

# COVID-19 Business Toolkit

**Resources  
Provided by:**



**Spencer  
Hospital**

*Healthier Together.*

[www.spencerhospital.org](http://www.spencerhospital.org)

Spencer Hospital COVID-19 Page:  
[www.spencerhospital.org/covid19](http://www.spencerhospital.org/covid19)

**Avera** 

Prepare for COVID-19:  
<https://www.avera.org/how-to-prepare-for-the-coronavirus-covid-19/>

Avera Business Toolkit:  
<https://www.avera.org/app/files/public/76737/avera-covid19-toolkit-for-businesses.pdf>

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# COVID-19 Resources for Employers

COVID-19 is a respiratory illness that first surfaced in late 2019. It can spread from person to person, and risk of infection is higher in people who are in close proximity to people with COVID-19.

This toolkit is designed to equip you with the resources needed to stay safe and healthy.

## WATCH FOR SYMPTOMS

Symptoms may appear within 2-14 days of exposure to the virus. In the last 14 days, have you noticed these symptoms?



Shortness of breath



Fever over 100.4°F



Cough



Muscle pain



Chills



Vomiting or diarrhea



Loss of taste or smell



Sore throat

## CALL BEFORE YOU VISIT.

Call your clinic or our local COVID-19 Call Center:  
7AM-7PM • Monday-Friday | 712-264-6514

Get guidance on symptoms



People only tested if screened first

## ISOLATE YOURSELF.

Wait for results | Don't share items | Don't share bathroom or bedroom areas



## A significant number of people with COVID-19 do not have symptoms

People with COVID-19 who do eventually develop symptoms can transmit the virus to others before showing symptoms. The virus can spread between people who are in close contact with each other, even when someone is not having symptoms.

This is why social distancing is so key in the fight against COVID-19, and why the Centers for Disease Control and Prevention (CDC) recommends people wear cloth face coverings in public settings where social distancing is hard to do, for example, grocery stores.

This is especially important in areas where there is significant community-based spread.

## Preventing the Spread of COVID-19 if Your Workplace is Exposed

It's news no employer wants – several employees test positive for COVID-19. During this pandemic, however, it may happen to you. By having your employees wear masks, you will reduce the risk of infection among your workforce.

## Here are some things to think about if your workplace is exposed to COVID-19:

### Managing Sick Employees

- **Stay home:** Tell employees to stay home if they are feeling sick.
- **Sick leave:** Consider offering paid sick leave so they don't come to work and spread their illness.
- **Sick notes:** Don't require sick notes to stay home from work.
- **Call ahead:** If employees have a cough, shortness of breath or fever of 100.4 degrees, they should call their local clinic or the COVID-19 local Call Center:
  - ◊ **COVID-19 Local Call Center: 712-264-6514**
  - ◊ **Avera Medical Group Spencer: 712-264-3500**
  - ◊ **Milford Family Care: 712-338-2461**
  - ◊ **Sioux Rapids Family Care: 712-283-2723**
  - » Please ask them not to go to the doctor or emergency room before they have called the Call Center and been given further instructions because they could be directed to a different location or stay home.
- **Returning to work:** Consistent with CDC guidelines, Avera Medical Group Spencer does not retest patients so that their employer can have proof they've recovered from COVID-19 before returning to work. Nor does the clinic provide return-to-work notes. Please tell employees that to return to work, they must be fever-free for 72 hours without fever-reducing medication, and it must be at least 10 days since the onset of symptoms. Recovering COVID-19 patients returning to work can wear cloth masks to protect others from potential shedding of the virus.
- **Testing employees:** Why not test all employees? In people without symptoms, testing does not reliably detect COVID-19, so even in hotspots, testing all employees is not recommended.
- **Proof of doctor's directions - Isolation vs. High Risk:** A new federal program called the Emergency Paid Sick Leave Act (EPSLA) provides certain full-time employees up to 2 weeks (80 hours) of leave (less if they are part time workers). Generally, for employees who are on home isolation, per Department of Labor guidelines, the employee would only need the name of their provider to get EPSLA leave. The patient may need a doctor's note or FMLA paperwork completed if they exceed their allotment of EPSLA leave, they would be out of work for an unforeseeable prolonged period of time due to falling under a high risk group, or they have been mandated to stay home due to federal or state mandate.
- **Cleaning:** If there are several exposures, consider temporarily closing for professional deep cleaning.



