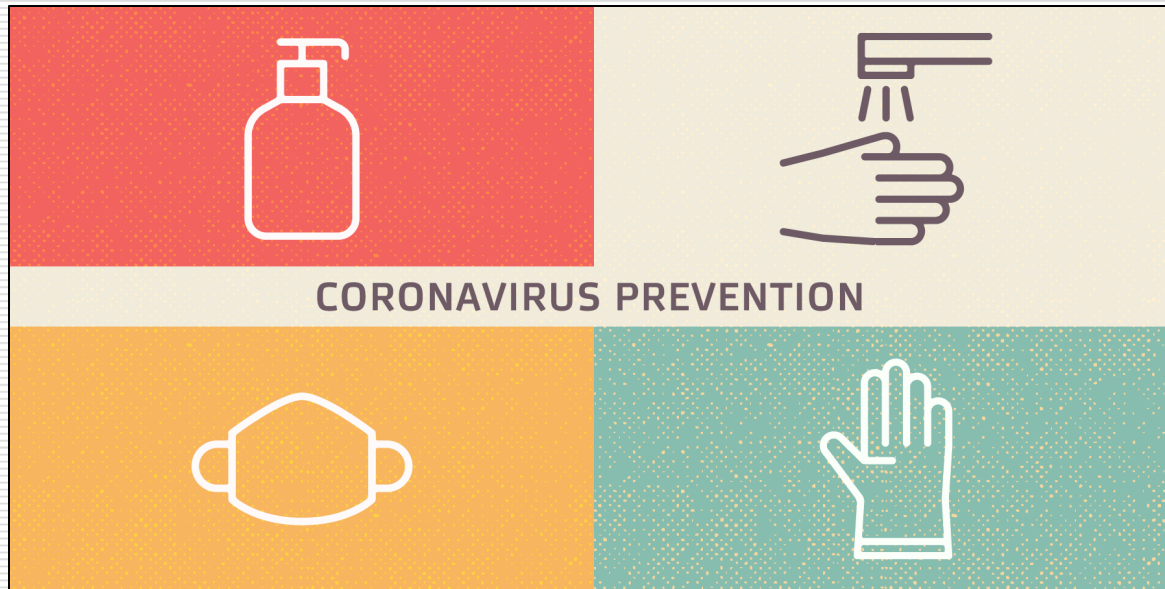


Return to On-Campus Work Employee Health and Safety Training





Community College

Safely Returning to Campus Operations



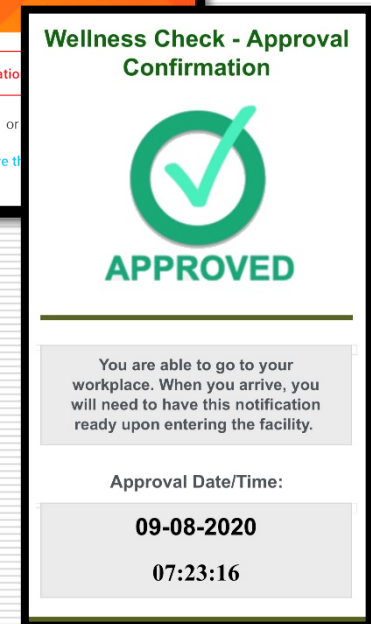
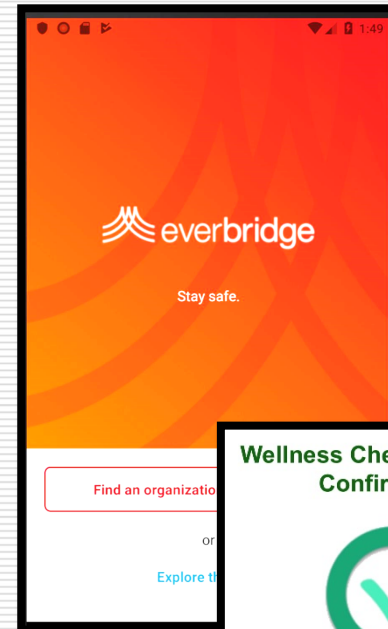
The College is working hard to ensure a well-planned, phased return to campus in accordance with [New York State](#) and [CUNY guidelines](#).

