# A&M Cleaning & Maintenance Services Inc. Training

## COVID-19 Health Guidelines Course

This course was designed to give you a brief introduction to the background of the COVID-19 virus and global pandemic.  It contains lessons on the background of the virus and the guidelines recommended by  The Centers For Disease Control for safe workplace practices. It includes all relevant CDC Guidelines as well as specific guidelines outlined for employees of A&M Cleaning and Maintenance Services.

Click the "*Start Course*" button to begin.

**PART I & II: INTRODUCTION**

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≡  **Introductory video: Stop the spread video and be safe**

≡  **What are the CDC Guidelines for handling COVID-19?**

≡  **What is COVID-19? How does it affect the world?**

❓  **Assessment**

**PART III: A&M CLEANING & MAINTENANCE SERVICES INC.**
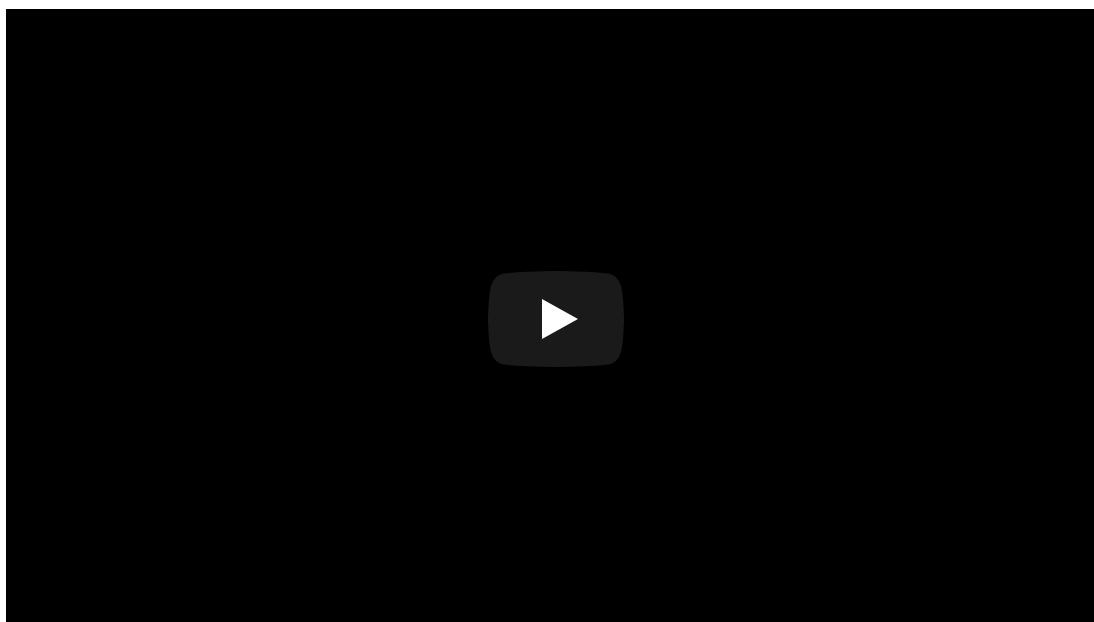
Intro to New Guidelines - 10 Steps

