

COVID-19 Training



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Supervisor Notes:

Introduce yourself (**Your Name**)

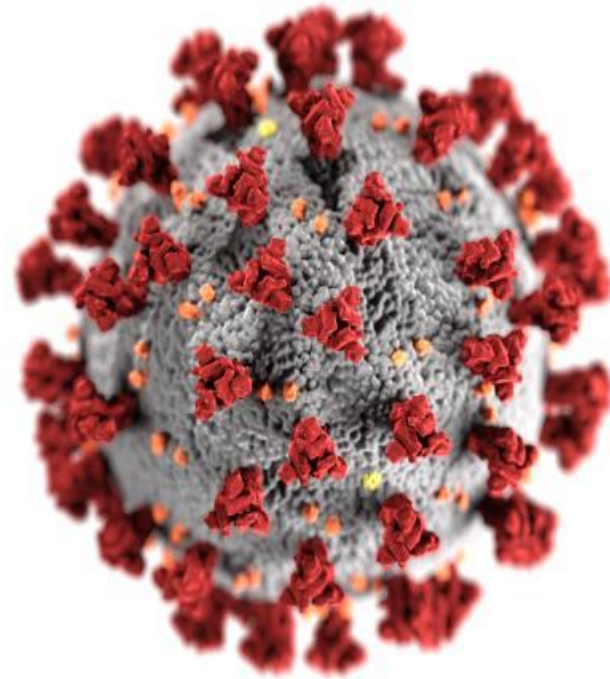
Today we will review some elements of our company's COVID-19 Prevention Program.

Including:

1. What is COVID-19, the signs and how it spreads
2. Steps to keep you safe in the workplace
3. What to do if you are not feeling well and suspect you have COVID-19
4. Sick leave and other benefits
5. Getting tested for COVID-19
6. Vaccination information

1. SARS-COV2

- Type - Corona virus, because of its shape.
- Causes COVID-19



Supervisor Notes:

Let's start by learning about the virus that caused the pandemic, its name is SARS-COV-2 , and the illness it causes is called COVID-19.

CO = Corona, name given to round virus with spike proteins on the “crust” or corona

VI = virus

D = disease

19 = year this virus was identified

1. How it spreads?



Supervisor Notes:

COVID-19 is a contagious respiratory illness caused by a virus.

It can spread mainly from person-to-person between people in close contact.

The air that comes out of our lungs when exhaling, through droplets when talking, sneezing, coughing or singing. That is why we need to cover our mouth and nose with a mask – to reduce the number of droplets we release into the air.

Large drops will fall closer to the person, smaller droplets can travel in the air 6 feet or more.

That is the reason that another way to reduce the risk of infection is by maintaining physical distancing of at least 6 feet.

The virus spreads mostly when people breath it.

1. Symptoms = Signs



Supervisor Notes:

The virus affects people in different ways, from those that need hospitalization, to those that do not experience any symptoms and only learn they are infected when getting tested. And that is another reason to remember to keep a safe distance and wear a face covering when outside the home.

Common symptoms of COVID-19 may include:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

The symptoms can range from mild to severe and appear 2 to 14 days after you are exposed to the virus that causes COVID-19.

If you are feeling any of these symptoms, call your supervisor or company representative and do not come to work. (FILL IN NAME AND PHONE NUMBER of appropriate person to call and inform when not coming into work)

2. What to do to stay safe and stop the spread



Supervisor Notes:

There are things that you can do right now to help stop the spread of COVID-19.

1. Wash your hands often for at least 20 seconds. We provide handwashing stations, with soap and paper towels. **(Provide location of stations at the workplace)**
2. If you are unvaccinated and required to wear a face covering make sure you are maintaining physical distancing of at least 6 feet when eating or drinking.

2. What to do to stay safe and stop the spread



Supervisor Notes:

Another way to stay safe and stop the spread of COVID-19 is to wear a face covering.