## Protecting the Rest of the Workplace

- **Distance:** Maintain at least 6 feet between employees if possible. If not, consider using cloth masks and/or other barriers, such as plexiglass.
- **Virtual work:** Encourage employees to work virtually as much as possible.
- **Wash hands:** Encourage frequent handwashing.
- **Face touching:** Remind employees not to touch their faces.
- **Inform of exposure:** If it's believed that an employee has been exposed to COVID-19 or is being tested, inform those who have made close contact with that employee.
  - » **Close contact is within 6 feet for more than 15 minutes.** The employee should wear a cloth mask, self-monitor for new cough, shortness of breath and fever over 100 degrees, work from home if possible, and get tested for a potential COVID-19 infection.
- **Clean:** Frequently clean high-traffic surfaces, such as doorknobs, chairs, tables, and shared equipment such as tools, computers or copy machines.
- **No sharing:** Don't have employees share headsets or other objects near the mouth or nose. Discontinue potlucks. Consider limiting communal items such as coffee pots, refrigerators and vending machine. However, if these items are essential to daily work flow, employees should wash their hands after touching communal surfaces.
- **Shifts:** Consider staggering the times people come to and leave work to allow safe distancing.
- **Breaks:** Encourage employees not to congregate in break rooms and, if possible, to eat lunch at their work stations.
- **Air:** Work with maintenance staff to increase air exchanges in rooms.

## Social Distancing

To prevent spread of COVID-19 illness, Spencer Hospital recommends "social distancing" as outlined by the Centers for Disease Control and Prevention (CDC).

### Here's what social distancing means:

#### Limit close contact with people

- Limit physical contact, including handshakes
- Avoid hugging or kissing people who are sick or showing symptoms of illness, keep your distance about six feet away
- Limit in-person meetings, using phone, email and other communication tools when possible.
- Increase physical space when you are working or talking with others out in public

#### Stay home if you are sick

- Stay home from work, school, church or other group gatherings if you are ill with these symptoms:
  - » Cough
  - » Shortness of Breath
  - » Fever over 100.4 F
  - » Chills
  - » Muscle Pain
  - » Loss of Taste or Smell
  - » Vomiting or Diarrhea
  - » Sore Throat

#### Identify actions to take if you need to postpone or cancel events

- Officials may ask you to modify, postpone or cancel large events for the safety and well-being of your event staff, participants and the community.
- If possible, plan alternative ways for participants to enjoy the events by television, radio or online.
- Consider that now may not be the best time for parties or potlucks
- Visiting friends and family is not recommended

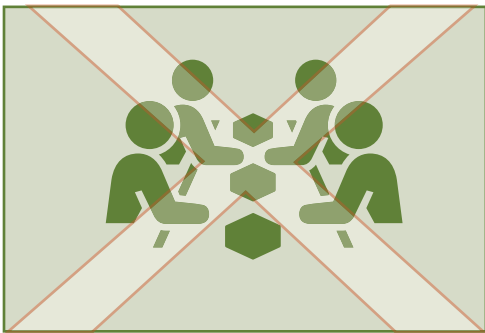
#### Avoid crowds, especially in poorly ventilated spaces

- Your risk of exposure to respiratory viruses like COVID-19 may increase in crowded, closed-in settings with little air circulation.
- **Maintain at least 6 ft distance.**

#### Limit non-essential travel

# PREVENTION OF COVID-19 SPREAD: SOCIAL DISTANCING

## LIMIT CLOSE CONTACT WITH PEOPLE



Limit in-person meetings to your direct team, and utilize Webex, phone calls and other tools when possible



Limit physical contact, including handshakes



Limit non-essential travel



Avoid crowds (especially in poorly ventilated spaces)

## WASH HANDS AND AVOID TOUCHING YOUR EYES, NOSE OR MOUTH



## WATCH FOR SYMPTOMS

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Chills



Vomiting or diarrhea



Loss of taste or smell



Sore throat

For the latest updates go to [SpencerHospital.org/COVID19](https://SpencerHospital.org/COVID19)





# Cloth Masks

## Cloth Masks Best Practices

- Cloth masks only help if they are carefully put on (donned) and take off (doffed).
- Wash your hands for at least 20 seconds with soap and water or use hand sanitizer, every time you touch the mask. This will really help you avoid cross-contamination.
- When you're ready to remove a cloth mask, grab one of the ear or head loops.
- Try to avoid touching the front of the mask. Put it in your laundry to be washed - and then wash your hands.
- Wash your cloth mask after each use, or at least daily.
- Washing in hot water, but if you can't make sure to dry on a hot setting of your dryer.

## To Don Ear Loop Cloth Mask

\*Proper hand hygiene has been conducted before donning on mask



STEP 1

Hold mask by ear loops



STEP 2

Slip one loop over ear



STEP 3A

Slip second loop over opposite ear, adjust mask to assure mouth and nose covered.



