



UWM EMPLOYEE COVID-19 TRAINING

August 11, 2021



Training Outline

This training contains information on:

- UWM policies and procedures
- What COVID-19 is
- How COVID-19 spreads
- COVID-19 symptoms and when to seek emergency medical attention
- How to protect yourself and others
- Mental health and well-being resources.

On-Site Work Practices, Expectations and Guidelines

- All employees are expected to comply with [UWM campus policies, protocols and guidelines](#) (SAAP 10-12).
- Employees have available to them this training and can review the [on-site employee work practices](#) to better understand the policies and practices.
- Talk with your supervisor about the safety precautions, procedures and expectations that have been implemented in your specific working environment.



What COVID-19 Is: Disease Basics

- Coronavirus disease 2019, also known as COVID-19, is an illness caused by SARS-CoV-2, a new strain of coronavirus.
- Symptoms can range from mild (or no symptoms) to severe.
- People can carry and transmit the virus without showing symptoms.



How COVID-19 Spreads

- COVID-19 is transmitted mainly from person to person.
 - Spread by respiratory droplets when an infected person coughs, sneezes or talks
 - Most likely to spread when people are in close contact with one another
 - Close contact means being within 6 feet of someone for a cumulative total of 15 minutes over 24 hours
 - May be spread by people who are not showing symptoms
- It may be possible to get COVID-19 by touching a contaminated surface or object and then touching your mouth, nose or eyes. However, this is not thought to be the main way the virus spreads.



COVID-19 Symptoms

- According to the CDC, COVID-19 has a wide range of symptoms, ranging from mild irritation to severe illness.
- The following symptoms* may appear 2-14 days after exposure to the virus:
 - Fever (100.4 degrees Fahrenheit or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - Fatigue
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

*This list may not include all possible symptoms.



When to Seek Emergency Medical Attention

Look for severe warning signs of COVID-19. If someone is showing any of the following symptoms, 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



How to Protect Yourself and Others

Follow the UWM on-site employee work practices:

- Self-monitor for symptoms.
- Stay home if you have symptoms, if you tested positive for COVID-19 or if you have had close contact someone who has COVID-19.
- Practice good personal hygiene.
- Practice social distancing.
- Wear a mask.
- Routinely disinfect surfaces in common areas and shared workspaces.



Self-Monitoring for COVID-19 Symptoms

- Daily symptom monitoring helps detect the early onset of illness so employees can self-isolate and reduce their risk of spreading the disease to others.
- Employees must self-monitor for symptoms before coming to work.
- Employees can utilize the UWM COVID-19 Symptom Monitor at <https://uwm.edu/coronavirus/symptom-monitor/>

When to Stay Home

- You must stay home if:
 - You have symptoms consistent with COVID-19
 - You have tested positive for COVID-19
 - You are unvaccinated and have had close contact with a person who tested positive for COVID-19 or a medical provider determined that person has a clinically compatible illness.
 - If you are fully vaccinated and have close contact, you do not need to stay home unless you develop symptoms or test positive, but you must wear a mask whenever you are in public and are advised to get tested in 3-5 days after exposure.
- Notify your supervisor and contact your medical provider.

Self-Reporting and Return to Work

- Supervisors, Human Resources Business Partners, or Deans (or their designees) shall complete the [UWM Employee COVID-19 Case Management Submission Form](#). If preferred, the employee may self-report using the same form.
- Employees may return to work after the designated isolation (tested positive or symptomatic) or quarantine (close contact) periods.
- Follow the [on-site employee work practices](#) reporting and return to work procedures.



Practice Good Personal Hygiene

- **Hand hygiene**

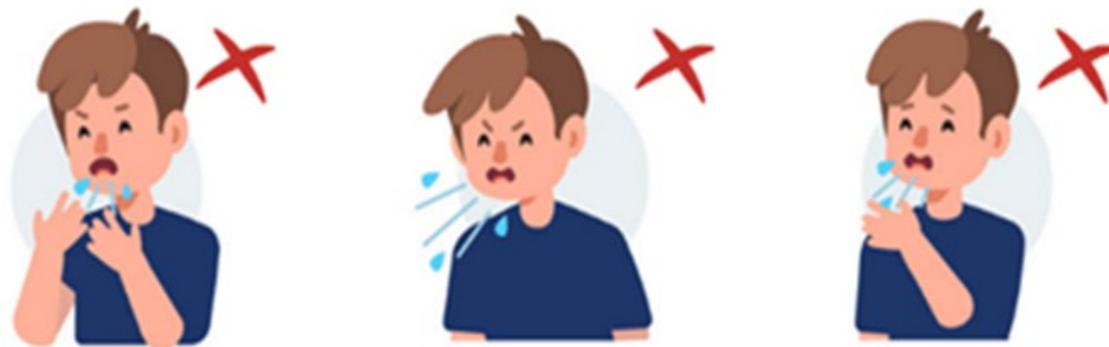
- Wash your hands often. Use soap and warm water, washing for 20 seconds, especially after you have been in a public place or after blowing your nose, coughing or sneezing.
- Use hand sanitizer with at least 60% alcohol if handwashing facilities are not available.