Steps 1- 5

Steps 6- 10

Assessment

# Introductory video: Stop the spread video and be safe
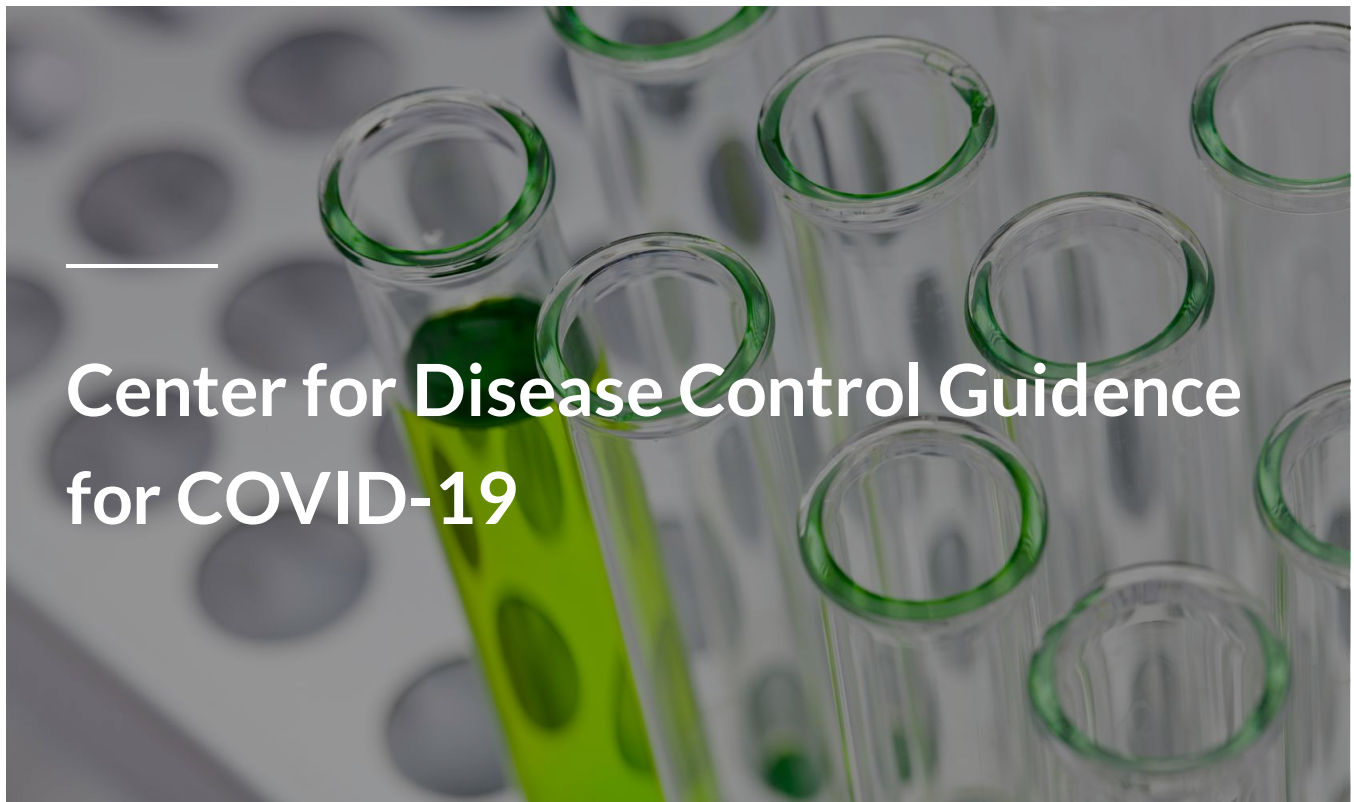
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**YOUTUBE**



## Coronavirus Workplace Safety

A&M Cleaning & Maintenance Services, Inc Class EME 605 Distance Learning

**VIEW ON YOUTUBE** >

# What are the CDC Guidelines for handling COVID-19?



## Center for Disease Control Guidence for COVID-19

## What is the CDC Guidence for COVID-19?

The CDC has prepared these guidelines as a tool for businesses and their employees to help prevent the spread of COVID-19. In cooperation with the Occupational Safety and Health Administration (OSHA), the guidelines should be highly considered when engaging in work.

Prevention                                                                    —

**Promote frequent hand washing:** Provide workers, customers, or worksite visitors with a place to wash their hands. If not available, alcohol-based hand rubs with at least 60% alcohol should be made available. You should wash your hands:

- Before and after work shifts

- Before and after work breaks

- After blowing their nose, coughing, or sneezing

- After using the restroom

- Before eating or preparing food

- After putting on, touching, or removing cloth face coverings

- Avoid touching their eyes, nose, and mouth with unwashed hands.

**Encourage employees/co-workers to stay home if sick:** Employees should inform and encourage other employees to self-monitor for signs and symptoms of COVID-19, especially if they suspect possible exposure.

**Engage in good respiratory etiquette:** Cover all coughs and sneezes.

**Limit the use of cellphones when possible:** Cellphones are in constant contact with both our faces and hands and are a prime place for the transmission of the virus. Whenever possible, frequently clean your phone with alcohol-based wipes.