STEP 3B

Slip second loop over opposite ear, adjust mask to assure mouth and nose covered.



Note: Cloth mask tends to slip less during use/talking if the lower edge of mask is aligned with jaw bone (mandible) rather than down below jaw bone.

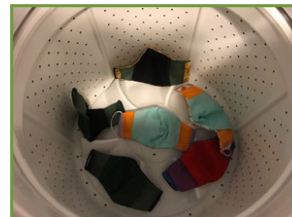
Wearing a cloth face mask can be helpful in stopping the spread of COVID-19. Whether you have home-made ones or bought some, daily washing can help the masks keep you safer.

Additionally cloth masks are most beneficial for lessening mouth-hand contact or to help cover a medical mask or N-95 in order to extend the life of disposable masks.



### When Removing Either Mask for Re-use

1. Remove mask by grasping ear loops or head loops; avoid touching front of mask.
2. Place mask with outer side facing down on a clean paper towel.
3. If a common area is used to securing masks between uses, write your initials or name on paper towel to designate each person's mask.
4. Perform hand hygiene after removing.
  - » When re-donning, use care not to touch outside of mask
  - » Perform hand hygiene after donning.



### Wash Cloth Masks after Use

If you wear your mask to work, place it in a plastic bag and take it home to launder

- Wash in regular home laundry:
- » Recommend is to wash in hot water and dry OR
  - » Wash in cool or warm water but dry in a hot dryer
  - » Wash mask after each use (or daily)



# Hand Hygiene

Handwashing is one of the most important steps we can take to avoid getting sick and stop the spread of germs.

There is a right way to wash your hands. When you fail to wash your hands, wash them incorrectly or don't wash for the recommended 20 seconds, you are essentially just spreading the germs around on your hands and then to anything you touch afterwards.

## How to wash your hands correctly:

- Turn on the faucet to warm water and get your hands wet.
- Turn the water off and put on soap.
- Once you have your soap, create a good lather without water for at least 20 seconds. This is often the step people skip – they wash their hands with the soap under the water when you should be lathering your hands outside of the water first.
- When lathering your hands, scrub the backs, fronts, between the fingers and under your nails. A good song to think of when trying to gauge 20 seconds is "Happy Birthday." Sing this twice through and you should be close to 20 seconds.
- Turn the water back on and put your hands back under the water to rinse off the soap.
- The final step is BEFORE you turn off the faucet grab your paper towel and dry your hands completely. If there are no paper towels then dry your hands with the air dryer. You will then use the paper towel to shut off the faucet and open the bathroom door to exit before throwing your paper towel in the trash.
- If you don't have a paper towel try to use your sleeve to open the door to prevent any germs that may be on the bathroom door handle from getting back onto your hands.
- In the event handwashing isn't a possibility you can use hand sanitizer but this should NEVER be used to replace good handwashing practices. When using hand sanitizer it should be comprised of at least 60% alcohol; rub in the hand sanitizer until your hands are dry.

## You should wash your hands often, including:

- Before, during and after food preparation
- Before eating
- Before and after caring for someone who is sick
- Before and after performing first aid, such as bandaging a cut
- After using the toilet, changing diapers or assisting a child who has used the toilet
- After blowing your nose, coughing or sneezing
- After touching an animal, animal feed, animal waste or handling their food or treats
- Anytime your hands are physically dirty
- After touching garbage

# HOW TO PROPERLY WASH YOUR HANDS

Handwashing properly for 20 seconds is one of the most important steps we can take to avoid getting sick and stop the spread of germs.



1

WET  
HANDS



2

USE  
SOAP



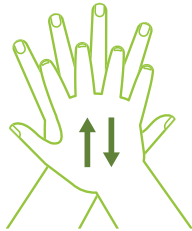
3

PALM  
TO PALM



4

FINGERS  
INTERLACED



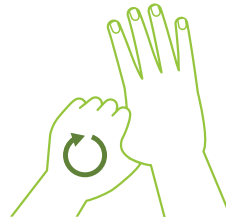
5

BACK OF  
HANDS



6

BASE OF  
THUMBS



7

FINGERNAILS



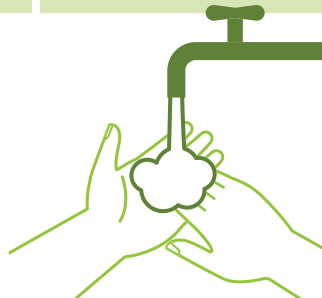
8

WRIST



9

RINSE HANDS  
WITH WATER



10

DRY HANDS  
WITH TOWEL\*



*\*If available, after completing 20 seconds of handwashing, turn the faucet handle with a paper towel and then discard immediately.*

