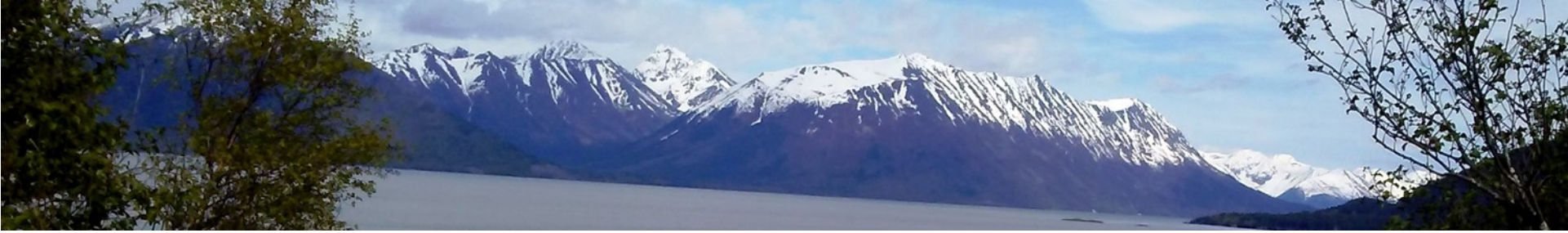


Workplace Controls for Re-opening of DVR

Training Focus:

- QA Clean Sheet
- Types of PPE provided
- Protect Yourself and Others
- Sanitize Hands and Put On/Remove/Discard Facemasks and Gloves
- Conduct Visitors Screening



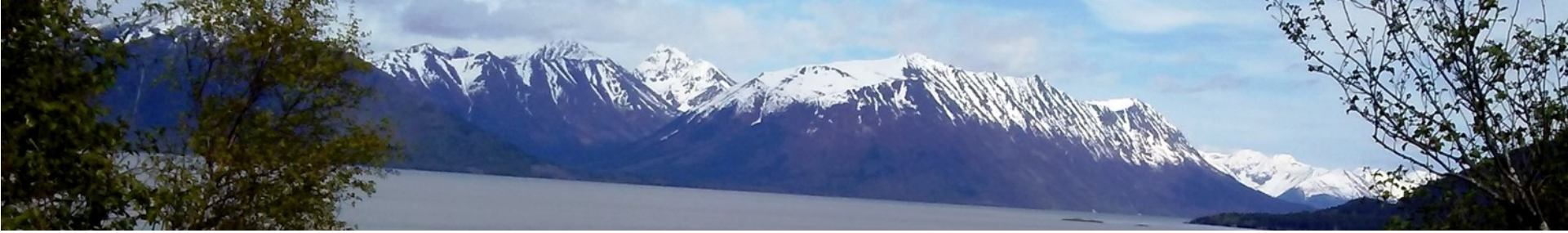
QA Clean Sheet

Month:	Location:		Year:
	<input type="checkbox"/> Anchorage- <u>Debarr</u> <input type="checkbox"/> Anchorage-Western <input type="checkbox"/> Kenai <input type="checkbox"/> Southern – JBO <input type="checkbox"/> Southern – Ketchikan <input type="checkbox"/> Central Office	<input type="checkbox"/> Eagle River <input type="checkbox"/> <u>MatSu</u> <input type="checkbox"/> Northern <input type="checkbox"/> Southern – Sitka <input type="checkbox"/> AAO	

Day	Surfaces Wiped Down	AM Staff initials	Time	Surfaces Wiped Down	PM Staff Initials	Time	Pens and Pencils Sanitized	Staff Initials (Evening only)	Time
1	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
2	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
3	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
4	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
5	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
-	-			-			-		
31	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		

Cleaning Supply Inventory Needs Re-ordering? Yes <input type="checkbox"/> No <input type="checkbox"/>	Supply Re-order Date (if applicable):	Reviewed By:	Date

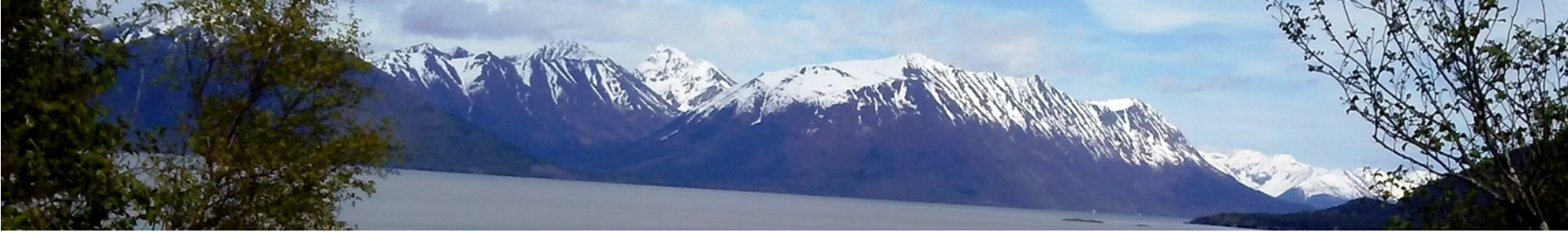
- Completed by staff
 - Electronically or physically in your office