Our paramount concern is, and will remain, the health and safety of all members of our community. As we continue to confront the very real health consequence of our decisions, we must ensure that our students maintain academic momentum and that we apply an equity lens to all of our decisions and actions.

Prior to Arrival on Campus

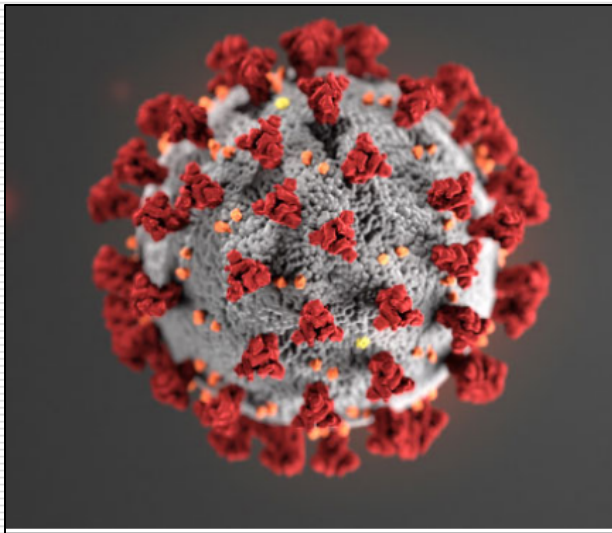
Only authorized employees and students, approved for on-campus activities, will be permitted on campus. Authorized individuals must follow the instructions below.

- Faculty and staff are required to successfully complete “NYS - Covid-19 Response: Return to Work Training” via Blackboard.
- Employees must complete the [Campus Access Request](#) on the Faculty & Staff Portal prior to returning.
- Complete the [health check conducted via Everbridge mobile application](#)
 - Use your CUNYfirst credentials to sign in.
 - For log in support contact the [IT Helpdesk](#).
 - Kiosks are available, at the entrances, for persons unable to access the mobile app.



COVID-19

What is SARS-CoV-2?



- SARS-CoV-2 stands for severe acute respiratory syndrome coronavirus 2
- It is the virus that causes coronavirus disease 2019 (COVID-19)
- Spreads easily person-to-person
- Little if any immunity in humans noticed as of now



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Transmission

COVID-19 is spread from person to person mainly through coughing, sneezing, and possibly talking and breathing.

- **Droplet** - respiratory secretions from coughing or sneezing landing on mucosal surfaces (nose, mouth, and eyes)
- **Aerosol** - a solid particle or liquid droplet suspended in air
- **Contact** - Touching something with SARS-2 virus on it and then touching mouth, nose or eyes



ENVIRONMENTAL HEALTH AND SAFETY

Symptoms

■ Self-Screen Daily for:

- Chills
- Cough
- Diarrhea
- Fever
- Headache
- Muscle pain
- New loss of taste or smell
- Repeated shaking with chills
- Shortness of breath or difficulty breathing
- Sore throat



Fever



Cough



Difficulty Breathing

Not Feeling Well While on Campus?



- No one with symptoms, or feeling ill, should come to campus.
- Immediately inform the your supervisor and the Corona Virus Campus Liaison (Dr. Bart Grachan) if you, a colleague or a student in your class, develops symptoms while on campus, especially fever, cough, or shortness of breath.

