

# COVID-19 Training for On-site Workers



Environment, Health & Safety  
FACILITIES PLANNING & MANAGEMENT  
UNIVERSITY OF WISCONSIN-MADISON



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# Moving Forward, Together.

The COVID-19 pandemic has affected us all—our families, our communities, our work, our way of life. But it has also shown the deep resiliency of UW–Madison students, faculty, and staff.

Many of our employees have adapted to remote work in innovative ways, while others have continued to report to campus to carry out essential duties. We are extremely grateful for our community's flexibility and unwavering commitment.

We have learned a lot in the last few months. We know that we *can* change our behaviors to protect ourselves and each other, particularly the most vulnerable. The UW–Madison community has always been distinct for its dedication to public service, and that responsibility takes on a new meaning today.

We are not preparing to go “back” to work—we are preparing to move forward as a community, with appropriate safety precautions and a strong commitment to each other.

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# ABOUT COVID-19

- Caused by a new and poorly understood virus, SARS-CoV-2
- Transmitted easily
- Causes an immune response that can be mild to severe
- There is no vaccine or cure
- Found in respiratory droplets and can live for days on certain surfaces
- It is unclear what the infection fatality rate is. As of July 23, 2020, 1.9% of those in WI who tested positive for SARS-CoV-2 have died. This percentage will likely change as more data become available.



# SYMPTOMS

The symptoms of COVID-19 are highly variable. Many people are entirely asymptomatic (have no symptoms), but asymptomatic people are also able to pass the virus to others. Symptoms may appear 2–14 days after exposure.

## **Symptoms include but are not limited to:**

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

# At Risk

Some people are more at risk for COVID-19 than others.

## **Factors that make a person more vulnerable include:**

- Age (risk increases with age; those 65 and older are most at risk)
- Chronic lung disease
- Moderate to severe asthma
- Serious heart conditions
- Poorly controlled HIV
- Prolonged use of corticosteroids
- Cancer treatments
- Severe obesity
- Diabetes
- Chronic kidney disease
- Liver disease
- Smoking
- Other conditions not listed here that result in being immunocompromised (weakened immune system)

If you are in an at-risk category, consider self-identifying to your Divisional Disability Representative (DDR) to discuss alternative work options. [Find your DDR](#)

# Looking out for our fellow Badgers

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# SELF-MONITORING

Make sure you are self-monitoring any changes to your health both at home and at work. Do not go to work if you are sick, and if you start to feel ill while at work, let your supervisor know and go home right away. Call or send a message to your doctor if you think you may have COVID-19.





# HOW TO SELF-MONITOR

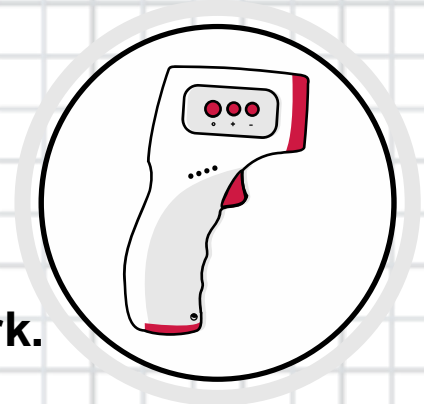
**Log observations, particularly about the following:**

- Temperature at or above 100.4 degrees Fahrenheit
- New cough
- Sore throat
- New shortness of breath
- New loss of smell and/or taste
- Worsening running nose or nasal congestion

**Check your temperature before coming to work and sometime before going to bed.**

- Wait 30 mins to check your temperature after eating, drinking, or exercising
- Wait at least six hours after taking medications that may lower your temperature

**If you are experiencing symptoms, do not come to work.**





A grayscale background image showing a person sitting at a desk, working on a laptop. The person's legs are visible in the foreground, wearing plaid pants and shoes. The desk has a keyboard, a mouse, and a pen. The overall scene is dimly lit, with the person's face and the laptop screen being the primary light sources.

