Remote Working/
Visiting a site

eliminating racism
empowering women

YWCA IS ON A MISSION
Coronavirus (COVID-19) Information & Resources

Symptoms

Symptoms may appear 2-14 days after exposure.

Call your healthcare provider if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you have recently been in an area with ongoing spread of COVID-19.

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include:

- Fever
- Cough
- Shortness of breath
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How It Spreads

The virus is thought to spread mainly from person-to-person, and possibly by touching your mouth, nose, or eyes after touching an infected surface.

Person-to-Person spread is defined as:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
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Prevention

There is currently no vaccine to prevent coronavirus disease 2019.

The best way to prevent illness is to avoid being exposed to this virus.

- Wash your hands often for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with those who are sick.
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If you get sick

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Steps to help prevent the spread of COVID-19 if you are sick:

- Stay at home and avoid public areas.
- Stay away from others.
- Wear a face mask or cover your coughs and sneezes.
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The following websites will give you more information

• cdc.gov/coronavirus
• Elpasostrong.org
Ways to cope with social distancing and the stress COVID-19 may cause

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic continuously can be upsetting.
- Take care of your body and mind. Take deep breaths, meditate, stretch, and exercise regularly.
- Try to eat healthy, well-balanced meals.
- Get plenty of sleep.
- Connect with others online or on the phone and talk with people you trust about your concerns and how you are feeling.
- Make time to relax and do activities you enjoy that can be done while social distancing.
How to effectively work remotely

Time Management

**DO’S:** start early just as you would in a formal environment

**DON’TS:** roll out of bed and procrastinate through the day
How to effectively work remotely

Productivity

**DO’S:** plan out your day and assign goals

**DON’TS:** let the day slip away by mixing work and personal commitments
How to effectively work remotely

Space

**DO’S:** create a designated workspace that helps boost productivity

**DON’TS:** workplace where you could easily get distracted by chores, friends, and family
How to effectively work remotely

Communication

**DO’S:** speak to your colleagues and superiors often and be an active member of the team

**DON’TS:** keep communication minimal as it will not allow you to build rapport, offer/receive assistance
How to effectively work remotely

Break Time

DO’S: limit and monitor the amount of time spent on personal calls, chats, etc.

DON’T S: stay glued to your screen just because you are in a comfortable space. Get up and move about often to keep sharp
How to effectively work remotely

Social Life

**DO’S:** create boundaries for friends and family and let them know of the distraction that comes with being a boss of your own time

**DON’TS:** become one with your furniture. Being constantly isolated is not good for productivity or your mental well-being
Trouble shooting: Connecting to the Network

• Your Wi-Fi at home dropped the connection.
• There is a service outage in your area.
• Your router may have rebooted overnight due to an ISP update and your IP address changed.
Trouble shooting: Using an at home printer

• Always make sure to turn on all of your equipment first before logging on to the terminal server. (e.g. printers, scanners, etc.) The terminal server connects your printer/scanner to your remote connection only if it can detect them on your end. If the printer is off, for example, when you connect to the network, the printer won’t be detected by the server and thereby won’t connect your printer even if you turn it on afterward.
When to use remote Connection

Your remote connection to the YWCA corporate network should ONLY be used for the following:

- Accessing files on your U: drive
- Accessing files on the Public S: drive
- Accessing specialized applications like Financial Edge, Kronos, Payroll, USDA Tracker, Reports, etc.
When NOT to use remote Connection

Your remote connection to the YWCA corporate network should not be used for the following:

• Navigating the Internet. For security reasons and to protect the network, Internet navigation is very restricted on the server. Minimize the Remote icon and use your laptop’s internet browser instead.

• Connecting to a Zoom meeting. Minimize the remote icon, open webmail (https://webmail.ywcaelpaso.org/owa), log in to your webmail account and start your Zoom meeting from there.
Video, Webinar, Virtual Meetings

• This is just a friendly reminder, please be sure that when you need to watch a video, watch a webinar, join a meeting, etc… please sign out of the remote connection and join the meeting or watch the video from your laptop.

• Watching webinars and any other type of video streaming take a tremendous amount of server resources.

• When joining a Zoom meeting please be courteous to other in the meeting by always registering when prompted to and type in your name and other information so that other attendees know who you are.
When visiting a site

Social Distance

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

**DO’S:**

Maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and offices).

**DON’TS:**

- Work elbow to elbow.
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
When visiting a site
Avoid the Spread

**DON’TS:**
Avoid sharing supplies.
Avoid touching your face.

**DO’S:**
Use coughing and sneezing etiquette. Hand wash often. Throw used tissues/gloves etc. in a trash can.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
PPE: How to put on a mask

- Wash your hands with soap and water for at least 20 seconds. Dry your hands with a clean paper towel and throw the paper towel away.
- Check the mask for any defects such as a tear or missing tie or ear loop. Throw away any that are defective.
- Make sure the exterior (usually yellow or blue) side of the mask is facing out, away from your face.
- Place the mask on your face with the blue side facing out and the stiff, bendable edge at the top by your nose.
- If the mask has ear loops, put one loop around each ear.
- If the mask has ties, pick up the mask by the ties and tie the upper ties behind your head with a bow.
- Once the mask is in place, use your index finger and thumb to pinch the bendable top edge of the mask around the bridge of your nose.
- If the mask has a lower tie, then once the mask is fitted to the bridge of your nose, tie the lower ties behind your head with a bow.
- Make sure the mask is completely secure. Make sure it covers your nose and mouth so that the bottom edge is under your chin.
- Wash your hands
PPE: How to take off a mask

• Wash your hands before removing the mask.

• Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.

• Untie or remove the ear loops and remove the mask by the straps.

• Throw the mask in the trash.

• Wash your hands.

Please Note: If you are using a reusable cloth mask, at the end of the day, take the mask off from the straps (not touching the front), place in a pillowcase to keep the ties with the mask. Wash it in the washing machine with hot water and completely dry on medium or high heat.
PPE: How to put on gloves

1. Take out a glove from its original box
2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)
3. Don the first glove
4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist
5. Turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand
6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use
PPE: How to take off gloves

1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside-out.
3. Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.
4. With your un-gloved hand, slide your finger(s) under the wrist of the remaining glove. **Do not touch** the outer surface of the glove.
5. Peel downwards, away from the wrist, turning the glove inside-out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
PPE: How to wear gloves and masks correctly

• Keep gloved hands away from face
• Avoid touching or adjusting other PPE
• Remove gloves if they become torn
• Do not touch personal items with gloves, remove gloves and put on fresh pair when doing so
• Limit surfaces and items touched
You feel sick:
**DO’S:** If you begin to feel sick while at work, notify supervisor, and go home as soon as possible. When you feel sick while at home, call your supervisor stay at home until authorized to return by your administrator.

Someone in your household has tested positive
**DO’S:** keep the entire household at home. Do not go to work! Notify Supervisor.

Contact a medical provider and or 211.