

Coronavirus protocol training



**DIOCESE OF WORCESTER
CHANCERY OFFICE**



Introduction



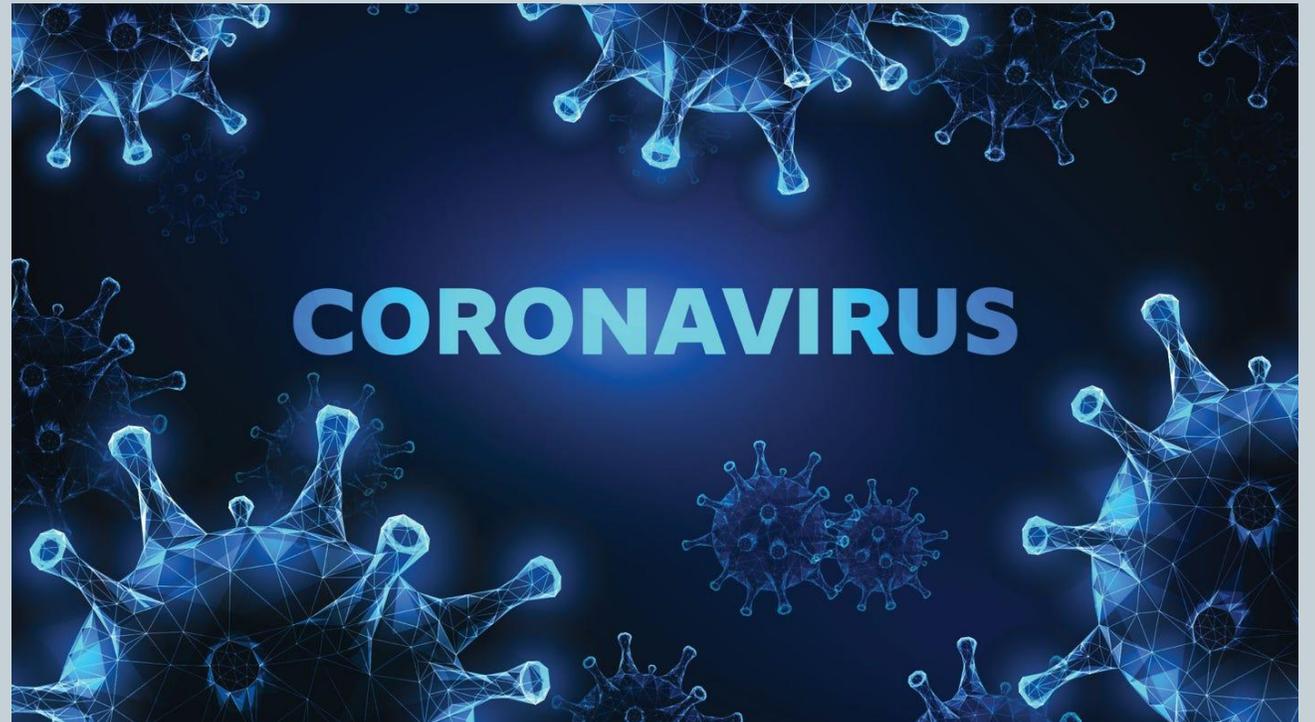
- A mandatory training is required in the state of Massachusetts as part of a 4-phase reopening of businesses.
- This training will provide employees with information on ways to stop the spread of the coronavirus, as well as mandatory safety protocols and procedures while at work.



Training Outline



- What is COVID-19, coronavirus?
- Mandatory safety guidelines
- Chancery COVID-19 Policies and Procedures



What is COVID-19?