**Maintain regular housekeeping practices:** Routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment is recommended. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.

**Wear a face-covering:** At all times, employees should wear a face covering to limit exposure to COVID-19 between themselves and the customers. Remind employees and customers that CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

## Implementation:                                                                —

Minimize contact among workers, clients, and customers.

Replace face to face meetings with virtual communication when possible.

Be flexible on work hours to allow employees to distance from each other.

Train workers on the need for protective clothing and equipment, to include:

1. How to put it on
2. How to use/wear it
3. How to take it off correctly
4. How to maintain it

**CONTINUE**

## How is Florida handling COVID-19?

Governor Ron DeSantis has aligned Florida's phased re-opening plan with the CDC Guidelines outlined in this course. Be aware that the Florida Department of Health advises that all residents wear masks in public and to social distance. Additionally, as of June 19, 2020, all businesses and customers in Pinellas County as well as the City of Tampa are required to wear face coverings when conducting business indoors.

**CONTINUE**

"If you're proactive, you focus on preparing.
If you're reactive, you end up focusing on repairing."

John C. Maxwell

# What is COVID-19? How does it affect the world?

Coronavirus Disease 2019
 (COVID-19)
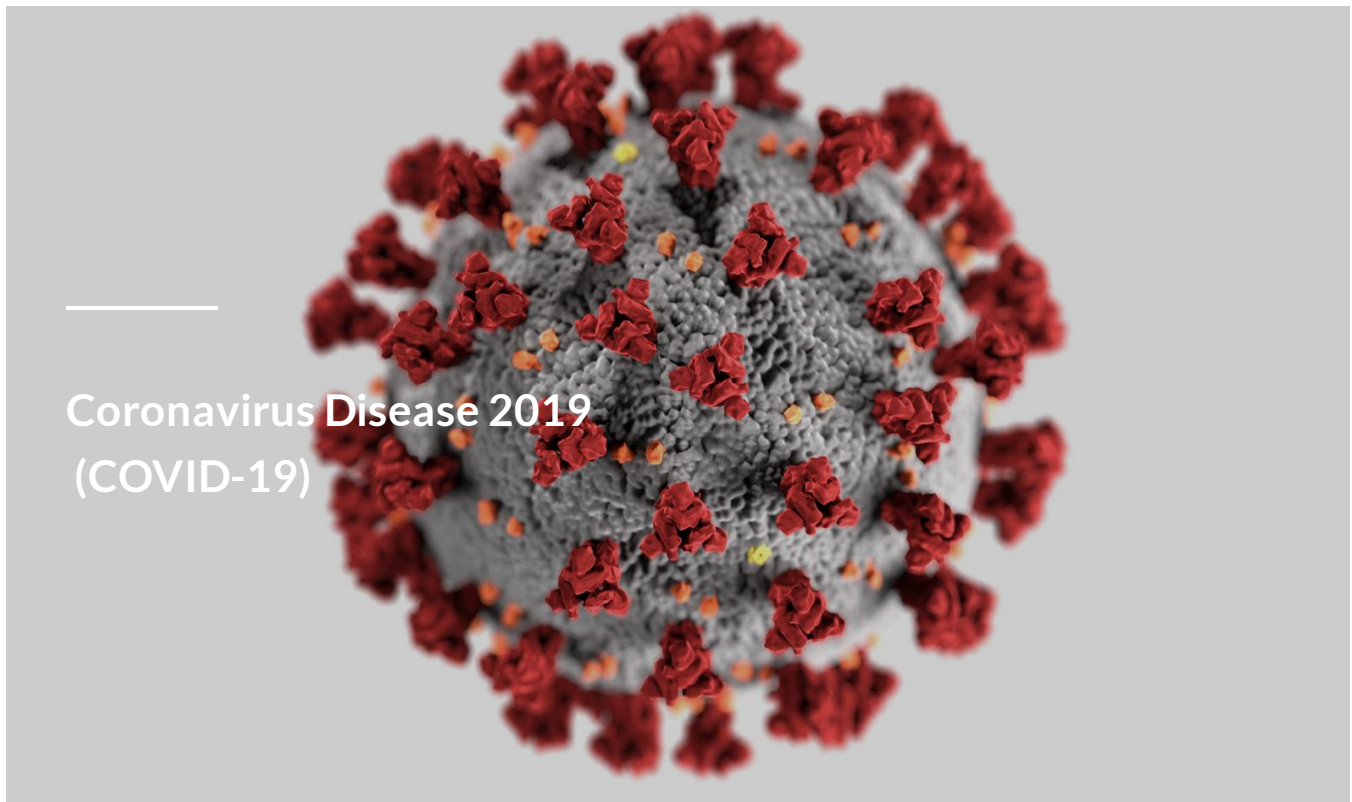
## What is COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) virus. Essentially, the virus can cause a sudden and severe disease that effects the lungs, making it incredibly hard to breathe. It has spread from China to nearly all countries around the world, including the United States. Symptoms can include:

- Fever or chills

- Cough

- Shortness of breath or difficulty breathing

- Fatigue

- Muscle or body aches

- Headache

- New loss of taste or smell

- Sore throat

- Congestion or runny nose

- Nausea or vomiting

- Diarrhea

The severity of COVID-19's international spread and rising level of pandemic impact and outbreak conditions affects all aspects of daily life, including travel, trade, tourism, food supplies, financial markets, and daily business interactions. Governments at national and local levels have established public safety measures to slow the spread of the virus, such as "Social Distancing" measures, as well as quarantine, curfews, and mandating the closure of businesses.

**CONTINUE**

## How does COVID-19 work?

As a respiratory virus, the coronavirus spreads in droplets when someone coughs or sneezes. People can also release viral particles when they talk, sing, or exhale. That means those within 5 or 6 feet of an infected person are the most likely to get sick when those viral particles land on a mucous membrane, like in an eye.

These viruses can also spread when people touch a surface contaminated with infectious droplets, then touch their nose, mouth, or eyes. But according to the CDC, while transmission via contaminated surfaces is possible, it's "not thought to be the main way the virus spreads." At present, there's no reason to think the pathogen could be transmitted through food or via consumer goods.

**CONTINUE**

**1** **How can you protect yourself?** Keep at least six feet of distance between yourself and others at all times, when possible. A review of 172 studies on COVID-19, SARS, and MERS, published June 1 in The Lancet, found that social distancing was associated with a large reduction in the risk of infection. Face masks also seem to help, and eye protection may offer additional protective benefits as well, the review found.

**2** **Wear a face covering.** The CDC is now recommending that nearly everyone wear a basic cloth or fabric face covering when out in public. Face coverings are an additional step to help prevent the spread of COVID-19. Wash your hands before putting on your face covering. Keep the covering on your face the entire time you're in public. Don't touch the face covering, and, if you do, wash your hands.

**3** **Clean your hands on a regular basis.** Wash your hands with soap and water: when entering and leaving the home or workplace setting; when adjusting or putting on or off facemasks or cloth face coverings; or before putting on and after taking off disposable gloves. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

**It may take weeks, months, or even years to develop a vaccine.**

## How to Mitigate the Spread

To slow the spread of coronavirus (COVID-19), the CDC has made available some simple guidelines to follow that can assist in preventing the contraction of COVID-19.

**CONTINUE**

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This course will now outline a few of the CDC Guidelines to follow while working. You'll learn what you should do in each situation, and the steps you can take to minimize harm.

**CONTINUE**

ⓘ **Images of COVID-19 are courtesy of the Centers for Disease Control and comply with the Fair Use Act.**

https://www.cdc.gov/media/dpk/diseases-and-conditions/coronavirus/coronavirus-2020.html

https://www.cdc.gov/media/subtopic/images.htm

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html

https://www.cdc.gov/coronavirus/2019-ncov/hcp/direct-service-providers.html

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

# Assessment

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Time to check your knowledge

Which critical elements have been affected in the world by COVID-19?



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○   Hygiene

○   Water

○   Waste

○   Sanitation management

○     All of the above

What are some of the CDC guidelines?



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☐     Wear disposable gloves and mask to clean and disinfect

☐     Read and follow the directions on the product's label

☐     Mix chemicals products

☐     Pre-clean the surface

- [ ] Make sure to have good ventilation

Why is it important to follow the new health guidelines at the workplace?