FACECOVERINGS/ MASKS

Putting on Cloth Face Covering



Fit coverings snugly but comfortably against the side of the face



Use the ties or ear loops to take your mask on and off



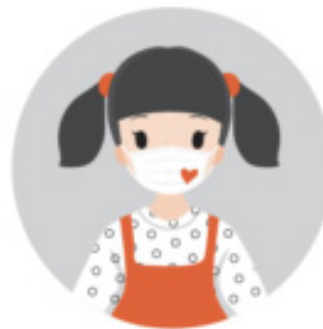
Face coverings should have multiple layers



Make sure you can breathe while wearing the face covering



Wash and dry cloth coverings daily



Children should only wear them with adult supervision

How to Put on a Face Mask (Surgical/Face/Procedure Mask)



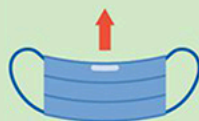
Step 1

Clean your hands with soap and water or hand sanitizer before touching the mask.



Step 2

Check the mask to make sure there are no obvious tears or holes in either side of the mask.



Step 3

Hold the mask with the stiff bendable strip on top, and the coloured side facing outwards.



Step 4

Ensure that the mask covers your nose, mouth and chin.



Step 5

Mould or pinch the nose strip to conform to the shape of your nose.

* Secure ties or elastic bands at middle of head and neck

How to Remove and Dispose your Face Mask (Surgical/Face/Procedure Mask)

Removing a mask



Step 1

Clean your hands with soap and water or hand sanitizer before touching the mask.



Step 2

Avoid touching the front of the mask because it is contaminated. Only touch the ear loops/ties/band.



Step 3

Remove mask according to the type of mask you are using.



Face Mask with Ear Loops

1. Hold both ear loops.
2. Unhook and gently lift to remove the mask.



Face Mask with Ties

1. Untie the bottom bow first followed by the top bow.
2. Pull the mask away from you as the ties are loosened.



Face Mask with Bands

1. Lift the bottom strap over your head.
2. Pull the top strap over your head.



Step 4

Throw the mask in the trash.



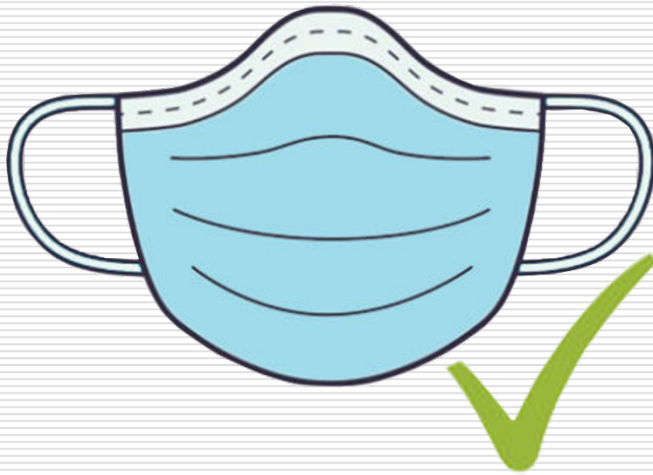
Step 5

Clean your hands with soap and water or hand sanitizer before touching anything else.

Remember...

