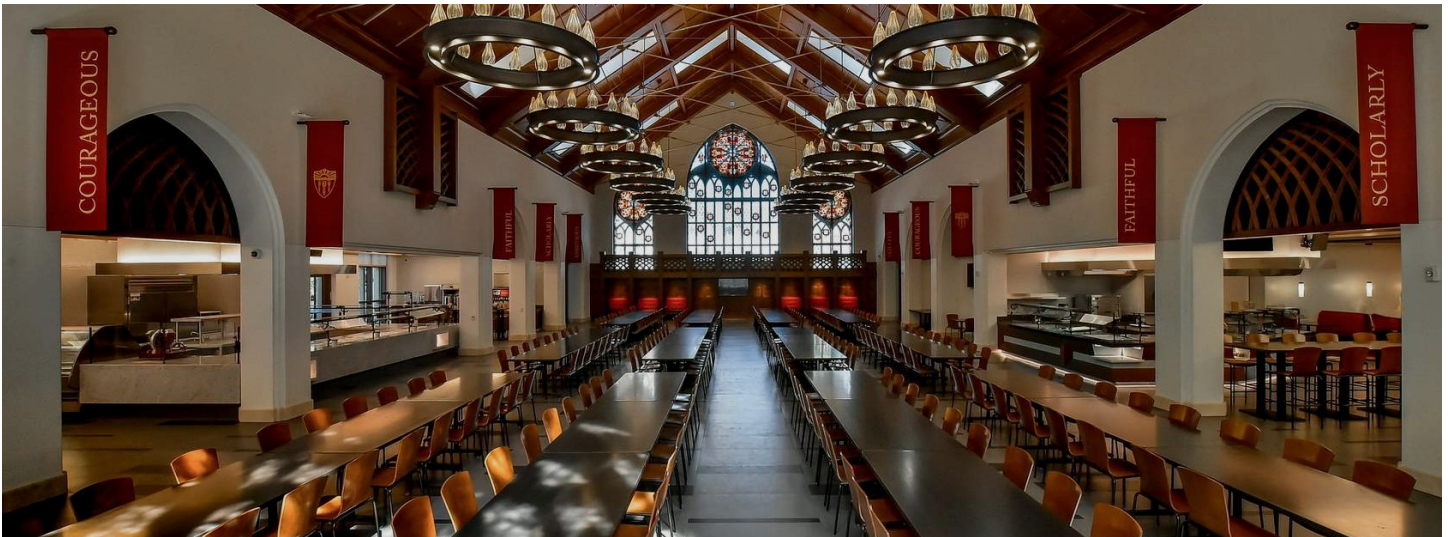
We encourage you to contact your healthcare provider for medical care.

Safety



- All employees must follow all **disinfecting protocols** of the University, department, or particular job as assigned.
- **Department Leads**—Contact Environmental Health & Safety for assessment of risk and appropriate mitigations. Email ehs@usc.edu.
- **Stay informed**—check your USC email regularly for updates from the university
- Visit coronavirus.usc.edu for information for faculty and staff, including links to current health and hygiene recommendations, mental health resources, and updated screening process instructions.

Employee Expectations



1

To protect yourself and the greater community, the University expects every employee to comply with all information contained in this training.

2

Failure to comply with the training and policies may result in discipline, termination, and/or dismissal in accordance with applicable University policies or agreements.

Additional Resource Links

[USC COVID-19 Resource Center](#)

[USC Environmental Health and Safety Dept. COVID-19 Resource Page](#)

[CDC Hand-washing Recommendation](#)

[CDC COVID-19 Website](#)

Quiz

Health, Hygiene and Safety for Students Quiz

- You can retake the quiz as many times as you like.
- After taking the quiz, please continue to the **Acknowledgement** section in order to complete the training.

01/08

The following is NOT required for return to campus:

- a. Face covering
- b. Screening questions
- c. Frequent handwashing habits
- d. Personal thermometer

02/08

Handwashing should be done:

- a. Only once a day
- b. Before touching animals
- c. When I'm leaving campus
- d. For 20 seconds with soap and water

03/08

The following are true statements:

- a. Close contact is being within 6 feet of someone for 10 minutes or longer
- b. Face coverings are required for people on campus
- c. Keeping physical distance of 6 feet helps protect others and myself from getting sick
- d. All of the above
- e. None of the above

04/08

The university will use the following methods to share important updates:

- a. USC email
- b. Coronavirus.usc.edu website
- c. Morse Code
- d. A & B
- e. All of the above

05/08

Taking the elevator and taking the stairs offers the same level of physical distancing.

True

False

06/08

If I have questions about USC's current COVID-19 disruptions, I should:

- a. Send an email to covid19@usc.edu
- b. Visit the coronavirus.usc.edu website
- c. A and B
- d. Ask my next-door neighbor

06/08

Face coverings are required for individuals coming to the USC campus.

- True
- False

07/08

For environmental safety risk assessments, my department should contact:

- a. Environmental Health and Safety
- b. Human Resources
- c. Student Health
- d. The Office of the President

08/08

For environmental safety risk assessments, my department should contact:

- a. Environmental Health and Safety
- b. Human Resources
- c. Student Health
- d. The Office of the President

USC COVID-19

ACKNOWLEDGMENT/CONSENT

For Employees:

I have completed the Health, Hygiene and Safety training, and I have reviewed USC's Health, Hygiene and Safety guidelines. I understand and agree to comply with all of USC's COVID-19 health and safety protocols and procedures, as described in that training and those guidelines or as required by my department or particular job, including but not limited to:

1. Completing the USC Wellness Assessment Tool in the Trojan Check application or at the campus perimeter each day before being physically present in any USC location or participating in in-person USC programs and activities.
2. Wearing a facemask or covering at all times on campus except when alone in my private office.
3. Complying with the use of all required personal protective equipment (PPE).
4. Following all physical distancing guidelines as set forth by USC.
5. Following disinfecting protocols as set out by USC.
6. Following USC reporting guidelines if I am diagnosed with COVID-19: Anyone present in campus facilities or working in campus programs who has tested positive for COVID-19 at an outside facility must self-report the positive COVID-19 test result immediately on the COVID-19 hotline at 213-740-6291 or email covid19@usc.edu. You will be asked to provide details of your USC-related activities, contact with other USC employees and students, the date of your diagnosis, and the date of symptoms onset.

I understand that complying with the training and guidelines is a part of my responsibility to protect myself, and by doing so, protect others in my community during the pandemic. I understand that failure to comply with the training and guidelines may result in discipline, termination, and/or dismissal in accordance with applicable University guidelines or agreements.

I also understand and acknowledge that, despite the health and safety measures that USC is instituting to help protect staff, faculty, students, and campus visitors from COVID- 19, an

inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death and entering campus may expose me to a variety of hazards and risks foreseen and unforeseen related to COVID-19. I agree to enter campus fully knowing and understanding these hazards and risks.

ACKNOWLEDGE & CONSENT

Completion



Thank you for completing the **Health, Hygiene and Safety for Employees** training.

Make sure to save a copy of the certificate from the completed section of your **TrojanLearn transcript** and submit to your manager.