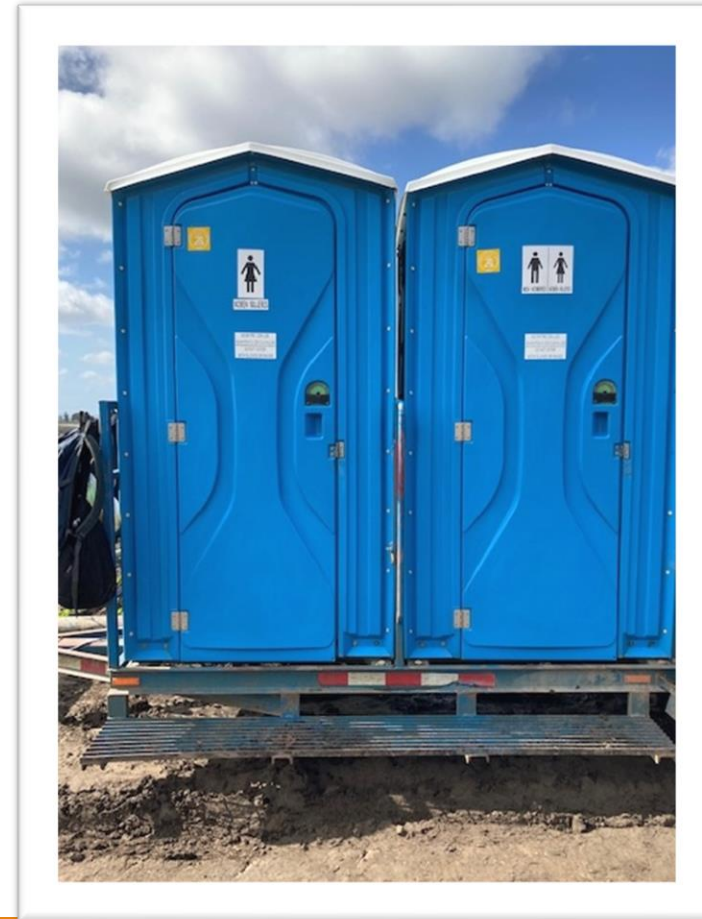
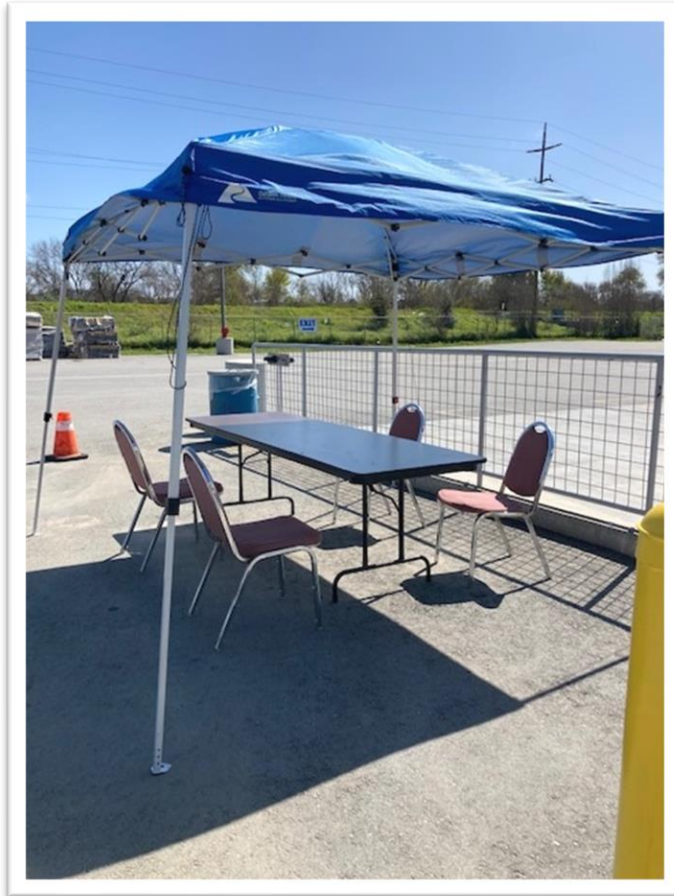
Face coverings should cover the nose and mouth. The company provides face coverings for your use.

(Provide company information on face coverings – location of face coverings or person to contact)

If you are unvaccinated, you have the right to request a filtering facepiece respirator and it will be provided to you in a timely manner. (Provide company details for request and timeline for receiving it along with proper use instructions).

We will also provide you instructions on how to properly wear one, how to achieve a tight seal and the difference between face coverings and respirators: Face coverings primarily protect people around the wearer. Respirators protect both the wearer and people around them.

