UW Medicine COVID-19 Training
Return to Work for Employees
New Employees

LEARNING MODULE SYSTEM
AUGUST 2020
COVID-19 Training Module

• This training module is required for all employees working in UW Medicine facilities in any role.

• This training module does **not** meet the competency requirements for caring for COVID-19 patients.

• Extensive training on required precautions and personal protective equipment (PPE) is available and must be completed by clinical staff who care for patients in whom COVID-19 has been confirmed or is suspected.

• Please contact your manager for additional information on COVID-19 patient care training.
What is COVID-19?

- An illness caused by a coronavirus that can spread from person to person.
- The coronavirus that causes COVID-19 is called SARS-CoV-2. This new virus has spread throughout the world as a pandemic.
- Coronaviruses are a large family of viruses that can cause respiratory and other illnesses in people.
- Previous coronavirus outbreaks have included severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS).
How does the COVID-19 virus spread?

• Transmission of the virus that causes COVID-19 primarily occurs through close person-to-person contact (within about 6 feet) that lasts more than 15 minutes.

• The virus can be spread when:
  o An infected person coughs, sneezes or talks, and produces respiratory droplets that can spread to the mouth, nose or eyes of other people.
  o A person touches a surface or object that has the virus on it and then touches their mouth, nose or eyes.
  o Very small particles (also called aerosols) are created during certain procedures like intubation or extubation or during some activities like singing or shouting.

• COVID-19 may be spread by an infected person who does not show symptoms and does not know they have the virus.

• Because this is a new virus, we continue to learn more about how it is transmitted and how best to prevent new infection.
How is UW Medicine keeping employees, patients and visitors safe?

- The UW Medicine Infection Prevention team has developed the COVID-19 Prevention and Control Bundle and Healthcare Worker Safety Toolkit to provide a framework for effective COVID-19 prevention and control.
- Employee Health advises faculty and staff on COVID-19 exposures and provides follow-up with staff with symptoms and/or who test positive for COVID-19.
- Departments are notified of potential COVID-19 exposures and provided guidance on follow up.
- All patients and visitors are screened for COVID-19 symptoms before entering UW Medicine facilities.
- Patients presenting with symptoms are moved to appropriate clinical space for isolation and placed under isolation precautions.
- UW Medicine hospitals are restricting visitors to protect patients and employees. See COVID-19: Visitor Policy for details.
COVID-19 Prevention and Control Bundle

- Key strategies include:
  - Hand Hygiene
  - Stay Home If Sick
  - Physical Distancing
  - Personal Protective Equipment (PPE)
  - Face Masks
  - Eye Protection
  - Laboratory Testing
  - Environmental Cleaning
  - Support and Well-Being
  - Research, Education and Communication
Hand Hygiene

• Hand hygiene is essential to eliminating the spread of disease.

• Practice hand hygiene before and after interacting with patients, eating, touching shared surfaces, putting on or removing a face mask.

• Use soap and water preferably or a hand sanitizer with at least 60% alcohol.

• To ensure staff are washing their hands, audits are performed regularly.
Stay Home If Sick

- UW Medicine employees (staff, faculty and trainees) and students must stay home if they are sick or if they have a pending COVID-19 test.
- You must sign a daily attestation before working at any UW Medicine facility to indicate that you do not have any symptoms of illness.
- COVID-19 symptoms include:
  - New cough or shortness of breath
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - Loss of taste or smell
  - Gastrointestinal symptoms (such as nausea, vomiting, diarrhea)
  - Headache
  - Runny nose
- If you develop any symptoms of illness while at work, notify your manager and return home immediately.
Physical Distancing

• Whenever feasible, maintain a 6-foot physical distance from others.
• Hold smaller staff meetings/briefings to prevent teams from congregating in one area. Maintain a 6-foot physical distance between people when feasible. Utilize online meeting technology such as Zoom.
• Limit the number of people in break rooms where co-workers will most likely be removing their masks to eat and drink. Stagger breaks and meals to the extent possible.
• Maintain as much space as possible in elevators. Take the stairs instead of elevators when reasonable.
• In clinical buildings when it is not feasible to maintain the 6-foot distance (for instance, workstations, check-in desks and common areas), your required mask provides protection.
• When it’s not feasible to maintain a 6-foot physical distance from others while in non-clinical buildings, wear a cloth face covering, personal mask or hospital-supplied mask while on the premises and within 6 feet of another person.
Personal Protective Equipment (PPE)

• Clinical staff must follow Standard Precautions for all patient encounters; additional training of PPE is required for staff caring for COVID-19 patients.

