KUA COVID-19 Safety Tips and Expectations for the Workforce

May 15, 2020
The following slides are being provided to educate you regarding the COVID-19 virus and prepare you to safely continue to work through this crisis and for when you come back into the workplace.

The educational information being provided can be found on the CDC website and can be accessed by going to [www.cdc.gov/coronavirus/2019](http://www.cdc.gov/coronavirus/2019)
**Information on COVID-19**

**Know how it spreads:**
- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

**Everyone Should:**
- Stay home if you are sick. If you become sick at work, advise your supervisor and go home.
- 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.
  - Wash your hands after you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
  - Wash or use hand sanitizer before touching your eyes, nose, or mouth.
Information on COVID-19

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 of more than 10 people.** 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.
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.

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.
**Clean & 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.
KUA-Specific Work Practices

The following slides are designed to concentrate on providing information needed to keep you safe while at work or returning to the workplace. Keep in mind this is subject to change.

Should you have any questions or concerns regarding this information please make sure to notify your supervisor and they can contact HR.
Employees who are sick should stay home and not come into work. You are to follow normal call in procedures.

Employees should immediately go or remain home if they experience any of the following: new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling febrile or measured temperature equal to or greater than 100.4 degrees Fahrenheit, or known close contact with person who is confirmed to have COVID-19.

Employees should in all cases maintain close communication with their supervisor as to their status.
Vulnerable employees should shelter in place or work from home if possible throughout the first two KUA return to work phases. Vulnerable employees include elderly individuals, individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy. Employees are to speak to their supervisor regarding their concern and coordinate with HR.

Employees who are able to physically return to work are expected to follow the top three protective measures recommended by CDC: **Personal Hygiene, physical distancing and frequent disinfecting of common surfaces.**
**KUA-Specific Work Practices:**

### Masks

- **Employees are required to wear issued KUA masks (gaiter, paper or cloth) at all times when in public areas of Osceola County.**

- Employees are to wear masks at all times when in common areas in KUA buildings and on KUA property (including, but not limited to, hallways, break rooms, restrooms, etc.)

- Employees may choose not to wear a mask when alone in their own offices or vehicles, however, should someone join them in those spaces, all persons should wear masks or maintain at least 6 feet of distance between each other.

- Employees are responsible for keeping their masks clean each day by washing them or if needed be issued a new paper mask every day.

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. 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.
Upon entering workplace buildings

- As soon as possible following entrance to the workplace, employees **must** wash their hands using proper hand washing techniques or, if soap and water are not readily available, use hand sanitizer. New additional sanitizing dispensers have been installed throughout the buildings.

- At times and possibly when entering KUA property, it may be required of you to report to a temperature-taking station and have your temperature taken to ensure that it is below 100.4 Fahrenheit. Each building location is equipped with a testing site.
**KUA-Specific Work Practices:**

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**Gym**

* KUA is restricting gym use to maximum of one (1) person for one (1) hour increments, until further notice. No guests or family are allowed at this time.

* Employees **must** reserve work out time(s) on HR SharePoint gym reservation before use.

* Cleaning of gym equipment by the employee before and after each use is required.

* Employees must not remove designated cleaning supplies from the gym. If cleaning supplies are needed, employees should request them from their supervisor. **Should there be no cleaning supplies available, the gym cannot be used.**

SharePoint – HR – Gym Reservation (located on right side of page under “Links” then look for gym reservation and open spreadsheet)
**Large breakrooms** are limited to four (4) employees at a time to allow for appropriate social distancing keeping a minimum of six (6) feet apart, until further notice. Refrigerator must be empty of personal items each night.

**Small breakrooms** are limited to one (1) to two (2) employees or at least six (6) feet can be obtained. Refrigerator must be empty of personal items each night. If cleaning supplies are needed, employees should request them from their supervisor.

Employees must not remove designated cleaning supplies from the breakroom. Should you need supplies please notify your supervisor and they can contact central services.
**KUA-Specific Work Practices:**

- Elevators on KUA property are to be used by only one (1) person at a time until further notice. Employees must wash their hands or use hand sanitizer following use of the elevator.

- Meetings (including essential training) should be virtual if possible. Face-to-face meetings must follow CDC guidelines, less than 10 persons and social distancing is required until further notice.
Thank you for your continued hard work during this time. Together we will get through this pandemic safely.

Thank you,

HR