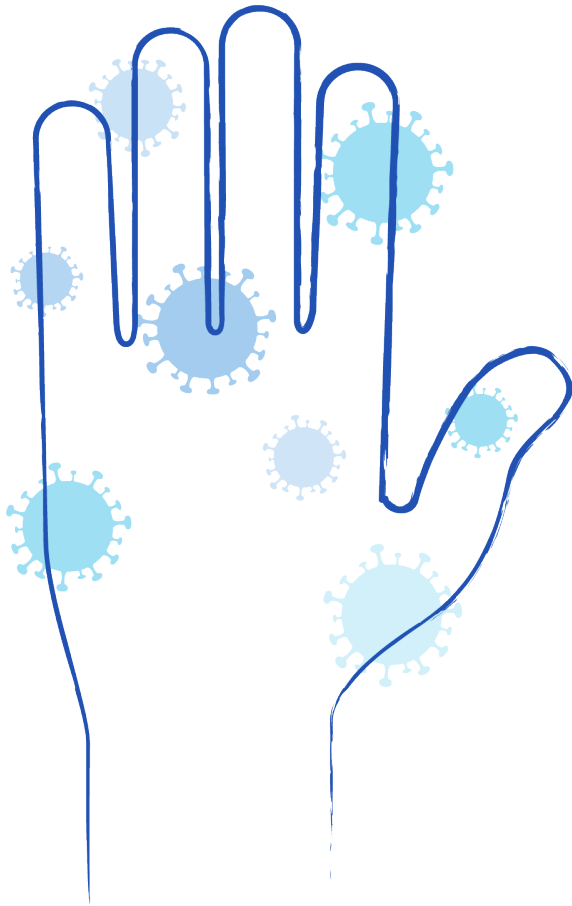


G_015—LLE COVID-19 Safety Training



LLE gratefully acknowledges Lawrence Livermore National Laboratory's (LLNL) Environmental Safety and Health group for granting LLE permission to adapt their course "***HS4440-W - Working Safely at LLNL During the COVID-19 Pandemic***". LLNL takes no responsibility for this training.

Use this checklist to assess COVID-19 hazards in your work areas



Always assume

1. Everyone is infected
2. Your hands are filthy

Answer these questions

- ☐ Will there be close contact (consider time and distance)?
- ☐ Are there physical barriers in place that can provide some level of protection?
- ☐ Are there surfaces that I need to be concerned about?

Based on those answers, decide

- ☐ What controls should I apply to reduce the risk of exposure?
- ☐ **Unsure? Contact your Group Leader, Karen Cera, and/or Doug Jacobs-Perkins**

Safety remains LLE's top priority



- Everyone working at LLE must
 - complete this safety training
 - read and comply with the Building Access policy
 - read and comply with the Covid-19 Response plan
- This training *augments* other LLE safety trainings, highlighting changes needed to resume on-site work during the COVID-19 pandemic
 - workers must continue to employ safe work practices including but not limited to
 - employing the buddy system
 - donning and doffing of required PPE
 - PPE inspection and maintenance
 - restricted access into the building
 - *do not prop open safety barriers such as fire doors and laser barriers*

LLE's highest priority is to maintain a safe work environment so that staff can effectively continue mission-critical research.

COVID-19 exhibits a broad range of symptoms



FEVER



COUGH



**BODY
ACHES**



**SHORTNESS
OF BREATH**



**LOSS OF TASTE
OR SMELL**



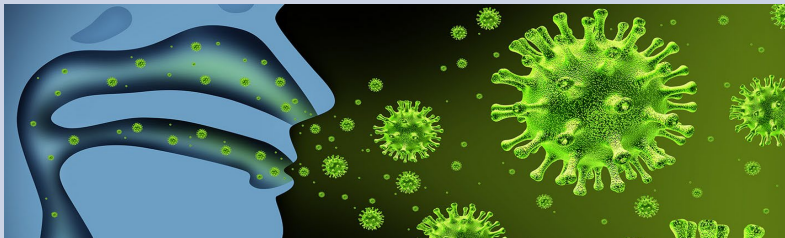


**SORE
THROAT**

- The clinical picture is evolving
 - common symptoms are shown
 - other symptoms include fatigue, congestion or runny nose, headache, chills, nausea, vomiting, diarrhea and/or loss of appetite
- Presentation ranges from no symptoms (asymptomatic) to severe illness and sometimes death
- Symptoms usually develop 5 days after exposure but can range between 2 to 14 days
- Individuals aged ≥ 65 , or with a history of other illnesses like diabetes, lung disease, or immunocompromising conditions have a higher risk of severe illness

How is COVID-19 spread?

