

## Vallejo Central SDA Church Employee and Volunteer COVID Training

Purpose: The following document provides training and guidelines to follow for Employees and Volunteers of the Vallejo Central SDA Church to prevent the transmission of COVID-19. This also provides guidelines that congregants should follow.

### Document Revisions

Date	Version Number	Document Changes
5/30/20	0.1	Initial Draft
6/12/20	1.0	Initial Release

## 1. How to prevent spreading of COVID-19

- 1.1. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness. Take additional precaution and consider staying at home until a later time than the general public is permitted to congregate.
- 1.2. 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.
- 1.3. The virus is thought to spread mainly from person-to-person.
  - 1.3.1. Between people who are in close contact with one another (within about 6 feet).
  - 1.3.2. Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - 1.3.3. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - 1.3.4. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## 2. All people entering the church property including Employees, Volunteers and Congregants should:

- 2.1. 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.
- 2.2. 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.
- 2.3. Avoid touching your eyes, nose, and mouth with unwashed hands.
- 2.4. Avoid close contact
- 2.5. 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.
- 2.6. Put distance between yourself and other people outside of your home.
  - 2.6.1. Remember that some people without symptoms may be able to spread the virus.
  - 2.6.2. Stay at least 6 feet (about 2 arms' length) from other people.
  - 2.6.3. Do not gather in groups.
  - 2.6.4. Stay out of crowded places and avoid mass gatherings.
  - 2.6.5. Keeping distance from others is especially important for people who are at higher risk of getting very sick.

- 2.7. Cover your mouth and nose with a cloth face cover when around others
  - 2.7.1. You could spread COVID-19 to others even if you do not feel sick.
  - 2.7.2. 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.
  - 2.7.3. 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.
  - 2.7.4. The cloth face cover is meant to protect other people in case you are infected.
  - 2.7.5. Do NOT use a facemask meant for a healthcare worker.
  - 2.7.6. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- 2.8. Cover coughs and sneezes
  - 2.8.1. 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.
  - 2.8.2. Throw used tissues in the trash.
  - 2.8.3. 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.
- 2.9. Clean and disinfect
  - 2.9.1. Clean AND disinfect frequently touched surfaces daily. This includes: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - 2.9.2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
  - 2.9.3. Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.
- 2.10. Monitor Your Health
  - 2.10.1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - 2.10.2. 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.
  - 2.10.3. Take your temperature if symptoms develop.
  - 2.10.4. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
  - 2.10.5. Follow CDC guidance if symptoms develop.

### 3. How to self-screen:

#### 3.1. Watch for symptoms

3.1.1. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

3.1.2. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

3.1.2.1. *Fever or chills*

3.1.2.2. *Cough*

3.1.2.3. *Shortness of breath or difficulty breathing*

3.1.2.4. *Fatigue*

3.1.2.5. *Muscle or body aches*

3.1.2.6. *Headache*

3.1.2.7. *New loss of taste or smell*

3.1.2.8. *Sore throat*

3.1.2.9. *Congestion or runny nose*

3.1.2.10. *Nausea or vomiting*

3.1.2.11. *Diarrhea*

3.1.3. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### 4. Self-Checker -A guide to help you make decisions and seek appropriate medical care.

4.1. When to Seek Emergency Medical Attention. Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

4.1.1. Trouble breathing

4.1.2. Persistent pain or pressure in the chest

4.1.3. New confusion

4.1.4. Inability to wake or stay awake

4.1.5. Bluish lips or face

4.2. This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

4.3. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

## 5. What To Do If You Are Sick

5.1. Stay home except to get medical care. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.

5.1.1. Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.

5.1.2. Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

5.1.3. Avoid public transportation, ride-sharing, or taxis.

5.2. Separate yourself from other people

5.2.1. As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

5.2.2. Additional guidance is available for those living in close quarters and shared housing.

5.3. Monitor your symptoms

5.3.1. Symptoms of COVID-19 fever, cough, or other symptoms.

5.3.2. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

## 6. Symptoms to watch for

6.1. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

6.2. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

6.2.1. Fever or chills

6.2.2. Cough

6.2.3. Shortness of breath or difficulty breathing

6.2.4. Fatigue

6.2.5. Muscle or body aches

6.2.6. Headache

6.2.7. New loss of taste or smell

Sore throat

6.2.8. Congestion or runny nose

6.2.9. Nausea or vomiting

6.2.10. Diarrhea

6.3. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.