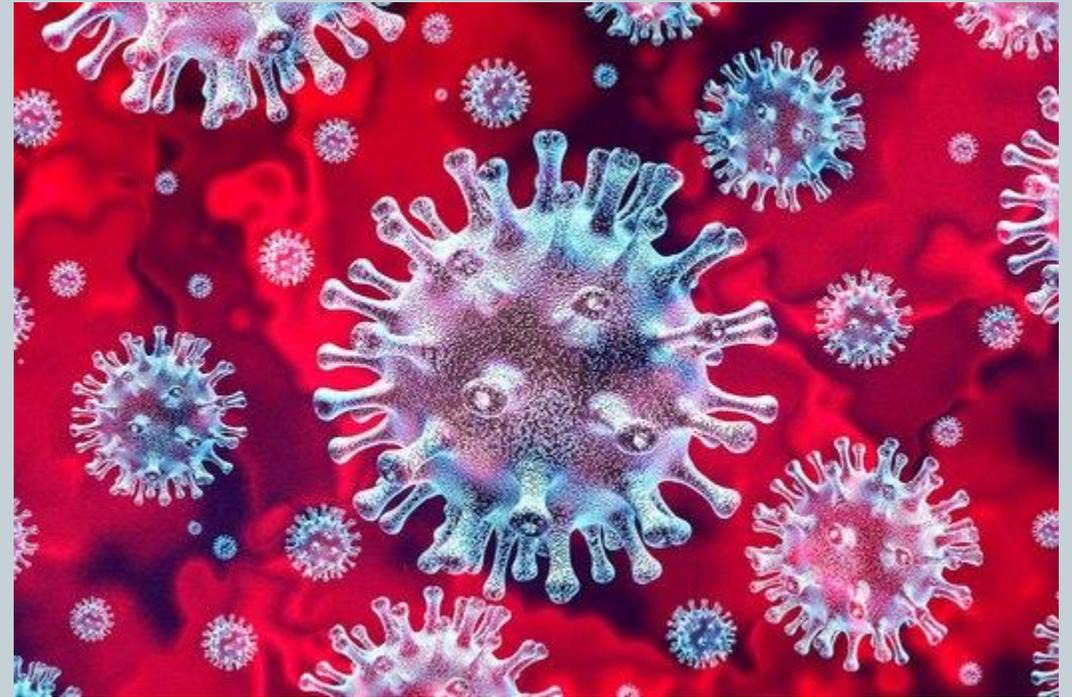
- Click [HERE](#) or the graphic to play a YouTube video about COVID-19

The video is a good summary and explains HOW the virus is transmitted and how to protect yourself and others. It is important that you watch this before proceeding in order to understand why we are all being asked to follow these protocols.



Mandatory Safety Guidelines

- Social Distancing
- Hygiene Protocols
- Staffing and Operations
- Cleaning and Disinfecting



Social Distancing



- All persons, including employees, visitors, and vendors who must enter at this time should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces.
- Employees should practice adequate social distancing such as limiting group meetings to less than 10 people and avoiding shared workspaces. Meetings of 10 or more should be conducted by Zoom or equivalent.
- Face coverings/masks are required for all employees, visitors and vendors when entering the Chancery common areas and should be worn upon entry.
- The elevator should be limited to one person at a time with a face mask.



Procedures and Protocols



- During this phase the chancery will remain closed to meetings and the general public
- If a meeting **MUST** take place, it must be limited to under 10 people and use the Library. Someone must coordinate entry for the visitors and they must be notified **IN ADVANCE** of protocols including
 - Face mask
 - Use of hand sanitizer upon entry to the building
 - Access limited to the Library and second floor
- If an individual must come into the building, (vendor, repairman, or priest appointment with Bishop) the same protocols as above must be followed – and the meeting should be in a conference room that can be cleaned after the meeting concludes - please alert maintenance after it is ended.



Procedures and Protocols



Social Distancing –

- Ensure separation of 6 feet or more between individuals.
- Small Workrooms are limited to one person at a time and signs are posted.
- Larger work area or first floor kitchen must not have more than 2 to 3 people to accommodate social distancing.
- The First Floor kitchen should not be used for eating lunch if the minimum 6 foot distance cannot be maintained.



Hygiene Protocols



- Handwashing is available throughout the workplace. When soap and water are not available, hand sanitizer dispensers are provided in common areas
- All individuals entering the Chancery must sanitize their hands upon entry. Employees are encouraged to wash hands frequently.
- Employees should use hand sanitizer when entering a workroom or wash hands when entering a kitchen and wipe any machines or counters they use before leaving.



