

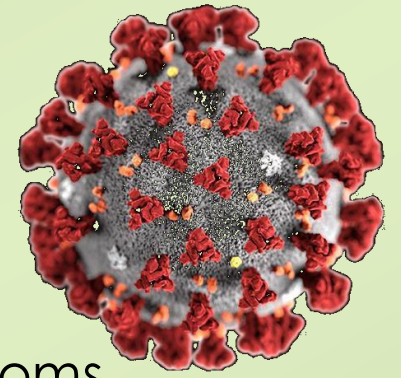


# Welcome Back!

Returning to Work with COVID-19



# Signs and Symptoms of COVID-19 Infection



- Not everyone infected with the COVID-19 virus has symptoms. Symptoms include mild to severe respiratory illness. The symptoms may start 2 to 14 days after exposure to the virus.
- Most common symptoms include: Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.
- If you are having symptoms of COVID-19, call your medical provider. If you are having a medical emergency, call 9-1-1 or go to the hospital.

CDC's Self Checker Tool:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# If You Have Been Exposed/Infected

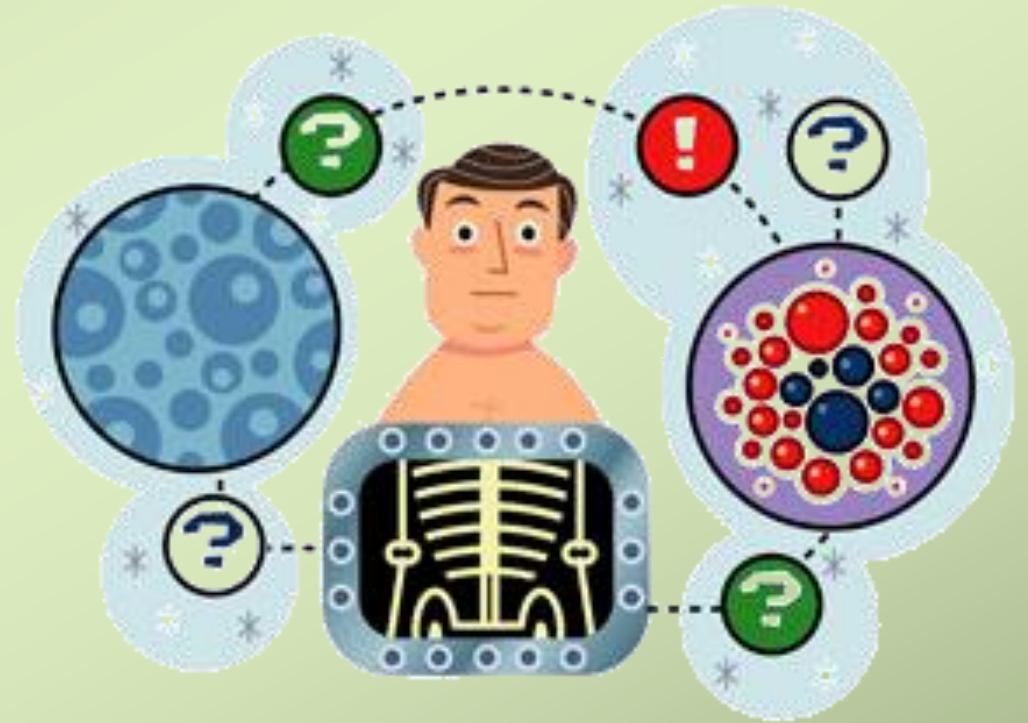


- Prior to seeking treatment, alert your healthcare provider or occupational health clinic if you think you may have COVID-19.
- Tell your healthcare provider if you have been exposed to someone with the virus and have signs/symptoms of infection.
- If you are having trouble breathing, or have any other concerning symptoms call 911 for immediate help.
- Notify your immediate supervisor.



# Diagnosis and Treatment

- Your healthcare provider can determine if you should be tested for COVID-19 based on any symptoms you might have, and the severity of them.
- There is not currently a vaccine or specific treatment for COVID-19.
- Some patients, especially those who become very ill, may require supportive care in a hospital.



# Occupational Exposure Risks



- The risk of exposure in many workplaces likely reflects the risk to the general public in the community where the workplace is located.
- Risk can increase when workers have frequent, close contact with the general public or other coworkers, which is why the Library has put health and safety requirements in place.

# Health and Safety Requirements

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- Non-symptomatic COVID-19 positive workers are not allowed on site and any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to self-monitor for symptoms.
- Reminder signs will be posted at the staff entrance clearly indicating that no one may enter if they have COVID-19 symptoms (fever, cough, and/or shortness of breath).
- All employees must make every attempt to observe strict social distancing of 6 feet while on the job, unless noted, and should refrain from touching their faces.
- No congregation of employees is allowed.