○  To prevent and slow the spread of COVID-19 within the workplace

○  To maintain healthy business operations

○  To maintain a healthy work environment

○  All of the above

Should you follow the 10 how-to steps to prevent COVID-19 at the workplace?



○ Yes

○ No

# Intro to New Guidelines - 10 Steps

## Let's get back to business...

Unfortunately days became weeks, and weeks became months of unemployment during 2020. We can now go back to work if we carefully follow COVID-19 health guidelines. These new regulation will help our business, not only by creating a safe environment for staff, but also for clients. This is the reason why it is this training is important! We all need to understand and follow guidelines carefully.

(i) **Before you dive into Part III of this training module, please remember to ask questions, if you have any. Contact information is found in our course Canvas.**

Carefully read the following guidelines. These 10 Steps will be explained throughout training.

**Step 1**

Check daily schedule.

<div align="center">

**STEPS 1- 5**

</div>

**Step 2**

Check for necessary daily cleaning products.

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**STEPS 1- 5**

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**Step 3**

Use of gloves, eye gear and mask, *before* entering each location.

**STEPS 1- 5**

### Step 4

Keep 6 ft distance with coworkers and clients.

**STEPS 1- 5**

### Step 5

Check for correct ventilation at location.

**STEPS 1- 5**

### Step 6

Read & follow labels. This includes information on mixing substances, and keeping away from children.

**STEPS 6- 10**

### Step 7

Pre-clean surfaces correctly.

**STEPS 6- 10**

### Step 8

Clean with correct substance quantities.

**STEPS 6- 10**

**Step 9**

After cleaning, organize products and check items.

**STEPS 6- 10**

**Step 10**

Correctly dispose of non- reusable items.

**STEPS 6- 10**

# Steps 1- 5

## Step details

Please read steps one to five below.

**1** **Check Daily Schedule.** You will need to use various cleaning products depending on the different surfaces, sizes and locations. The first step before going to work should be to review the schedule for the day, This way, you will know where you are heading and what you will need.

**2** **Check for necessary daily cleaning products.** Cleaning products fall into different categories. There are four main types of cleaning agents: detergents, degreasers, abrasives and acids. You may be in contact with various locations and cleaners such as: Kitchen, Bathroom, Glass, Metal Cleaners. Bleaches, Disinfectants, Drain Openers, and Multi-surface Cleaners.

**3** **Use of gloves, eye gear and mask,** *before* **entering each location.** This may one of the most important steps because it aims for prevention for both COVID-19 and cleaning injuries. COVID-19 may be prevented by the use of gloves, eye gear and mask. Cleaning products may cause mild to serious injuries if in contact face with (eyes and mouth) or sensitive skin.

**4** **Keep 6 ft distance with coworkers and clients.** One of the CDC guidelines for COVID-19 prevention is to keep a safe distance with each person of 6 feet or more if possible.

**5** **Check for correct ventilation at location.** This measure benefits health and cleaning. Check for room temperature, plus opened windows and doors.

# Steps 6- 10

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## Step details

Please read steps one to five below.

**6**      **Read and follow product labels.** Each product has different uses and directions. Please read carefully for information on mixing incorrect substance, as well as keeping away from other specific surfaces.

**7**      **Pre-clean surfaces correctly.** Check for the correct products to sweep, or pre-moist each surfaces if needed. Use the correct product and cloth.

**8**      **Clean with correct substance quantities.** Only use the required substance specific on the product label.

**9**      **After cleaning, organize products and check items.** Once done at your station, put away products. Do not leave any products at location.

**10**      **Correctly dispose of non- reusable items. Correctly throw away (recycle if possible) any empty bottles and containers. If you are using non-reusable masks or gloves, dispose them as well.**

# Assessment

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Let's check your knowledge

One of the CDC guidelines for COVID-19 prevention is to keep a safe distance with each person of...



- ○ 5 feet

- ○ 6 feet

- ○ 3 feet

It is not necessary to read & follow labels' instructions. You should mix chemical products.



☐ True

☐ False

You do not have to check daily for necessary cleaning products.



○     True

○     False

Use _____, eye gear and mask, before entering each location.



Type your answer here