

# WELCOME TO COVID-19 READINESS

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Welcome to the Maine Community College System COVID-19 Readiness training.

Working with the Maine Department of Economic and Community Development guidelines and Maine CDC guidance, we have created this training in COVID-19 Readiness and Best Practices to prevent the spread of COVID-19.

We appreciate your willingness to participate in this training that focuses on keeping each other safe and healthy.



# WELCOME TO COVID-19 READINESS

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Upon Successful completion of this training will earn you a digital badge that will be delivered to you via email through our digital badging platform Badgr. It can be added to your education resume and displayed on social media.

**More importantly, it provides fundamental information about best practices and procedures during the pandemic.**

Thank you for taking this training and good luck!

# WELCOME TO COVID-19 READINESS

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Upon successful completion of the training and quiz with a score rate of 80% or better, you will receive an email notification from Badgr instructing you to claim your badge from the Maine Community College System. If you get less than 80%, feel free to retake the quiz! When you receive your email from Badgr, it will instruct you how to create your Badgr account and claim your badge (micro-credential). From there, be sure to share your accomplishment on LinkedIn or Facebook, or print the page and post your accomplishment!

Processing may take a day or two, so please be patient. Please note that sometimes emails of this nature go to SPAM, so be sure to check that folder.

Again, thank you for participating in this training. If you don't get 80% or above, feel free to take the quiz again.



# WE ARE IN THIS TOGETHER

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- The COVID-19 pandemic has created unprecedented challenges for everyone.
- You, and your training, are important to the reopening of Maine and keeping each other healthy.
- Let us work together to help you reach your goals and commit to keeping each other safe.



# LEARNING OBJECTIVES OF THIS TRAINING

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## Understand

Understand symptoms of COVID-19 and what steps to take if you feel symptoms.

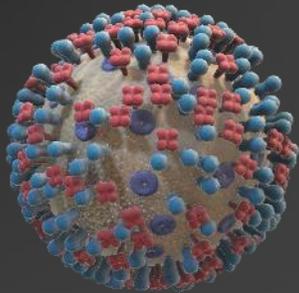
## Understand

Understand best practices and responsibilities to reduce and prevent exposure.

## Understand

Understand steps to mitigate spread as they apply to your business and community.

# WHAT IS COVID-19?



- **COVID-19** is a novel (new) coronavirus which was first detected in **December 2019** in **Wuhan City, Hubei Province, China** and has since spread across the world with nearly **115 million** cases.
- For some, the respiratory virus causes mild symptoms like the common cold or influenza (flu), for others it can cause severe pneumonia that requires medical care or hospitalization. And, for some contracting **COVID-19** results in death.
- The virus is named "**SARS-CoV-2**" and the disease it causes is named "**coronavirus disease 2019**" (abbreviated "**COVID-19**").
- A vaccine is in production, and should be available to the public in **2021**.

# KNOW THE SYMPTOMS OF COVID-19

(MAINE CDC – JULY 24, 2020)

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- Cough
  - Shortening of breath or difficulty breathing
  - Fever (100.4°)
  - Chills
  - Repeated shaking with chills
  - Muscle or body ache
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
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# SYMPTOMS OF COVID-19

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**Symptoms may appear 2 – 14 days after exposure.**

**Monitor your symptoms daily.**



# THOSE AT INCREASED RISK

People that are older, have an increased risk of severe illness from COVID-19.

People of any age with the following conditions are at an increased risk of severe illness from COVID-19:

- Cancer, or those that have undergone certain cancer treatments.
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

# HOW IS COVID-19 SPREAD?

The virus is believed to spread mainly from person-to-person

- Between people who are in close contact (within about 6 feet);
- Through respiratory droplets produced after an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into lungs.
- Spread may also occur by touching a surface or object that has the virus on it.

# HOW IS COVID-19 SPREAD?

COVID-19 may be spread by people who are not showing any symptoms and who are not aware they pose a risk to anyone.