The virus that causes COVID-19 most commonly spreads between people who are in close contact with one another (*usually* <6')

Route of transmission	Definition	Role in transmission
Droplet 	When an infected individual coughs, sneezes, breathes, and/or speaks, respiratory secretions containing the virus are expelled into the mouth, nose, or eyes of another (≤ 6 ft).	Believed to be a major driver of community spread
Contact 	Respiratory droplets containing the virus settle on surfaces. Someone touches surface and then touches their mouth, nose, or eyes.	Believed to contribute to community spread, but not believed to be the primary driver.
Aerosol 	Small particles ($< 5 \mu\text{m}$) containing virus are inhaled. Can occur over short ranges (within 6 ft) or potentially longer ranges.	There is growing evidence that droplets and airborne particles can remain suspended in the air and be breathed in by others, and travel distances beyond 6'.

What is LLE doing to ensure the safety of personnel working on-site?



LLE's implementation plans include

- Requiring employees to complete the Dr. Chat Bot survey each day before entering LLE
 - **STAY HOME IF YOU:**
 - **are sick or**
 - **have had close contact with someone confirmed of having COVID-19**
- Reducing on-site population density by rearranging work areas and schedules to promote social distancing
 - Workers' activities and time on-site must be managed by Group Leaders and Division Directors to ensure they are consistent with these guidelines
- Providing on-site staff with personal protective equipment (PPE) (e.g., masks, eyewear) and sanitizing supplies
- Requiring all workers to use masks properly (covering nose and mouth at all times)
- Encouraging employees to eat where >6-ft. separation from others is possible; disinfect public tables before and after eating

These essential steps protect *EVERYONE*.

Dr. Chat Bot is a mandatory *daily* Health-Assessment Survey



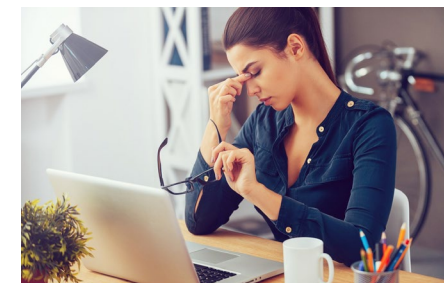
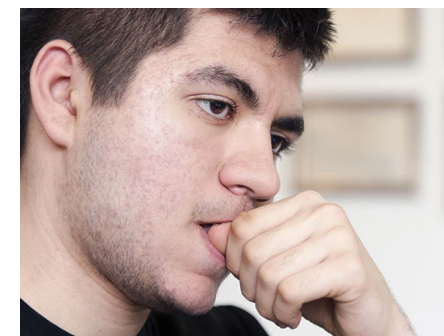
- ***Before entering LLE each day***, every worker must complete the Dr. Chat Bot survey developed by the University of Rochester
 - its questions identify workers with symptoms and provide instructions based on the responses provided
 - if any question is answered "Yes," stay home until University Health Service (UHS) calls you and provides medical clearance for returning to work
- You are required to contact UHS (585) 275-2662 before returning to work if
 - you received a positive COVID-19 test result
 - you are waiting for COVID-19 test results
 - you were told by your Personal Healthcare Provider (PHP) that you may have COVID-19 based on your symptoms, even if not tested
 - you reside with someone who has been told by their PHP that they have or may have COVID-19—either by testing or symptoms alone

If you entered LLE in the 2 days prior to onset of COVID-19 symptoms, or diagnosis with COVID-19, you must promptly inform your Group Leader

What can **you** do to ensure the safety of personnel working on-site?