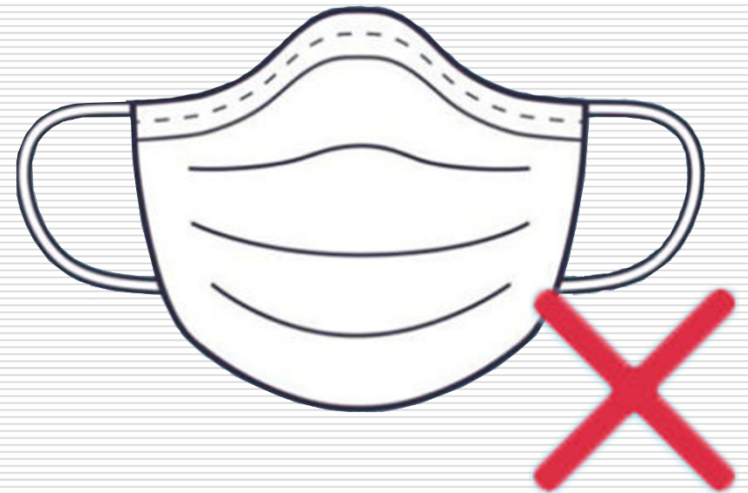
THE RIGHT WAY TO WEAR A SURGICAL MASK

COLORED SIDE OUT, WHITE SIDE IN

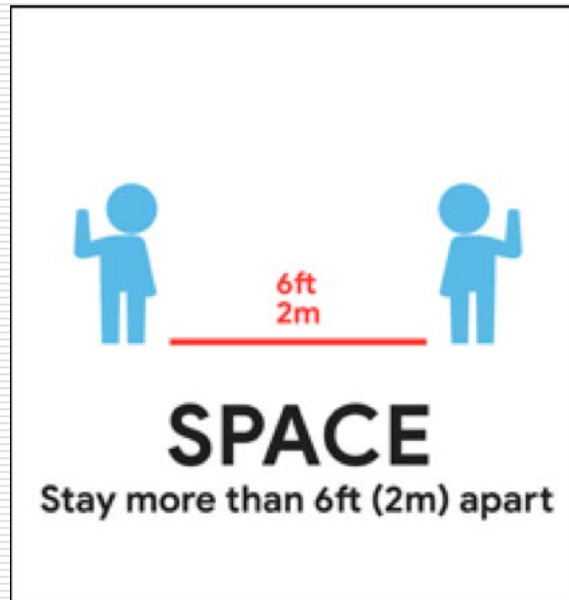


THE WRONG WAY TO WEAR A SURGICAL MASK

WHITE SIDE OUT, COLORED SIDE IN



While on Campus ...



- Practice social/physical distancing by keeping at least 6 feet away from others when feasible.
- Avoid in person gatherings on campus. When in person gatherings are absolutely necessary, keep it to 10 people or less and spread out as much as possible to maintain social/physical distancing of 6 feet or more.

While on Campus ...

- Follow proper sneezing/coughing etiquette by covering your mouth and nose every time you cough or sneeze.
 - Use a disposable tissue to cover your mouth or nose if possible
 - If a tissue is not available, cough or sneeze into your upper sleeve/ elbow
- Wash hands often with soap and water for at least 20 seconds, especially after blowing nose, coughing, or sneezing, or after touching shared surfaces and equipment.
- Use hand sanitizer that contains at least 60% alcohol, to clean your hands, if soap and water are not available.





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While on Campus ...

- Avoid shaking hands with people.
- Avoid high-touch surfaces in public places when feasible (elevator buttons, door handles, handrails, etc.)
- Minimize handling cash, credit cards, and shared mobile or electronic devices when possible.
- Try to follow one pathway between the areas you access throughout the campus.
- Avoid all non-essential travel.
- Follow instructions given via signs, and personnel, to ensure safety measures are followed on campus.



ENVIRONMENTAL HEALTH AND SAFETY



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How to Put on Gloves



1 Choose the proper glove size for you



2 Remove your jewelry



3 Wash your hands thoroughly



4 Dry your hand



5 Pick your dominant hand to put glove first



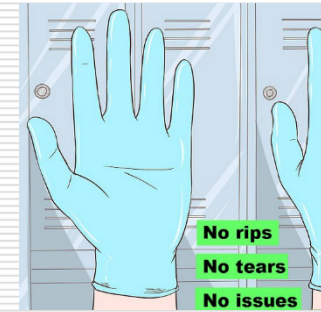
6 Place the glove onto your dominant hand



7 Slip on the second glove



8 Adjust your gloves



9 Check the gloves for rips

If damaged or contaminated, remove gloves, dispose of them, wash hands for at least 20sec or use an alcohol based hand sanitizer and replace gloves



ENVIRONMENTAL HEALTH AND SAFETY

How to Remove Contaminated Gloves Properly



If damaged or contaminated, remove gloves, dispose of them, wash hands for at least 20sec or use an alcohol based hand sanitizer and replace gloves

Universal precautions - Handwashing

Follow these steps every time...