# Personal Protective Equipment

- All staff are strongly encouraged to wear face masks. Face masks are required when working in all public areas and must be worn in work areas if you are not able to maintain a six foot distance between yourself and other staff.
- The Library will provide two reusable cotton face masks to employees. **Avoid touching your face or mask with your hands.**
- Gloves will also be available to staff for general cleaning, cleaning equipment and handling materials. Gloves may provide a false sense of security--once you touch a contaminated surface, the gloves are contaminated. Please continue to wash your hands.
- Hand sanitizer and wipes are available in each department. Please notify a Department Manager if supplies are running low.
- **Please note that using masks and hand sanitizer does not take the place of good handwashing/hygiene. Practice good and frequent handwashing.** You can take short breaks to wash your hands during your work shift. Use hand sanitizer when you can't use soap and water.
- Translucent Plexiglass shields have been installed at all service desks. Follow good cough/sneeze etiquette.
- When assisting patrons in an area without Plexiglass shields, personal face guards are also available to staff.





# Facility Cleaning

- All high touch surfaces, common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, will be cleaned and disinfected as often as possible.
- Employees should clean and wipe down work stations prior to transferring from one person to another.
- The Library will continue to follow the guidelines set forth by the City and the Waukesha County Public Health Department.







# Recap-Understand the Basics of Prevention



- **Masks:** Wearing masks is strongly encouraged. Masks protect others if you are sick and asymptomatic.
- Masks are required in the public area and when you are unable to maintain social distancing.
- **Social Distancing:** Social distancing is when people are able to maintain a minimum of 6 feet apart.
- **Personal Cleanliness:** Remember that hand washing and hand sanitizing are key to preventing disease.
- **Work Surface Cleanliness:** Regularly clean and disinfect high-touch surfaces in the work environment.

# Recap continued

Useful guidelines and tips for resuming activities.

LOWEST RISK	MODERATE RISK	HIGHER RISK	HIGHEST RISK
			
<b>HOME ALONE OR WITH HOUSEMATES</b>	<b>OUTDOOR ACTIVITIES</b>	<b>OUTDOOR GATHERINGS</b>	<b>INDOOR GATHERINGS</b>
<ul style="list-style-type: none"><li>• Stay home as much as possible.</li><li>• Try to allow only people you live with into your home.</li><li>• Wash your hands.</li><li>• If you're sick, stay home and isolate from housemates.</li></ul>	<ul style="list-style-type: none"><li>• Wash your hands and don't touch your face.</li><li>• Stay at least 6 feet from people you don't live with.</li><li>• Wear a mask.</li><li>• Avoid shared surfaces, like swings or benches.</li></ul>	<ul style="list-style-type: none"><li>• Wash your hands and don't touch your face.</li><li>• Stay at least 6 feet from people you don't live with.</li><li>• Wear a mask.</li><li>• Don't share food, toys, and other items, and avoid shared surfaces.</li><li>• Participate in events like these infrequently.</li></ul>	<ul style="list-style-type: none"><li>• Wash your hands and don't touch your face.</li><li>• Stay at least 6 feet from people you don't live with.</li><li>• Wear a mask.</li><li>• Don't share food, toys, and other items, and avoid shared surfaces.</li><li>• Open windows for better ventilation.</li><li>• Try to avoid gathering indoors as much as possible.</li></ul>

# Welcoming Back Patrons

## Smile with Your Eyes!

- The Library understands that you may be apprehensive about returning to work and serving patrons. We want you to know that the Library has taken multiple measures and precautions for your safety and that of our guests.
- Please let returning patrons know that you are happy to see them and want to serve them.
- Whether you are assisting someone filing for unemployment, job searching, taxes, or providing access to the collection, remember how important these services are to the patrons that we serve.

## Patience is Key

- Understand that everyone is anxious for things to get back to normal.
- Remember to:
  - Breathe
  - Focus
  - Listen
  - Be empathetic





# Resources

## **The Library is here for you**

- You don't have to be super human. If you have concerns, please speak with your supervisor.
- <https://www.dhs.wisconsin.gov/covid-19/resilient.htm>
- If you need additional information on coping with stress, financial issues or illness, please take advantage of the City's Employee Assistance Program (EAP). EAP confidential services are available for all permanent employees, their legal spouse and dependent children.

<https://cow1.sharepoint.com/sites/WERC/SitePages/Employee-Assistance-Program.aspx>

# The Library appreciates you!

- Finally, thank you for choosing to work at Waukesha Public Library. The value that the Library brings to the community is in part due to you, our hard-working library staff. We appreciate every step that it takes to make one item available to an eager reader, each questioned answered with a smile, all of the materials meticulously checked in and shelved in their rightful place, every excited new card holder, each happy child singing, playing and learning, every clean bathroom, and all of the other pieces that that bring together the story of the Library. WPL employees are GREAT!

thank you!

# Certificate of Completion

By filling out the certificate, you certify that you have completed this training presentation and understand the safety guidance provided. Please ask your supervisor for a copy of the completion certificate to sign.