Staff responsibilities

- When within 6-ft. of others, **everyone must wear a mask** (Assumption #1—everyone is infected)
 - to trap droplets and aerosol *you generate* so you don't infect others
 - to block droplets and aerosols *generated by others* from entering your airway
- **Don't touch your face** (Assumption #2—your hands are always filthy)
 - touching your face can transfer the COVID-19 virus to your mucous membranes
 - *humans touch their faces, on average, 20 times an hour! ~44% of the time, these touches involve the eyes, mouth, and nose*
- **Cover your cough or sneeze**
 - cough or sneeze into a tissue when possible
 - if a tissue is not available, cough or sneeze into your elbow
 - wash hands promptly (use hand sanitizer if unable to wash)
- Wash your hands frequently



Also follow these practices outside of LLE!

Redesigning work practices for a “new normal”

- If people must work in close proximity (i.e., heavy lifting), all workers are required to wear a **mask and safety eyewear**
- Don't shake hands with others
- Use speaker phone
- Minimize use of shared equipment (phones, keyboards, etc.)
- Discontinue use of communal safety eyewear (and other PPE); disinfect before and after use when unavoidable; let your supervisor know if you need additional supplies



- Do not push tables and chairs together
- Ride alone in cars and elevators
- Clean up after yourself
 - rinse the sink and wipe the counter after brushing teeth, preparing food, washing dishes, etc.

Social distancing is one of the most powerful tools to combat all exposure routes

- Report to work **only at the times scheduled** by your supervisor
 - graduate students who are authorized to work at LLE are NOT automatically authorized to work on River Campus
- Maintaining at least 6-ft. separation from one another helps reduce the risk of spreading/contracting the virus
 - when 6-ft. separation is not possible
 - wear a mask (**a mask is required in all common areas** such as halls, restrooms, break areas, etc.)
 - minimize contact time (<10 minutes)
- **Conduct all meetings remotely**, even when participants are on site; LLE conference rooms shall only be used when approved by senior management.
 - limit all gatherings to ten people or fewer



Hand hygiene is critical—

wash hands frequently with soap and water for at least 20 seconds



- Follow proper hand-washing technique: <https://www.youtube.com/watch?v=bQCP7waTRWU>
- Soap and water remove pathogens from your skin *and* destroys the envelope of the virus rendering it incapable of infecting your cells
- Wash your hands
 - before touching your face for any reason
 - after using the restroom
 - before preparing food or eating
 - after coughing, sneezing, or blowing nose
 - after touching high-touch surfaces
 - before and after putting on, adjusting, and taking off your face mask

Washing with soap and water is more effective at removing contaminants than hand sanitizer.

Use alcohol-based hand sanitizer *when soap and water are not readily available*



- Hand sanitizer should contain at least 60% ethanol or 70% isopropyl alcohol
- Put enough sanitizer on your hands to cover all surfaces
- Rub your hands together until they feel dry (~20 to 30 seconds)

Do NOT rinse or wipe off hand sanitizer—it destroys pathogens as it dries.

<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

Masks must be worn in all common areas



- Put on a mask before entering LLE.
 - if you don't have one, come in through the East or West entrance to obtain one in the lobby and put it on immediately
- Masks must be worn in all common areas (hallways, restrooms, breakrooms, etc.), and anytime social distancing is not possible
- LLE will provide one procedure mask per person per week;
re-use mask for one week unless it is soiled or wet
- Launder cloth masks at least once per week
- Store mask in an open paper bag/pouch when not being worn
- Employees working alone in their office or lab do not need to wear a mask
- Employees using their own N95 masks must follow UR's Respirator Program guidelines and file a [Voluntary Use Respiratory Protection form](#)

Select the right mask and use it properly

MASKS MUST COVER NOSE AND MOUTH



LLE will provide procedure (surgical) masks

Employees using their own N95 masks must follow UR's Respirator Program guidelines and file a [Voluntary Use Respiratory Protection form](#) with the Safety Office



Homemade masks are encouraged. They are not allowed in clean rooms or areas where subject to chemical contamination.