The more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

# HOW CAN YOU REDUCE THE RISK OF EXPOSURE?

REMEMBER THE THREE W'S

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**Wear**

Wear a  
mask.

**Wash**

Wash your  
hands.

**Watch**

Watch your  
distance.

# REDUCING THE SPREAD

The CDC recommends face masks as one of the best ways to reduce spread.

Studies show that masks work to reduce spread.

According to a study released July 14 and reported by the US CDC:

Among 139 clients exposed to 2 symptomatic hair stylists with confirmed COVID:

- No symptomatic secondary cases reported.
- Among 67 tests, all were negative.
- Both the stylists and the clients wore masks.

# CLOTH FACE COVERINGS DEFINED

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Cloth face coverings must be made of multiple layers of tightly woven fabric, fit snugly against the sides of the face, cover the nose face and chin, and secure with ear loops or ties behind the head.

A properly fitting face covering allows for unrestricted breathing.

# REDUCING THE SPREAD

(US CDC, UPDATED JULY 16, 2020)

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- Since COVID-19 is spread through droplets, a mask will reduce risk to people around you by absorbing droplets that are exhaled.
- Clinical studies indicate cloth face coverings reduce the spray of droplets when worn over the nose and mouth.
- Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

# REDUCING THE SPREAD

# WEARING OF FACE COVERINGS

Since COVID-19 can be spread by people who do not have symptoms, it is important for everyone to wear cloth face coverings in public settings and to practice social distancing.

A mask is **not** a substitute for social distancing.

A face shield may be worn in addition to a mask, but is **not a substitute** for a mask, since a face shield will not absorb the wearer's exhaled droplets.

**My mask protects you; your mask protects me.**

# REDUCING THE SPREAD

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- Cloth face masks should fit snugly but comfortably against the sides of the face; use ties or ear loops to secure it in place; include multiple layers of fabric, and masks should allow for breathing without restriction.
- Launder your mask every day, or if using a disposable mask, discard it at the end of the day.
- Wash your hands after handling your mask.

# REDUCING THE SPREAD

## Wash Your Hands



Follow these steps:

1. Wet your hands with clean, running water, and apply soap.
2. Scrub hands for at least 20 seconds.
3. Rinse your hands thoroughly.

Washing hands is the best way to get rid of germs including the virus that causes COVID-19. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol.

Avoid touching your eyes, nose and mouth with unwashed hands.

# REDUCING THE SPREAD

## Watching Your Distance

1. Keep a safe distance of at least 6 feet between yourself and other people who are not from your household.
2. Avoid crowded spaces and gatherings where it may be difficult to keep 6 feet of space between yourself and others.

# REDUCING THE SPREAD

Our goal is to keep each other safe.

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for 20 seconds or use hand sanitizer.

# REDUCING THE SPREAD

In addition to wearing, washing and watching:

- Clean and disinfect regularly touched surfaces daily.
- If surfaces are dirty, clean them with soap and water prior to disinfection.
- Use a disinfectant.

# **KEEPING PEOPLE HEALTHY**

If you have been in contact with a person with COVID-19, you should self-isolate in accordance with CDC guidance.

# REDUCING THE SPREAD

People who test positive or people who Maine CDC asks to self-isolate should do so until:

- At least 10 days have passed since symptoms first appeared, AND
- At least 1 day (24 hours) has passed since recovery (no fever without the use of fever-reducing medications, AND
- Improvement in symptoms.
- Self-isolate means that you must separate yourself from others including members of your own household.

COVID  
CORONAVIRUS  
DISEASE 19

## STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

- <https://www.maine.gov/doe/covid-19/stopspreadofgerms>

# OPERATIONAL CONSIDERATIONS

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The Maine Department of Economic and Community Development has published some proposed operational changes to further reduce the spread of COVID-19.

These may not pertain to your specific business, but when possible, these changes to your operations should be implemented.