Cleaning and Disinfecting

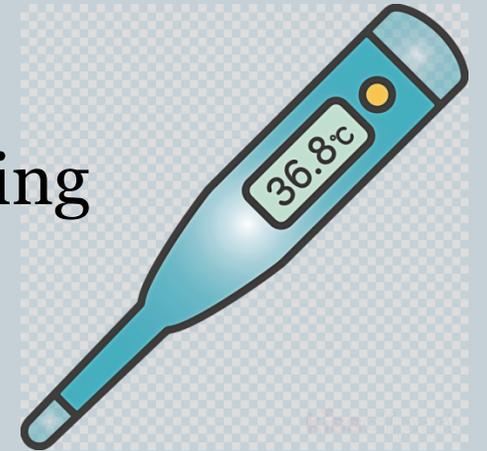


- A maintenance person is performing regular and frequent sanitization of high touch areas, such as doorknobs, handrails, kitchens and restrooms throughout work site. Each employee who uses an office will be responsible for sanitizing their own workspace daily.
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting will be performed of their work area and common areas they used.



Staffing and Operations

- Employees who are experiencing COVID-19-like symptoms should not report to work.
- [A form is attached](#) which should be referenced each morning prior to leaving home. Each employee is responsible for taking their own temperature to assure that it is below 100 degrees F.
- Employees getting ill from COVID-19 at work will be required to follow a [return-to-work plan](#) provided by HR



Coming Back to Work



- If you can work effectively at home you are encouraged to do so, even for part of your week
- If you must come into the office, the policies and procedures must be followed, including the self-assessment
- No shared office spaces exist which do not respect adequate social distancing



Symptoms of Coronavirus



- Anyone can have mild to severe symptoms.
 - **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.
 - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
 - Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms *may* have COVID-19:
- 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
- This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.*



On-line coronavirus symptom checkers



- Massachusetts residents can get advice from an on-line health assistant safely at home for free at www.buoy.com. Buoy will connect you with the appropriate healthcare resource based on your symptoms and risk factors for COVID-19.
- Screener information is also available on Google by searching screener/COVID 19.



When to seek emergency medical attention



Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- 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 medical provider for any other symptoms that are severe or concerning to you.

- **Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.



Chancery Procedures and Protocols



If someone is sick at work

- They should go home immediately if able to drive, and notify HR which will notify all employees of the possible risk
- Maintenance must be notified immediately to clean that work area and disinfect any common rooms where they spent 5 minutes or more (CDC lists 10 minutes or more)
- In general, they are not to come back to work until at least 14 days have past and they test negative for COVID -19, or 3 days without any symptoms including a fever.



Returning to work after being sick

If the person tested positive for COVID-19, showed symptoms, and *will not* receive additional testing, or if the person exhibited symptoms of COVID-19 and was not tested,* the person may return to work if the following 3 criteria are met:

- At least 3 days (72 hours) have passed since recovery (defined as resolution of fever without the use of fever-reducing medications);
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 14 days have passed since the symptoms first appeared.

If the person tested positive for COVID-19, showed symptoms, and *will* receive additional testing, the person may return to work if the following 3 criteria are met:

- Resolution of fever without fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative COVID-19 results from at least 2 consecutive tests taken at least 24 hours apart.

CLICK for a [Safe Return to Work](#) Handout

Chancery Procedures and Protocols



If someone in your household* tests Positive or is exhibiting symptoms...

- **STAY HOME** until your household tests negative for the virus if someone has it or is waiting for confirmation testing or 14 days have past since they were tested Positive, or 3 days without any symptoms including fever.

**Household includes rectories, convents, shared apartments as well as family homes*

The health and safety of our employees is of utmost importance to us! We appreciate everyone's cooperation in following these important protocols. If you feel unsafe or feel that these protocols are not being followed, please contact Human Resources.

**Workplace health
and safety support:
COVID-19**



For More Information



Contacts

- Mass Dept. of Public Health

<https://www.mass.gov/orgs/departments-of-public-health>

- Worcester Dept of Public Health

<http://www.worcesterma.gov/public-health>

- Centers for Disease Control (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Across all phases of reopening, please:

- * Cover your face
- * Wash your hands
- * Socially distance
- * Be vigilant for symptoms
- * Stay home if you feel sick

WE ARE ALL IN THIS TOGETHER!!!



