

**Appendix B - 3
EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT CHECKLIST**

Name _____ Parish/School/Archdiocese of Employment & City _____

Date of Hire _____ Position or Job Title _____

I acknowledge receiving the following and reviewing the Employee Training Presentation: _____
Employee's Signature Date

Supervisor Date

Note: This form is to be filed in the Employee's personnel file

Check if not applicable	Job Task	PPE Requirements					Compliance																
		Isolation Mask (Fabric or Purchased)	Safety Glasses Or Personal Glasses	Cotton/Synthetic Gloves or Nitrile/Vinyl/Latex Gloves or 6' Social Distancing	2	2	2	2	X														
	Work Inside My Office or Work Station		2	2	2	2	X																
	My Office or Work Station Has 6' Social Distance Markings	Yes																					
	Walking Around and Elevator Use	1	2	2	2		X																
	Opening Mail/Packages/Delivered Items in Mail Room	1	1	1	1		X																
	Interacting with Others - Proximity 6' or Less	Not Allowed																					
	Meetings	On Line																					
	Note: X - Must maintain																						
	Note: 1 - PPE must be used.																						
	Note: 2 - PPE Personal Choice																						



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Basic Employee Training on Covid-19 Infection Prevention

June 2020

What is the novel coronavirus (Covid-19) virus?

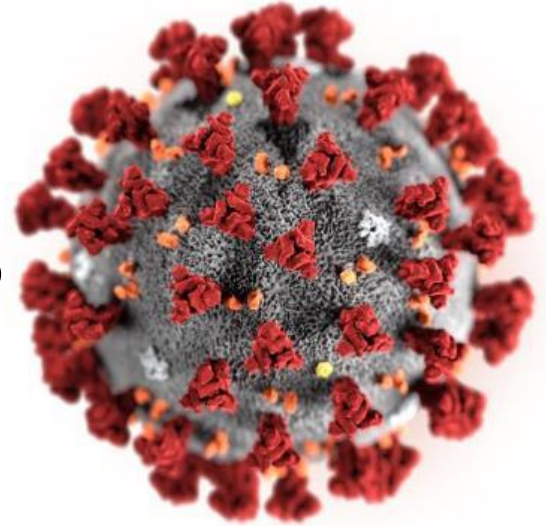
Novel means “new”. It causes Covid-19

It is a virus related to other coronaviruses that cause the common cold, but can cause much more serious health effects.

It is highly contagious, spreading from person to person.

In just a few months, it has infected millions of people worldwide.

Currently there is no treatment to prevent exposure.



What are the symptoms of infection?

COVID-19 typically causes mild respiratory illness, but can cause severe disease, including pneumonia-like illness.

Typical symptoms include fever, cough, and shortness of breath.

Other symptoms are chills, muscle aches, sore throat, loss of sense of taste or smell.

Symptoms begin 2-14 days after exposure.

Some people have no symptoms.



What are the symptoms of infection?

Here is a list of the possible symptoms:

- Fever greater than 100.0 F
- Chills or Shaking with Chills
- Cough
- Shortness of breath
- Sore throat
- Fatigue
- Muscle aches
- Loss of smell/taste
- Gastrointestinal symptoms
- Headache



How is Covid-19 spread?

It is spread from person to person mainly through respiratory droplets from someone who is infected.

It can spread to others from coughing, sneezing, singing and even talking.

It also can spread from contact with contaminated surfaces or objects.



Infected people without symptoms can spread the virus.

What to do if you feel sick



If you believe you may have the coronavirus, stay home and call your healthcare provider.

If you have been infected, you likely had no symptoms for several days, and you may have passed the infection onto coworkers.

Inform your supervisor, so they can evaluate and determine who you may have been in contact with at work.



Who is at risk at work?

High risk:

Healthcare workers treating or caring for coronavirus infected patients.

EMT/ambulance employees transporting infected persons.

Mortuary workers performing or assisting with autopsies of infected persons.



Courtesy of ABC Radio National - Australia

Who is at risk (continued)

Medium Risk:

Any job requiring frequent and close contact with the public or co-workers such as in:

grocery stores, crop harvesting, restaurants, public transit, hair salons, meat packing, food processing and, many others with frequent close contact.



Who is at risk (continued)

Low Risk:

Jobs that do not require contact with people known or suspected of being infected with Covid-19 nor frequent close contact (within 6 feet) of the general public or co-workers.

Workers in this category have minimal occupational contact with the public and other co-workers.

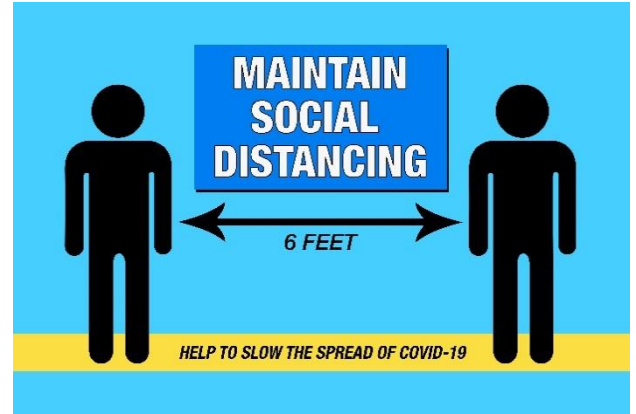


Important to Understand

- The virus is still just as contagious as it was just a few months ago
- There still is no treatment to prevent exposure
- Prevention strategies are key to avoid people getting COVID19
- And that is why we are doing these important steps and why we must be diligent.

How to protect yourself and others

- Social Distancing - Physical distance of at least 6 feet.
- Wear a face mask – “Universal Face Covering”
- Practice frequent hand washing
- Use hand sanitizers
- Frequently sanitize touched surfaces and tools
- Cover coughs and sneezes
- Avoid touching the eyes, nose, or mouth with unwashed hands.
- Stay home if you are sick and avoid people who appear sick.



Facemasks



Facemasks help people who are infected but have no symptoms, to not spread the virus to others.

The Center for Disease Control (CDC) estimates that 40% of infections come from people with no symptoms.

Wearing facemasks is required if social distancing of 6 feet or more can't be maintained.

Face Coverings and Facemasks

Homemade cloth face coverings



Purchased facemasks
(many types)



Medical Isolation
masks



Facemasks help reduce the spread of coronavirus to others.

What we are doing to protect you

Providing hand-washing and sanitizing supplies.

Setting up physical distancing and controlling where people can be

Installing barriers between workers where feasible.

Sending home anyone who appears infected.

Providing personal protective equipment (PPE) as needed for the activity being done.

Providing training on specific protective measures



Covid-19 Protection Plans

We have and continue to develop specific plans and procedures to protect people against COVID-19 infection.

For example, as we start to have Mass or have other church functions.

We will also provide information and training about the procedures.

Questions and Concerns

- If you have questions or concerns, please first talk to your supervisor.
- You and your supervisor can also talk to the Church/School Administration for help.
- Ed Foster at Property & Construction can also be contacted if more information is needed.
 - Property and Construction: 206-382-4851
 - edf@seattlearch.org