Working during a pandemic
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 on-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’T’S:

Work elbow to elbow.

Do not gather in groups.

Stay out of crowded places and avoid mass gatherings.
How to effectively work on-site
Social Distance during interactions with parents/participants

DO’S:
• Maintain distance approximately 6 feet from parents when receiving and returning children.
• Encourage social distancing among children in the program.
• If possible, at nap time, ensure that children’s naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.

DON’TS:
Serve meals family style.
How to effectively work on-site

Social Distance via El Paso orders

• Must be carried out in stable groups of 10 or fewer each day.

• No interchanging of groups of children.

• More than one group is at a facility, then each group must be in a separate room (no mixing of groups).

• Each provider must stay with only one group and not change.
How to effectively work on-site

Accepting children in the programs

Before allowing entry into the operation, screen all of the individuals listed above, including taking the temperature of each person upon arrival at the operation each day, and deny entry to any person who meets any of the following criteria:

• A temperature of 100.4°F or above;
• Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
• In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness; or
• In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission.
• Require pick up and drop off of children outside of the operation, unless you determine that there is a legitimate need for the parent to enter an operation.
How to effectively work on-site
Monitoring children in the programs

- Be vigilant for Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
- Keep sick children separate from well children and staff until they can be sent home,
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
How to effectively work on-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.
How to effectively work on-site
Cleaning Surfaces

DO’S:
Practice routine cleaning of frequently touched surfaces.
Wear disposable gloves for all tasks in the cleaning process, including handling trash.
Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.

High touch surfaces include:
Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
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
If COVID-19 is confirmed in a child or staff member:

• Close off areas used by the person who is sick.
• Open outside doors and windows to increase air circulation in the areas.
• Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
• Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
• If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
What if:

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.