Practice Good Personal Hygiene

<https://youtu.be/d914EnpU4Fo> (click link for video)

Practice Good Personal Hygiene



PROTECT YOURSELF FROM CORONAVIRUS



Social Distance Where Possible

- Social distancing means remaining 6 feet apart from others, indoors and outdoors.
- Social distancing is encouraged even when wearing a mask.



Mask Policy at UWM

- To protect both the campus and the surrounding community, masks must be worn indoors when present with any other person(s) in the same room, common area, or any shared space. This includes the Kenwood Campus and branch campuses in Waukesha and Washington County.
 - Masks with exhalation valves are not allowed.
 - Limited exceptions to the UWM mask policy are subject to approval by an employee's supervisor and/or Human Resources.



Mask Policy at UWM

- When you are outside of a building:
 - Masks are required when and where social distancing is difficult to maintain.
- When you are inside a building:
 - Masks are always required, with limited exceptions.
- Reminder: Social distancing is encouraged, where possible, even when wearing a mask.



How to Wear a Mask

<https://www.youtube.com/watch?v=vMCS6gT8SzQ>

(click link for video)



How to Use Your Mask

- Wear your mask correctly.
- Use your mask to protect others.
- Take off your mask correctly.

Caring for Your Mask

- Use a clean mask each day.
- Launder cloth masks with regular clothing detergent and the warmest appropriate water setting for the fabric. Use the dryer's highest heat setting if appropriate for the fabric, or air dry in the sun if possible.
- Replace cloth masks immediately if soiled, visibly contaminated or damaged (e.g., ripped or punctured).

Routine Cleaning and Disinfection

- Environmental/Custodial Services will perform normal cleaning and disinfection procedures with added emphasis on frequently disinfecting high-touch surfaces (door handles, handrails, elevator buttons, etc.) and other focused cleaning in common building areas.
- Employees are responsible for routine cleaning and disinfection of their personal work areas as well as shared workspaces.
- Employees are advised to clean and then disinfect shared surfaces and equipment before and after use.
- If surfaces are soiled, they must be cleaned with soap and water before using a disinfectant.
- Make sure cleaners and disinfectants are compatible with the surface you are cleaning.
 - Check the disinfectant label or equipment manufacturer information to ensure the disinfectant is safe for equipment such as touchscreens, keyboards, computers, etc.
- Read and follow all safety precautions and directions on the label to ensure safe and proper use of the product.

Minimize Contact With Common Touch Points

- If possible, use your shoulder, elbow or hip to gently open unlocked doors instead of using your hands.
- After washing your hands, use a paper towel or your elbow to turn off the faucet.
- Do not touch your eyes, nose or mouth with unclean hands.



Personal Protective Equipment (PPE)

Health care workers, Police and Environmental/Custodial Services staff will need PPE to prevent exposure in certain circumstances.

- **Gloves:**

- Gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

- **Eye/face protection (safety glasses, goggles, face shields):**

- Staff do not need to wear additional eye/face protection as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-health care environments.

- **Respirators (e.g., N95s):**

- Respiratory protection is not necessary for general campus activity.

How to Get PPE and Supplies

- Personal protective equipment (PPE) and supplies are being purchased at a central level and will be distributed to campus departments as needed to maintain essential operations.
- Individual departments will not be charged at least through Fall 2021.
- Managers should submit a single PPE Request Form on behalf of their entire department.
- The PPE Request Form is available at uwm.edu/ppe.



Additional Safety Measures

- Virtual meetings can be provided as an attendance option.
- Plexiglas barriers will be located at transactional spaces or points of service, such as reception desks.
- Signage will be posted throughout buildings to remind employees of proper preventive measures.
- Hand sanitizer and disinfectants will be made available throughout buildings for use in office areas, classrooms, meeting rooms and common areas.

Mental and Emotional Well-Being

- Mental and emotional well-being is an important part of staying healthy in times like these. UWM is committed to supporting your overall health, which includes mental and emotional well-being.
- We encourage you to work with your supervisor and other resources in your care network.
- UWM offers an Employee Assistance Program (EAP) through Kepro to employees and members of their household. Kepro offers confidential resources to address personal and work-related concerns. Find information on Kepro at: <https://uwm.edu/hr/eap/>.



Thank You and Stay Safe!

Thank you for taking the time to complete this course. If you have follow-up questions regarding COVID-19 and safety in the workplace, please reach out to your supervisor.

*** Our knowledge and understanding of the COVID-19 virus continues to evolve. Policies and plans will be updated as more information becomes available. ***