# OPERATIONAL CONSIDERATIONS

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- Use posters to remind staff, vendors, and customers regarding hand hygiene and physical distancing.
- Ensure that employees have access to hand soap, cloth face coverings, gloves, tissues, paper towels, and a designated trash bin to dispose of used items.
- Provide access to hand washing areas for staff, vendors, and customers.
- Provide hand sanitizer (at least 60% alcohol) in multiple locations around work and public spaces.
- Face-to-face staff meetings should be limited and respect physical distancing.
- Consider staggered work shifts and expanding hours to reduce number of individuals working together at the same time and spread out the contact with members of the public.

# OPERATIONAL CONSIDERATIONS

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- Increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact.
- Adjust break/mealtimes to limit contact between employees.
- Provide resources and a work environment that promotes personal hygiene such as tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Ventilate workspace with open windows and doors to the extent possible.
- Disinfect phones, shared tools, scanning devices, and other shared items regularly.
- Discourage shared use of desks, offices, or phones.

# OPERATIONAL CHANGES

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- Avoid out of state travel.
- Non-essential business travel should be limited as much as possible. Consult Maine CDC website for current travel advisories.
- Limit staff travel between multiple locations.
- Make sure you have a safe process to receive supplies and other deliveries.
- For contact tracing purposes, establishments should maintain a record including contact information for clients, and those personnel who had direct prolonged interaction with them. Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. They should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

# TRAVEL CONSIDERATIONS

- Persons who are fully vaccinated or have recently recovered from COVID-19 are not subject to any COVID-19 restrictions upon entry to Maine. Persons who are not fully vaccinated or recently recovered from COVID-19 and who traveled to a state other than New Hampshire, Massachusetts, Vermont or Rhode Island must quarantine for 10 days or receive a negative COVID-19 test result upon entry to Maine.
- Quarantine means you need to separate yourself from others by staying at home for ten days because you may have been exposed to COVID-19 but are not currently symptomatic. While in quarantine, you can have contact only with members of your household and you may not leave the house other than to engage in outdoor exercise activities while maintaining physical distance from others. This measure serves to keep the public, including friends, family, and co-workers, safe from persons who may be infected with the virus
- If you are not fully vaccinated or recently recovered from COVID-19, and you travel to a state other than one listed above, you must quarantine for 10 days or receive a negative COVID-19 test result following entry to Maine. You must quarantine while awaiting a test result.
- It is a good idea to check the CDC website for any changes to the travel guidelines:

<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/travel.shtml>

WE'RE IN  
THIS  
TOGETHER

**COVID-19 Readiness Best Practices:**

- 1. Take responsibility for your health and safety.
- 2. Monitor daily for symptoms of COVID-19.
- 3. Stay home if you feel ill, have any symptoms of COVID-19 or after close contact (within 6 feet for more than 15 minutes) with anyone who has symptoms or has tested positive for COVID-19.

# WE'RE IN THIS TOGETHER

- 4. Wear a disposable or cloth face mask made of multiple layers of fabric that fits snugly against the face and covers the nose, mouth and chin, in all public and shared spaces, and outdoors on whenever physical distancing is difficult to maintain;
- 5. Maintain a physical distance of at least six feet from any other person at all times, except when difficult to maintain due to job requirements;
- 6. Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer and rub vigorously for 30 seconds when soap and water are not available;

# WE'RE IN THIS TOGETHER

- 7. Wipe down high use common surfaces in your work area before and after each use with cleaning products;
- 9. Cooperate with requests for testing and test results, contact tracing and other state or federal public health protocols necessary to prevent the spread of COVID-19; and
- 10. Encourage others to take these actions in order to help reduce the risk of spread of COVID-19 in the community.

**CONGRATULATIONS!**

**YOU HAVE COMPLETED  
COVID-19 READINESS  
TRAINING!**

Your next step is to demonstrate your learning  
through the completion of the COVID-19  
Readiness Quiz.

Good Luck!