2. Workplace Practices to Stay Safe



Supervisor Notes:

Some of the things we are doing at work to keep you safe include cleaning and sanitizing commonly touched surfaces. These include:

- break area chairs and tables
- drinking containers
- restroom items, handles, wash stations
- commonly used tools and equipment

(Add items specific to your workplace)

2. Identification and Evaluation of Hazards

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

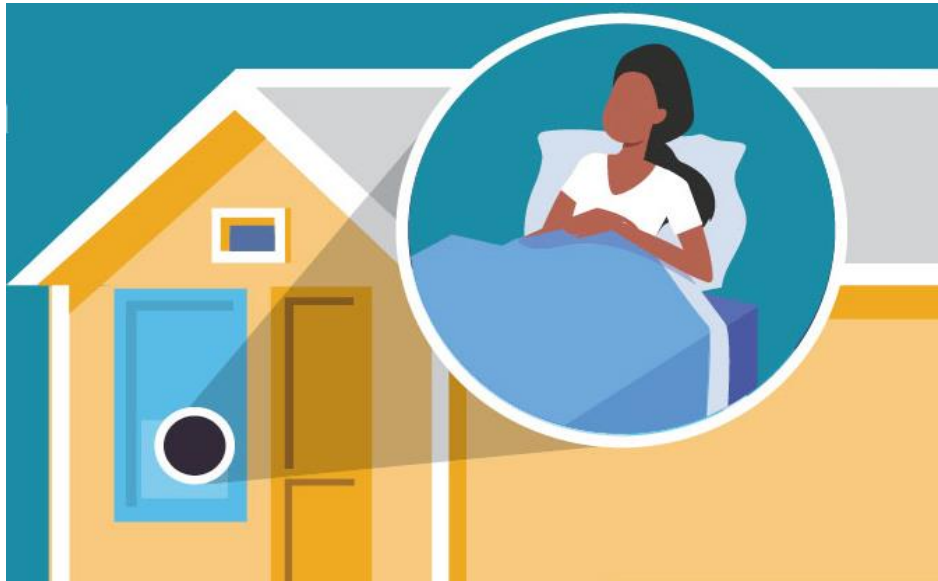
Supervisor Notes:

Our company is responsible for your safety in the workplace. We conduct workplace hazard identification periodically (**fill in how often**) and once hazards are identified we correct them.

We want to encourage and support you in helping us identify any COVID-19 workplace hazards.

(Provide company specific information about how to report hazards.)

3. Not feeling well and suspect you may have COVID-19



Supervisor Notes:

If you are not feeling well and have any symptoms we discussed earlier, you may have COVID-19.

Do not come to work, call in sick.

Stay home and follow your medical provider instructions.

You are encouraged to get tested for COVID-19. (Provide resources for testing in your community and/or your company)

The company will investigate any workplace exposure and will provide testing resources. (Provide company specific process)

4. COVID-19 Supplemental Paid Sick Leave

**Effective Dates:
January 1, 2021 to
September 30, 2021**

2021 COVID-19 Supplemental Paid Sick Leave

Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

A covered employee may take leave if the employee is unable to work or telework for any of the following reasons:

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

Supervisor Notes:

As a company with more than 25 workers, you have the right of up to 80 hours of paid sick leave for reasons related to COVID-19.

This leave can be used for your own illness or exposure, for vaccination and recovery, or for family care and school/child-care closures due to COVID-19.

If you already took leave for COVID-19 in 2021 but were not paid, you can ask **(HR department)** to pay you for the time you had to take off work, up to 80 hours. This leave is available until September 30, 2021.

If you have taken your 80 hours of leave but need more time, you can use three days of protected paid sick leave a year. You can use this leave if you are sick or for medical appointments. You can also use it to take care of a family member. This leave is available if you have worked for at least 90 days with the company. Ask **(name of company representative)** for time off if you are sick. You can ask to use your paid sick leave verbally or in writing.

4. Other Paid Leave Benefits Available



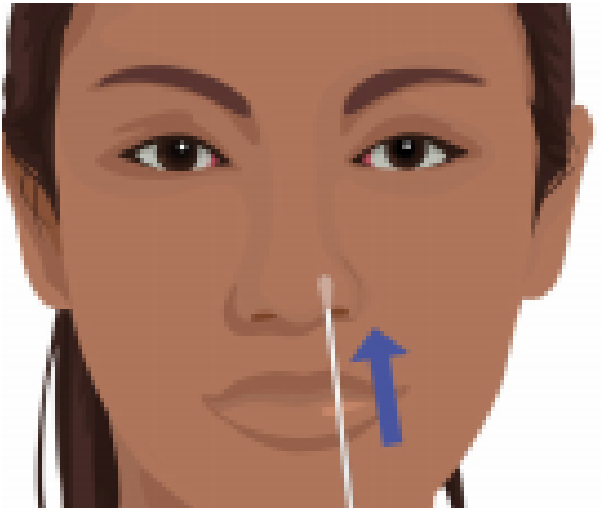
Supervisor Notes:

You may also be eligible for other paid leave benefits that include:

Worker's Compensation (if suspected work-related exposure). (Provide company specific information about your worker's compensation including forms and other pertinent details)

And other leaves may be available. (Provide details on additional state required leaves and any other company provided benefits)

5. COVID-19 Testing



Supervisor Notes:

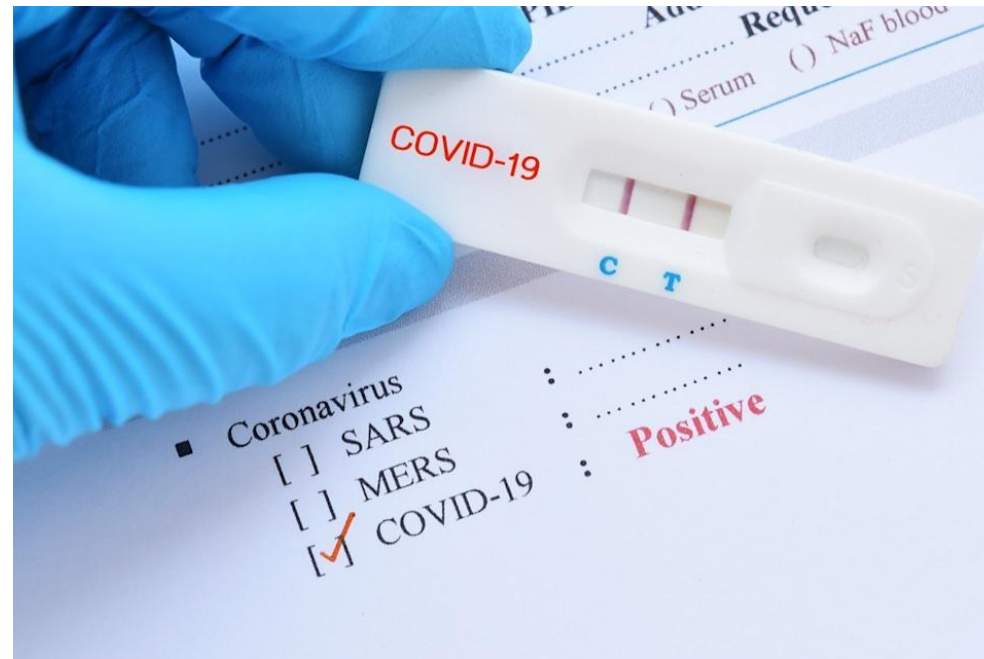
If you are feeling sick and suspect it is COVID-19 it is important to get tested.

Our company has information about where to get tested. (Provide general testing information)

It is important you share with the company when you felt sick, and the company will begin a workplace investigation.

If it is suspected it happened at work, our company has a policy for testing. (Share company policy for workplace testing)

5. COVID-19 Testing Results



Supervisor Notes:

If you tested positive for COVID-19, isolate and follow your medical provider instructions, or local health department instructions.

If you tested negative, but believe you have been exposed, isolate/quarantine and follow your medical provider instructions, or local health department instructions.

Once you have either been cleared by your provider, or local health department or have quarantined, contact **(provide name and phone number of person responsible for allowing employee to return to work).**

6. Vaccinations



Supervisor Notes:

An important way to help slow the spread of COVID-19 is through vaccinations.

COVID-19 vaccinations are safe and effective.

You may have some symptoms after receiving your vaccination which can include a sore arm, aches, fatigue or fever for a few days after getting the vaccine. Because of the reactions to the vaccine, people may think the vaccines caused COVID-19, but that is wrong. The reactions are a common side effect of any vaccine, they mean that the body's defenses are activating to protect us from the virus. Side effects will disappear after a couple of days and are not harmful.

Follow state and local health department guidelines (for wearing face coverings, getting tested and any others) even after becoming vaccinated.

Questions?

Thank you for your participation!



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Supervisor Notes:

Ask if workers have any other questions.

If available provide employees with any materials to keep them safe this can include:

Location and or copy of your company's COVID Prevention Program

Copy of sick leave benefits and policies

Other vaccination and prevention information



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