# CREATE ALTERNATE WORK PLANS

- Work remotely if possible; talk to your supervisor about work options
- Conduct meetings through a suitable teleconferencing tool such as Webex
- Do not return to campus unless you have been instructed to do so

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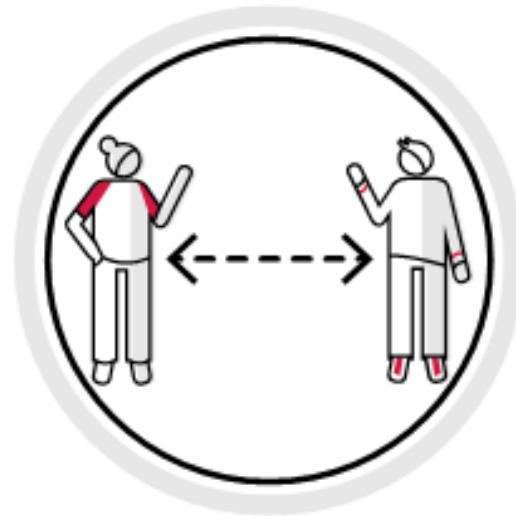
# PHYSICAL DISTANCING

Practice physical distancing to protect one another

- Maintain at least six feet between you and others whenever possible

The number of riders per elevator will be reduced (please consult building-specific information)

Follow building guidance about where to eat. Eat at your desk if this is possible. It is alright to fill water bottles from drinking fountains but do not drink directly from the fountains.



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# FACE COVERINGS

**Face coverings can enhance protection and prevent spread of the virus. All faculty, staff, and students will be required to:**

- Wear a face covering when in campus buildings (unless you are by yourself in an office or lab)
- Wear a face covering on campus buses and in vehicles where there is more than one occupant
- Wear a face covering outside if 6 feet of physical distancing cannot be achieved
- Wash your hands before and after putting on or removing a face covering





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# FACE COVERINGS

## Keep your face covering clean:

- Routinely wash cloth face coverings
- Face coverings that are not soiled or compromised may be stored in an open plastic bag, paper bag, on a piece of paper, or hung in a designated area.

Consult the [Campus Guidance on the Use of Face Coverings](#) for more information

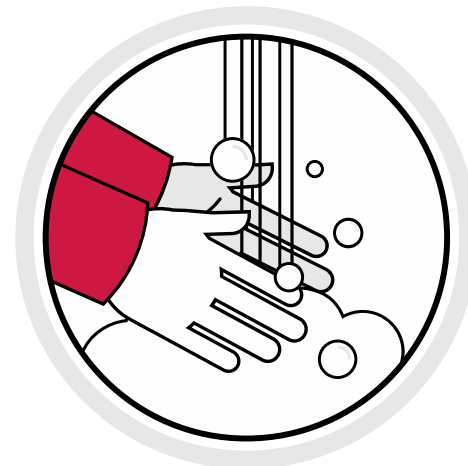


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# HANDWASHING

Wash your hands often, particularly after touching common surfaces. Wash for at least 20 seconds. If you are unable to wash your hands, use hand sanitizer with at least 60% alcohol (isopropanol or ethanol). The use of methanol is prohibited because it is harmful.

Cover your coughs and sneezes and wash your hands after coughing or sneezing even if you are working in a closed office/cubicle.



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# SURFACES

Frequently clean surfaces such as desks, phones, keyboards, light switches, and door knobs with an EPA-approved disinfectant that will kill SARS-CoV-2. Consult with the manufacturer regarding cleaning instructions for analytical and other sensitive equipment.

Use a paper towel or toilet paper to open any doors, whenever possible. Limit how often you touch surfaces such as countertops, elevator buttons, chairs, etc.

