

Personal Safety Plan for Returning Employees & Students

Bellevue College

P.P.E. Utilization

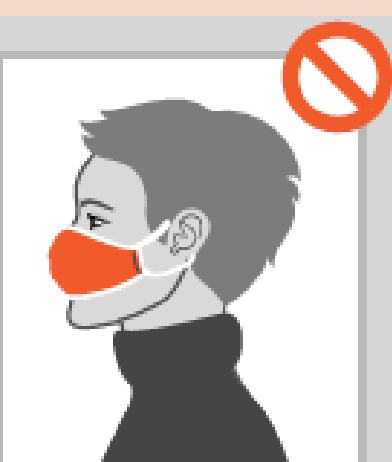
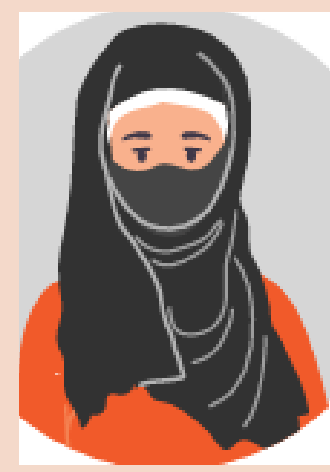
General Mask Guidelines & Etiquette

- ◆ Recommended face coverings and masks should be cloth not surgical masks or N-95 respirators. These are critical supplies that should be reserved for healthcare workers
- ◆ Scarves that cover the face are ok if a mask is not available
- ◆ Always wash your hands before and after wearing a mask or face covering
- ◆ To place or remove a mask use the loops or ties
- ◆ Do not touch the front of the mask, especially when removing it
- ◆ Place and remove your mask at home, not in high-contamination settings such as stairwells, public transportation, or elevators
- ◆ Wash and dry your cloth mask daily and store it in a clean, dry place
- ◆ Remember that masks only offer limited protection and pair best in combination with hand washing and physical distancing



Do's & Dont's for Masks & Face Coverings

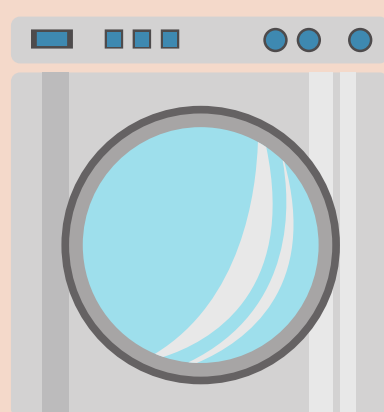
- ◆ DO wear a cloth mask safely by making sure that it is covering from under the bridge of the nose to under the chin. Tighten the loops or ties around the face without any gaps
- ◆ DO wear a mask that includes multiple layers of fabric
- ◆ DO wear a mask that allows for breathing without restriction



- ◆ DON'T wear it below the nose
- ◆ DON'T leave the chin exposed
- ◆ DON'T wear it loosely with gaps on the sides
- ◆ DON'T wear it so that it just covers the tip of the nose
- ◆ DON'T push the mask under the chin so that it is resting on the neck

Mask Care & Disinfection

- ◆ Acquire a mask that can be laundered without damage or change to shape
- ◆ To safely sterilize a cloth covering a regular washing machine will suffice
- ◆ Routinely wash face coverings depending on frequency of use



Gloves

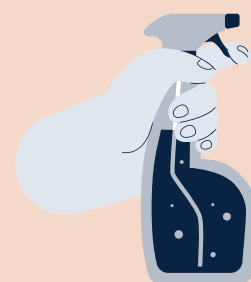
- ◆ The CDC does not recommend wearing gloves when leaving home since they are not guaranteed to halt the spread of germs
- ◆ Instead, protect yourself by washing your hands for 20 seconds with soap and water at home
- ◆ Gloves are recommended as a precaution when cleaning and disinfecting the home, at work, and while caring for someone who is sick
- ◆ Always wash your hands after removing gloves

On-site Social Distancing & Personal Awareness

- ◆ Be familiar with what is in the surrounding area and use a present mind
- ◆ Always maintain a distance of 6 feet away from others
- ◆ Stop hand shakes and use non-contact greeting methods
- ◆ Use elbows to activate automatic doors instead of fingers
- ◆ Promptly move away from anyone exhibiting signs of coughing or sneezing through facial expressions
- ◆ Plan routes on campus to avoid potential groupings of people
- ◆ Familiarize with classroom layouts, other rooms, and offices that you will be in and plan on seating accordingly



Hygiene & Sanitation



- ◆ Clean hands at the door and schedule regular hand washing reminders
- ◆ Wash hands before and after using the restroom, eating, coughing, sneezing, and blowing the nose
- ◆ Wash hands first thing after arriving home from work
- ◆ When soap and water are unavailable use an alcohol-based hand rub with at least 60% alcohol
- ◆ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs
- ◆ Dirty surfaces may be cleaned with soap and water prior to disinfection
- ◆ Disinfection should be done with products approved by the E.P.A. for use against SARS-CoV-2
- ◆ Avoid using objects touched by other employees including anything in their office
- ◆ Increase ventilation and air quality by opening windows or adjusting air conditioning

Symptom Monitoring & Transmission Reduction

- ◆ Employees must inform their supervisor/instructor if they have a sick family member at home with COVID-19. If that is the case, then they must follow the isolation quarantine requirements established by the State Department of Health
- ◆ Everyone is encouraged to personally take their temperature prior to leaving home for work
- ◆ Anything at or above 100.4 F is considered a fever
- ◆ Assess and take notice of the development of a new fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell
- ◆ If symptoms develop while not at work, then it is inappropriate to return to work until there has been an evaluation by a healthcare provider