Dust masks are permitted

Select the right mask and use it properly

MASKS THAT ARE NOT PERMITTED:



**Masks with
exhalation valves
are NOT ok.**



**Bandana-style masks
are NOT ok.**



**Clean room veils, *alone*, are
NOT ok. They must be
accompanied by an
approved Covid mask**

**If you have a full/heavy beard most masks will not seal effectively;
consider obtaining a custom mask that covers your beard.**

How to wear a mask



- Always perform good hand hygiene before and after you put the mask on or take it off



- Cover your nose and mouth and don't cross the straps; pinch the thin metal strip on the top edge of the mask against the bridge of your nose

Always wear with the same side facing outward—Put your name on the inside edge to easily identify



- Keep the mask with you throughout the day

How to wear a mask



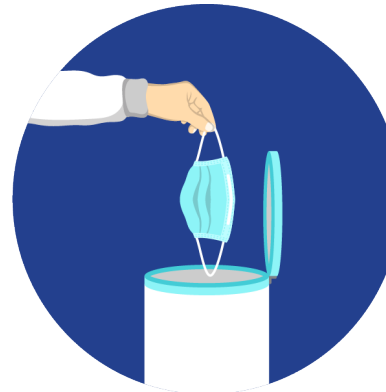
- Once the mask is on, try not to touch or adjust it—**assume the outside is filthy**



- Gently remove the mask for breaks and meals (always avoid touching the front of the mask)



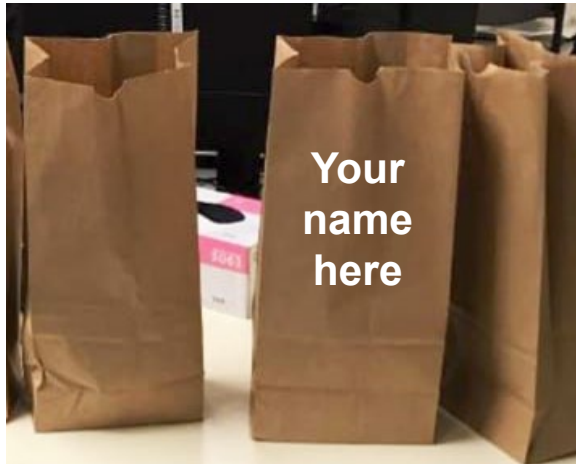
- Keep the mask clean and dry – store it in a paper bag, envelope or pouch



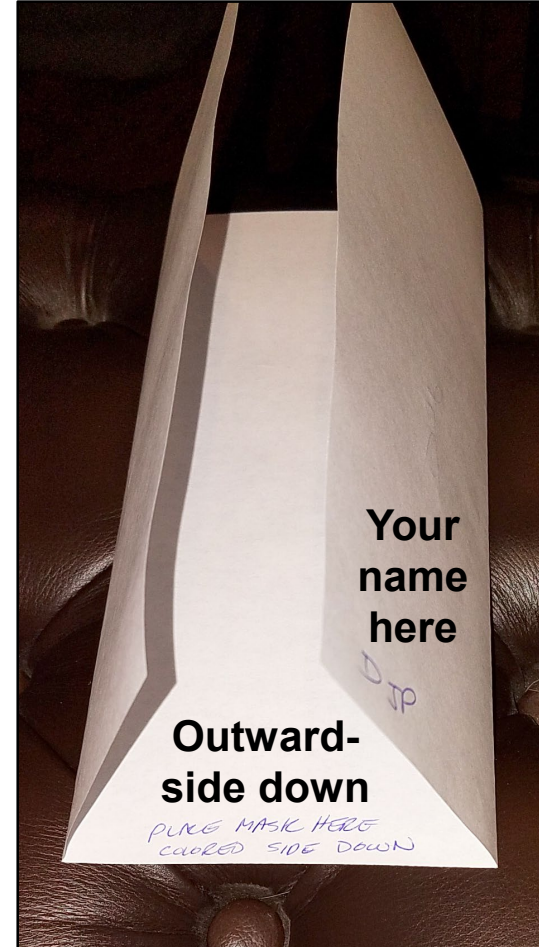
- Discard (or wash, if cloth) and replace mask if
 - it's soiled or damaged
 - you have used it for one week

Store your mask when not in use

- Store your mask in a clean paper bag (replace as needed)
- If one is not available, you can make a paper pouch
 - fold a sheet of printer paper in thirds (letter style)
 - always place the mask colored-side (outer-side) down on the center of the paper pouch
- Put your name on the mask and bag/pouch