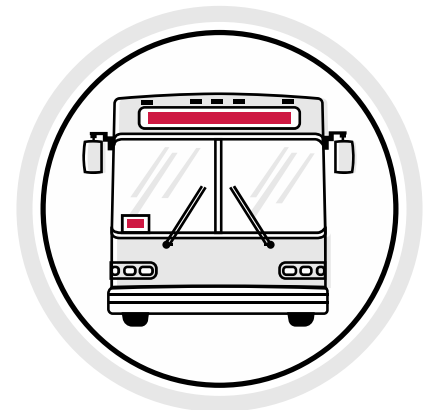




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# NAVIGATING CAMPUS

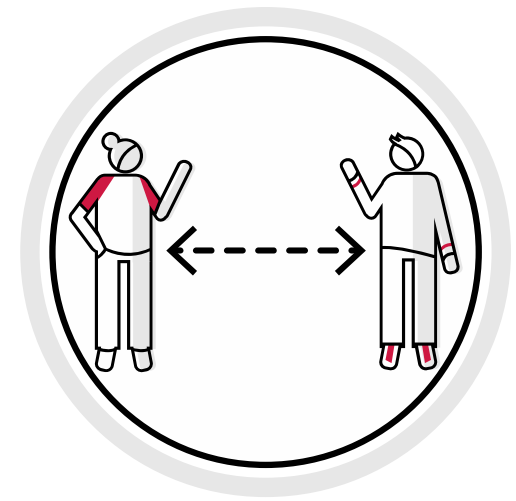
- If more than one person is going to ride in a vehicle at a time, wear a face covering.
- Transportation
  - Consider health and safety in planning your commute. Buses will be running with reduced occupancy and on new schedules. Biking and walking to, from, and around campus are healthy options.



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# BE A RESPONSIBLE BADGER

Remember that some people are more at risk to COVID-19 than others, and COVID-19 is still poorly understood. You do not know who is at higher risk, so treat everyone with respect and follow the guidelines outlined in this training.



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You will next be prompted  
to answer a few questions.

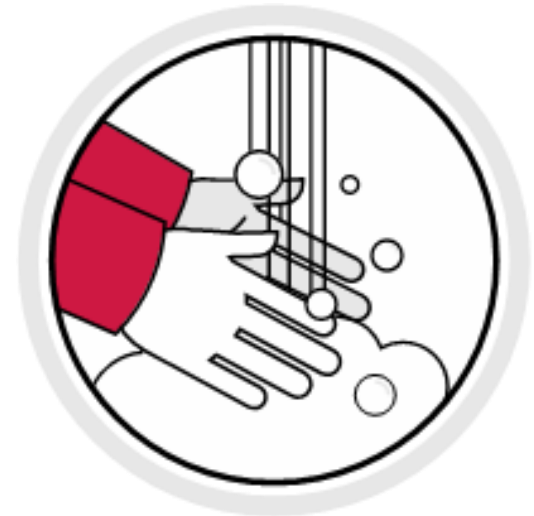




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What is the minimum amount of time you should wash your hands?

- A) 5 seconds
- B) 10 seconds
- C) 20 seconds



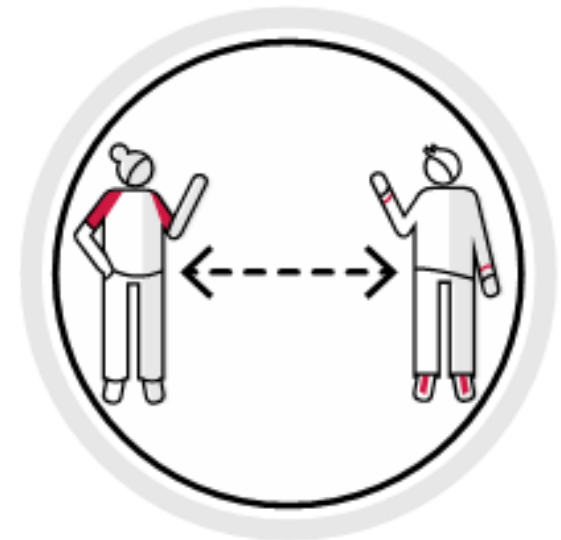
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What is the minimum amount of distance you should maintain between yourself and another person?

A) 2 feet

B) 4 feet

C) 6 feet





You should stay home when you are sick.

A) True

B) False



# FINAL STATEMENT

Our knowledge and understanding of the COVID-19 virus continues to evolve. The university has implemented a number of measures to promote the safety and well-being of every employee who will be working on-site. It is essential that all employees understand that minimizing the risk of COVID-19 infections is a shared responsibility. Employees must adhere to the expectations outlined in the university's COVID-19 Workplace Safety policy (required for all employees), complete this COVID-19 Training for On-site Workers, and commit to these expectations before returning to on-site work.



I agree

# THANK YOU

Thank you for completing the training. Please contact your supervisor with any questions. The COVID-19 situation is continually changing. Please continue to educate yourself about this disease and check the links below for updated information.

[hr.wisc.edu/smart-restart/](https://hr.wisc.edu/smart-restart/)

[CDC](#)

[COVID-19 Workplace Safety Policy](#)



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