Types of PPE provided by DVR

- Hand Sanitizer
- Lysol/Clorox Disposable Wipes
- Disposable Gloves
- Disposable Facemasks

❖ Ask your FAST member to re-fill if they are out.

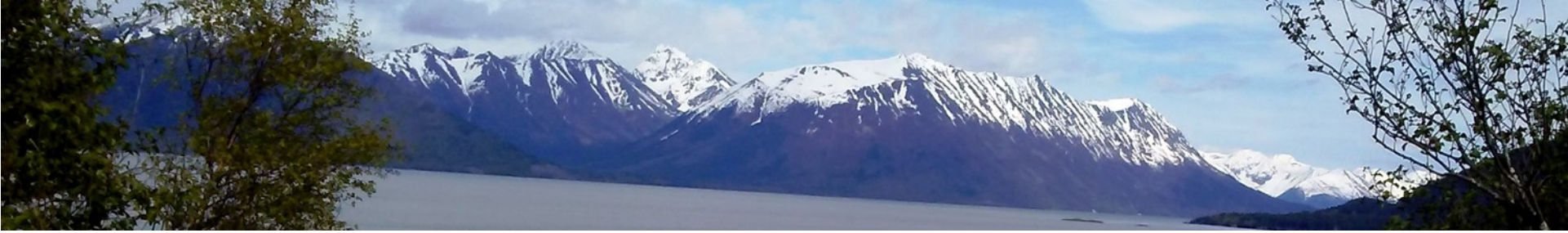


Protect Yourself & Others: Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

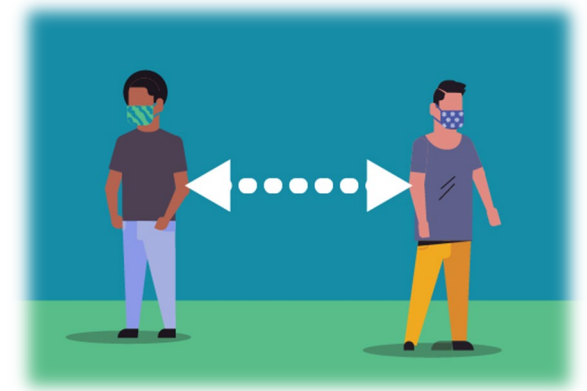


Source: [CDC COVID-19](#)

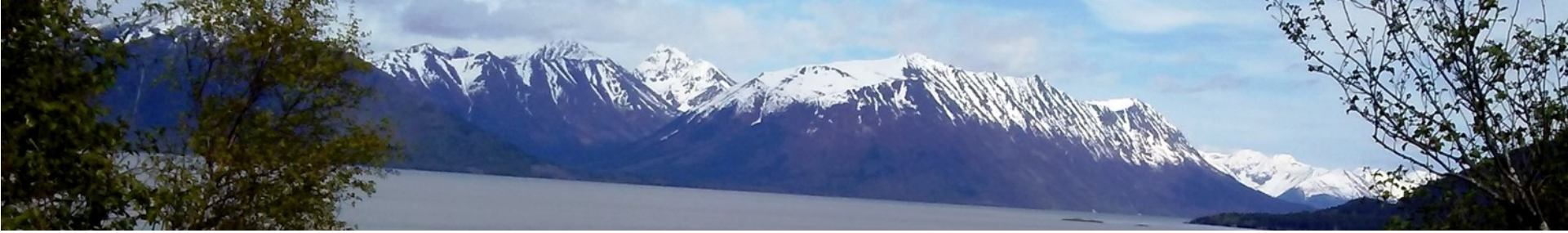


Protect Yourself & Others: Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)



Source: [CDC COVID-19](#)