Replacement supplies will be available at East and West entries;
only take **as needed**



Surface decontamination

EVERYTHING you touch is contaminated – act accordingly



- Request a bag of Oxivir TB disinfecting wipes weekly. Use them to clean:
 - shared workspaces (keyboard, mouse, phone etc.) at start of shift
 - personal workspaces and office door handles—daily
- Procedure
 - clean organic residue (e.g., food, dirt) from surfaces with soapy water and paper towel
 - dry surfaces before using disinfecting wipe
 - wipe surfaces with a pre-moistened disinfectant wipe and **allow to air dry**
 - Oxivir disinfectants require 1 minute dwell time
 - **return the used wipe to the bag, they remain effective while they stay wet (~1 week)**
 - wash hands or use hand sanitizer

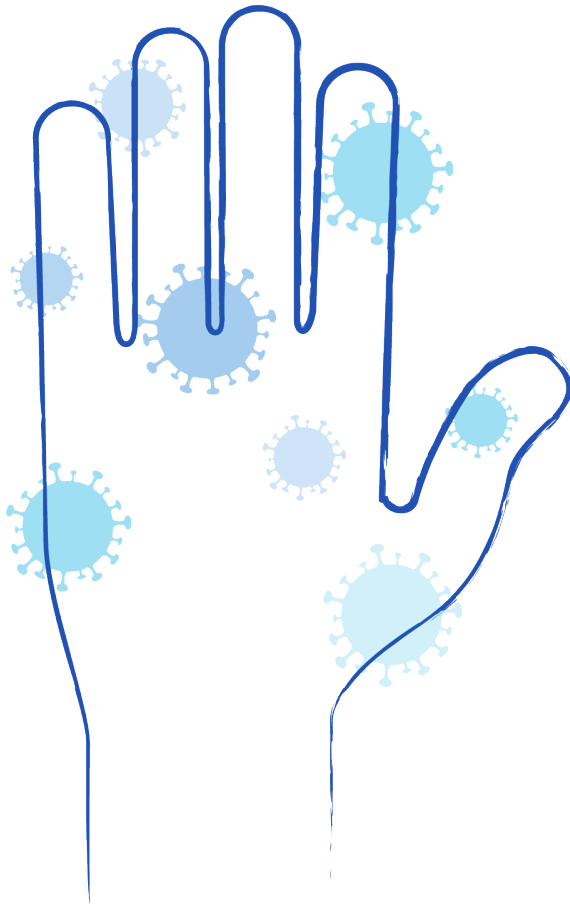


What to expect—working on site



- All employees planning to report on-site must complete *Dr. Chat Bot Symptom Assessment Survey* **every workday** before entering LLE
 - paper copies are available in the East and West lobbies for those without internet access
- Everyone must swipe themselves in so LLE has a record of everyone on site – no piggy backing entry
 - limit to one person in the vestibule at a time
- Complete the [Covid Supply Request Form](#) for items needed within the next 7-10 days; items will be delivered to your mailbox
- Upon arrival, if not already wearing your own mask, immediately use hand-sanitizer and don a mask provided on East and West lobby tables

Use this checklist to assess COVID-19 hazards in your work areas



Always assume

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Answer these questions

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Based on those answers, decide

- ☐ What controls should I apply to reduce the risk of exposure?
- ☐ **Unsure? Contact your Group Leader, Karen Cera and/or Doug Jacobs-Perkins**

**Our success will be limited by the least compliant member of the team.
We are counting on *YOU*!**

Resources



- A collection of COVID-19 related links and resources are on the [LLE COVID-19 Resources](#) website. It includes but is not limited to:
 - The University of Rochester's COVID-19 Resource Center website
 - Dr. Chat Bot Daily Health Status Survey
 - COVID Supplies Request Form
 - LLE Frequently Asked Questions (FAQ's) – only available to those with LLE credentials
 - Monroe County COVID-19 Dashboard
- Contact Karen Cera kcera@lle.rochester.edu or Doug Jacobs-Perkins djac@lle.rochester.edu with questions

You must take the [G 015 quiz](#) to complete this training before working on-site.