• Masking is required for all staff, patients and visitors when entering UW Medicine facilities.

• Personal face masks should be worn when arriving to work. Upon entry to clinical departments, staff will be provided a disposable face mask.

• Staff in non-clinical buildings may continue wearing their personal face covering.

• Patients and visitors are provided masks upon entry.
Face Masks

- A single mask can be work by a single user continuously during one shift.
- A single mask can be worn across different cases or patient encounters.
- A full-length face shield must be worn over the mask for eye protection when caring for patients in droplet/contact precautions or when there is a potential for a liquid splash or aerosolization during the encounter.
- Perform hand hygiene before and after touching your mask.
- Do not wear your mask underneath your chin or hanging from one ear.
- Discard your mask when:
  - You leave the building at the end of shift. (Limit exit and entry to the building during your shift.)
  - The mask is wet or visibly contaminated with blood, respiratory secretions or other bodily fluids, no longer fits well or is damaged.
- See the [Universal Face Mask Job Aid](#) for more information about donning, doffing and storing face masks.
Eye Protection

• Eye protection is required whenever working with patients.

• Staff should use either a face shield or goggles, in addition to a mask.

• Eye glasses with side shields are OK except for droplet/contact or airborne/contact rooms (such as a patient with COVID-19 or flu).

• The same eye protection can be worn between patients as long as the patient is not in droplet/contact or airborne/contact precautions.

• Eye protection can be cleaned between patients if necessary (see eye protection policy).

• OK to bring your own goggles (ex prescription goggles) as long as they provide the same level of coverage as UW Medicine-provided goggles.
Laboratory Testing

• The UW Medicine Virology Lab was one of the first in the country to receive approval for on-site COVID-19 testing.

• Employees with symptoms of COVID-19 are tested promptly at UW Medicine sites.

• All employees have access to free testing for COVID-19 antibodies.

• Patients are tested when admitted to any UW Medicine hospital and prior to any surgery or procedure.

• For more information on testing guidelines, refer to our UPDATED: SARS-CoV-2 (COVID-19) Testing Criteria.
Environmental Cleaning

- A clean environment helps to prevent the spread of viruses.
  - Wipe down surfaces and equipment before and after use.
  - Wipe down high-touch surfaces in shared areas before and after use.
  - Keep your area clutter free: It is easier to clean.
  - Wipe down telephones, keyboards and computer mouse: Use Sani-Cloth wipes to clean electronics.

- Use EPA approved cleaning products for COVID-19:
  - Purple top Sani-Cloth germicidal wipes
  - Standard "quat" (quaternary ammonia) disinfectant used by Environmental Services
  - Bleach wipes

- Please check with Environmental Services regarding the availability of cleaning supplies or to discuss options for deep cleaning.
Support and Well-Being

- We are all in this together. Take good care of yourself and each other.
- Check out the Well-Being and Support website for resources, programming, and information for all UW Medicine Employees.
- Struggling with work and life and COVID-19? Use our Peer to Peer Program to talk with someone who gets what you are going through.
- Tune in to our UW Medicine Town Halls to get the latest information on supports, policies, budget implications and more.
- Contact Anne Browning, Assistant Dean for Well-Being (anneb7@uw.edu), with well-being questions and concerns.
Research, Education, Communication

• UW Medicine has been a national leader in research and treatment for COVID-19.

• As we learn new information about COVID-19, we continue to educate our workforce on how to protect themselves and their patients and how to best treat the disease.

• Staff should monitor emails, intranet and department communications, and attend virtual town hall events and meetings to keep current on new policies and education related to COVID-19.
Resources

- UW Medicine websites:
  - [2019 Novel Coronavirus (nCoV) Response Program](#)
  - [The Huddle](#)
  - [Harborview COVID-19 Response](#)
  - [UWMC COVID-19 Resources](#)

- Monitor email for announcements and COVID-19 updates.

- Attend UW Medicine COVID-19 town halls.

- Reach out to your managers or subject matter experts when you have questions.