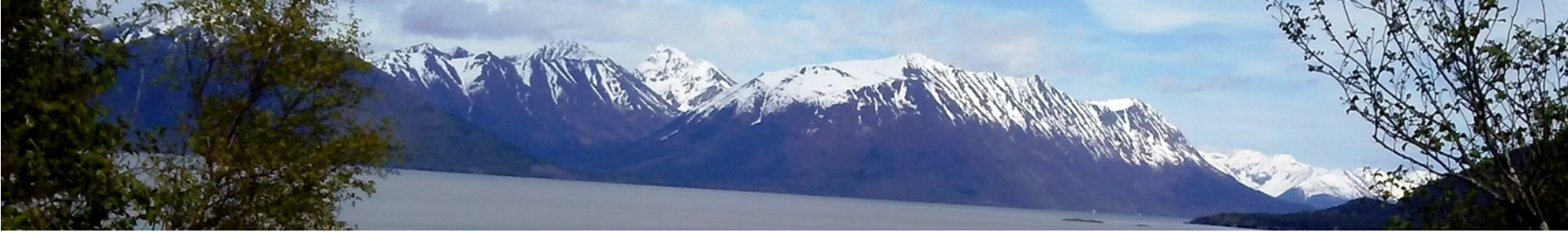


Protect Yourself & Others: Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

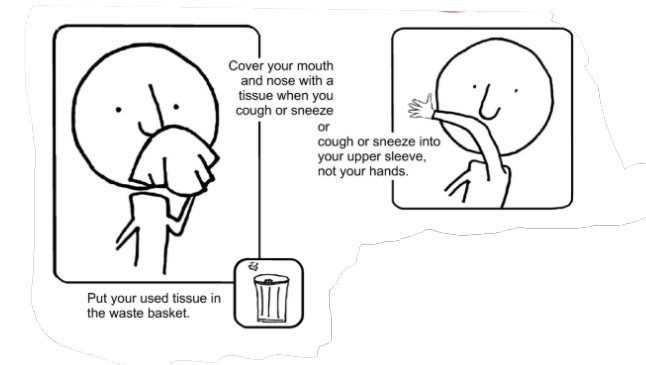


Source: [CDC COVID-19](#)

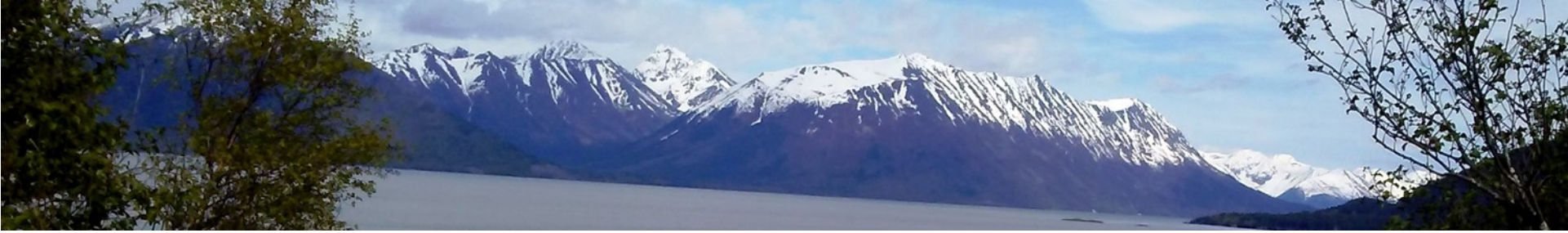


Protect Yourself & Others: Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.**
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Source: [CDC COVID-19](https://www.cdc.gov/covid-19)

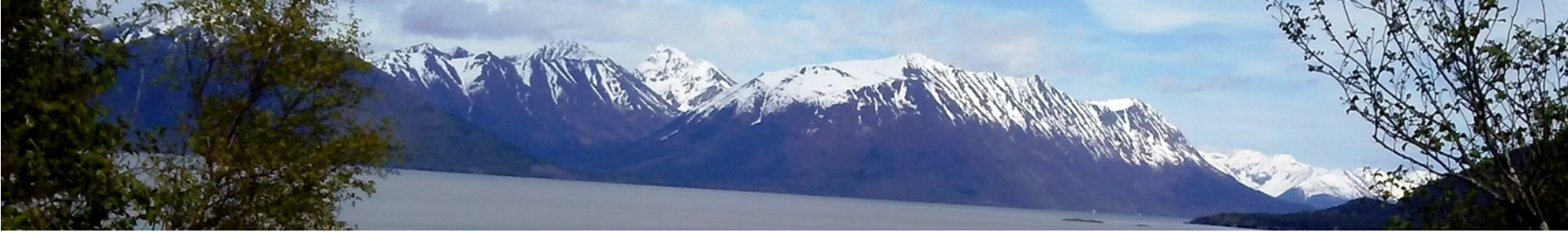


Protect Yourself & Others: Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.