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a paper towel and turn of faucet using the same paper towel



How to Put on and Remove Goggles or Face Shield

- Place over face, eyes and adjust to fit



- Remove goggles or face shield from the back by lifting head band or ear pieces



- If the item is reusable, disinfect it with alcohol wipes or wash it with soap and water and dry with a paper towel before proper storage

Right To Know Law

NYS Dept. of Labor- Public Employee Safety and Health (PESH) Bureau

- **The Public Employee Safety and Health Bureau (PESH)** was created in 1980 to provide occupational safety and health protection to all public sector employees at the state and local level.
- You are a **Public Employee**
- **Right To Know (R.T.K.)** is a NY State Law. It says you have a **“Right To Know”** what toxic hazards you face on the job and how to protect yourself against them



Right to Know Law: Protecting You on the Job

- RTK calls for Employers to
 - Post Notices
 - Train
 - Keep Records
 - Inform (i.e. within 72 hours)

YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite.

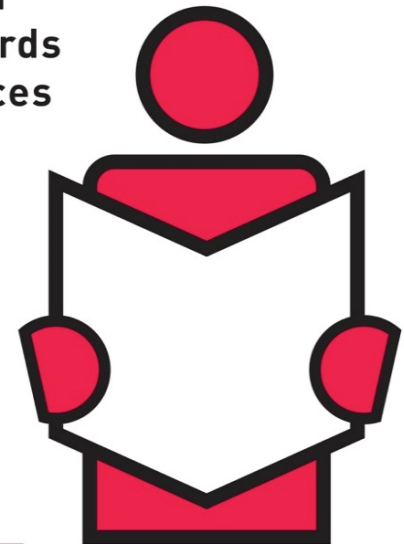
Learn all you can about toxic substances on your job.

For more information, contact:

Peter Jayasekara
Name

E - 409, Ext. 5507
Location & Phone Number

THE RIGHT TO KNOW LAW WORKS FOR YOU.
NEW YORK STATE DEPARTMENT OF HEALTH



Employees Have the Following Rights Regarding Request for Information:

- **The right to refuse to work with a toxic substance** for which a request for information was made, but no response was received within **72 hours** of the written request, excluding weekends and public holidays
- The right not to lose pay, or forfeit any other privilege until they receive a proper response to their request for information about toxic substances
- The right not to be discharged, disciplined, penalized, or discriminated against for exercising any right under the State's Right-to-Know statutes and regulations

Safety Data Sheet



Community College

Safety Data Sheet

- Safety Data Sheets (SDS) must be kept for every chemical stored on-site in compliance with NYC Community RTK Law and OSHA requirements



ENVIRONMENTAL HEALTH AND SAFETY



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Understand the Hazards

- Know and prepare for hazards in advance

- Review Safety Data Sheets (At least sections 2-4-6-8)
 - Physical and Health Hazards
 - Exposure signs and symptoms
 - Protective measures
 - Emergency procedures

- Read all labels

- Know and follow safety protocols / procedures

- Remember, some chemicals may have delayed toxic effects on the body

- Contact your Supervisor or EHSO if you need help understanding the information



ENVIRONMENTAL HEALTH AND SAFETY

Cleaning and Disinfecting on Campus

- Only EPA registered antimicrobial products, under List N: Disinfectants for use against SARS-CoV-2, the cause of COVID-19, are permitted to be used.
- All common space areas maybe cleaned and disinfected on an increased schedule.
- In-house cleaning of exposed areas will follow protocols for cleaning and disinfecting of areas occupied by individuals suspected/confirmed to have COVID-19 as indicated in College Plan.
- If cleaning cannot be conducted with our trained staff, a certified vendor will be contracted to perform the disinfection.
- More information available at:
<https://www.laguardia.edu/coronavirus/phase-I-plan/>



Community College

Any Questions?



Room # E 409
1(718) 482-5507
EHS_Services@lagcc.cuny.edu
WWW.LAGUARDIA.EDU/EHS



ENVIRONMENTAL HEALTH AND SAFETY