Source: [CDC COVID-19](#)

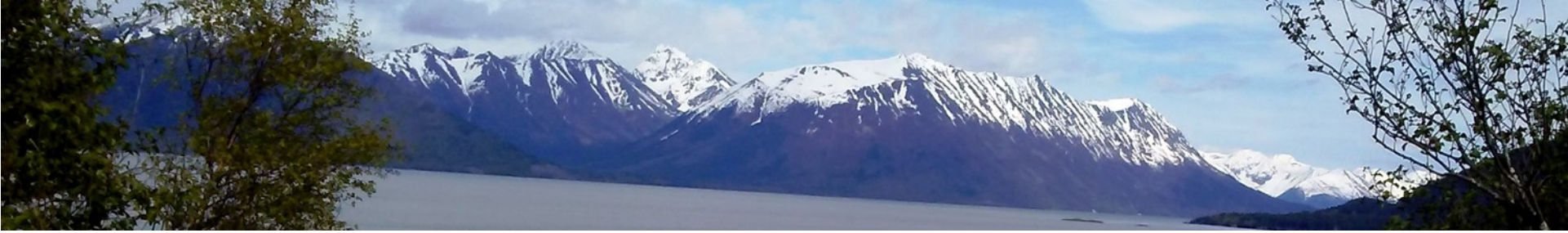


Protect Yourself & Others: Monitor your health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of **COVID-19**.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

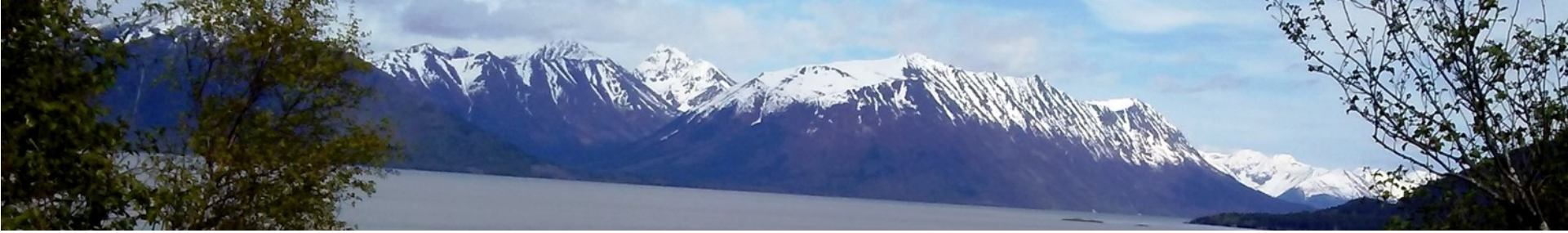


Source: CDC COVID-19



How to Sanitize Hands and Put On/Remove/Discard Facemasks & Gloves

- The videos are provided by CDC. For DVR training purpose, please follow the guidelines on **Sanitize Hands and Put On/Remove/Discard Facemasks and Gloves**.
 - Demonstration on Putting On PPE
 - Demonstration on Taking Out PPE
- Link to CDC website's using PPE page:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



Conduct Visitors Screening

Have Visitors do a Self-check

- Sanitize hands
- Put on gloves
- Put on a mask
- Take temp.
- Clean the thermometer
- Write name, date, temp. on the Form

Have Visitors Complete Questionnaire

- Use the Visitors Screening Form
- Place the form to a designated tray

Tell the visitors their mask MUST STAY ON during the visit.
(Refer to the Form for details)

Secure the Forms

- Collected forms will be retained in a locked file cabinet following state retention rules

Consult your manager for the rules.

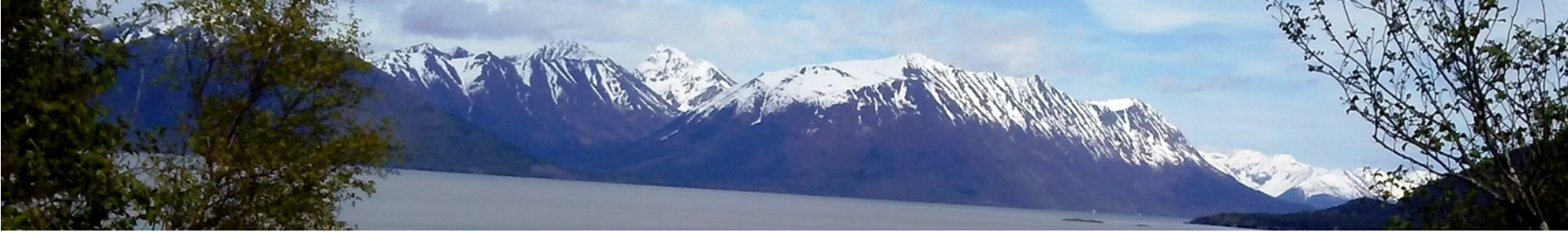


ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

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**Thank you for protecting yourself,
your colleagues, your clients, and the
communities.**

Stay healthy and safe!