



**RICHMOND  
ART CENTER**

**COVID-19 Training for RAC staff**

**August 2021**

# BASED ON STATE AND COUNTY REGULATIONS



# PURPOSE

- To communicate the RAC's plan for reducing the risk and spread of COVID-19 in the workplace.
- To implement safety measures and protocols intended to provide a safe work environment and keep staff healthy.
- To help staff understand their individual role and responsibility in preventing the spread of COVID-19.
- To support all returning to a more regular in-person environment

# TRAINING TOPICS

1. COVID-19 information (incl. preventing spread and who's vulnerable)
2. Self-screening at home and CDC guidelines
3. Importance of not coming to workplace if you have symptoms or if you or someone in close contact has been diagnosed with COVID-19
4. Returning to the workplace after a COVID-19 diagnosis only after 10 days since symptom onset and 24 hours of no fever
5. When to seek medical attention
6. Importance of hand washing
7. Clarification of physical distancing
8. Proper use of cloth face covers (incl. CDPH guidance)
9. Information about paid leave benefits (incl. SB-95)
10. Providing and using all necessary PPE

# COVID-19 INFORMATION

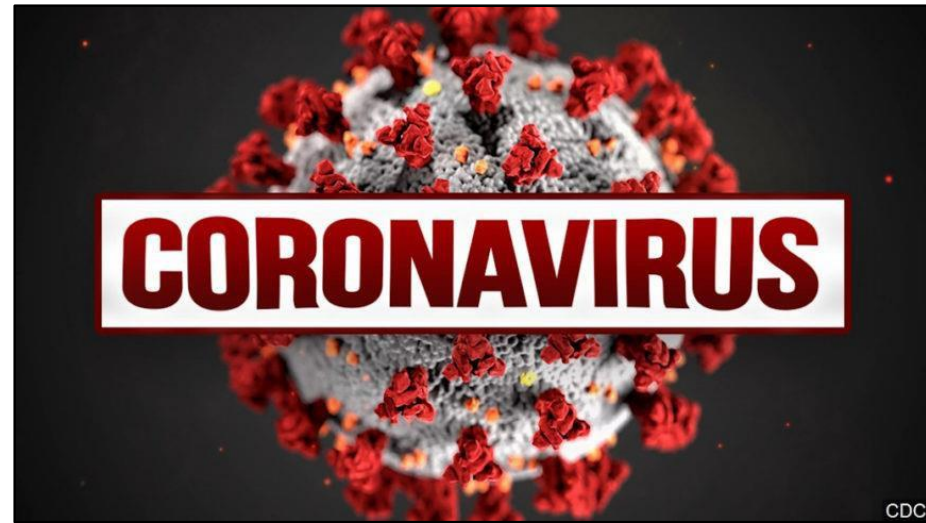
From the Centers for Disease Control and Prevention (CDC):

- **What is a novel coronavirus?**  
It's a new coronavirus that had not been previously identified.

The virus causing coronavirus disease 2019 (COVID-19) is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

- **Why is the disease being called COVID-19?**

On 2/11/2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The abbreviations in COVID-19 are 'CO' for corona, 'VI' for virus, and 'D' for disease.



# COVID-19 INFORMATION CONT'D

- **How does the virus spread?**

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person exhales, talks, sings, shouts, coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact (within about 6 feet).

- **What is community spread?**

Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected. Each health department determines community spread differently based on local conditions. For information on community spread in your area, please visit your health department's website.

# LOCAL HEALTH DEPARTMENTS

- **Alameda County**

<http://www.acphd.org/>

- **Contra Costa County**

<https://cchealth.org/public-health/>

## COVID-19 INFORMATION CON'T.

- **What about surfaces?**

A less common way the virus spreads is when someone touches a contaminated surface and then touches their nose, mouth, or eyes. Current evidence suggests the virus may remain viable for hours to days on a variety of surfaces, but touching contaminated surfaces or objects is not thought to be the main way the virus spreads.



# COVID-19 INFORMATION CONT'D

## **How do I help prevent COVID-19 from spreading?**

In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread. Take these steps to slow the spread:

Maintain good social distance (about 6 feet).

Wash your hands often with soap and water. If soap and water is not available, use a hand sanitizer that contains at least 60% alcohol.

Routinely clean and disinfect frequently touched surfaces.

Cover your mouth and nose with a mask when around others.

# COVID-19 INFORMATION CONT'D

- **What about getting vaccinated?**

COVID-19 vaccines are effective in keeping you from getting and spreading the virus. Getting vaccinated also helps keep you from getting seriously ill even if you do get COVID-19. Vaccinations protect you and other people around you, particularly those at increased risk for severe illness from COVID-19.

NOTE: The Richmond Art Center is not mandating vaccines at this time but is strongly encouraging everyone to get vaccinated. This is subject to change based on evolving state and county public health requirements.

# COVID-19 INFORMATION CONT'D.

## Who is at increased risk for severe illness?

Everyone is at risk for getting COVID-19 if they are exposed to the virus, and some people are more likely than others to experience severe illness, hospitalizations or death.

Older Adults - Risk for severe illness increases with age. For example, people in their 50s are at higher risk than people in their 40s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older. (Note: CDPH defines the age for “vulnerable population” as 65 or older.)

Underlying Medical Conditions – People of any age with cancer, chronic kidney disease, COPD, immunocompromised state from solid organ transplant, obesity, serious heart conditions, sickle cell disease, and type 2 diabetes are at increased risk.

## COVID-19 INFORMATION CONT'D

Other Medical Conditions – People of any age with asthma (moderate to severe), cerebrovascular disease, cystic fibrosis, hypertension or high blood pressure, immunocompromised state, neurologic conditions, liver disease, pregnancy, pulmonary fibrosis, smoking, thalassemia and type 1 diabetes may be at increased risk.

Some Children - Children who have medical complexity, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease might be at increased risk for severe illness from COVID-19 compared to other children.

# SELF-SCREENING

- All staff are expected to conduct self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Symptoms may appear 2-14 days after exposure to the virus, and range from mild (or no symptoms) to severe illness including:

- a. Fever or chills
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Fatigue
- e. Muscle or body aches
- f. Headache
- g. New loss of taste or smell
- h. Sore throat
- i. Congestion or runny nose
- j. Nausea or vomiting
- k. Diarrhea



## DO NOT COME TO WORKPLACE

- If you have symptoms of COVID-19;
- If you have been diagnosed with COVID-19 and have not yet been released from isolation;
- If, in the past 14 days, you have had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e., still on isolation).



No one with COVID-19 symptoms should be present at the workplace.

All staff are required to notify their supervisor if they are experiencing COVID-19 symptoms or test positive.

## RETURN TO THE WORKPLACE

- After a COVID-19 diagnosis, employees may return to work only when **10 days have passed** since symptoms first appeared, their symptoms have improved, and they have had **no fevers** (without the use of fever reducing medications) for the last 24 hours.
- Employees without symptoms who are diagnosed with COVID-19 can return to work only if 10 days have passed since the date of the first positive COVID-19 test.
- Proof of a negative test is not required prior to returning to work, as tests may remain positive long after individual is no longer infectious.
- For possible but unconfirmed exposures, The Richmond Art Center may utilize a 14-day quarantine period



# SEEK MEDICAL ATTENTION

- Look for emergency warning signs for COVID-19.
- If someone is showing any of these signs, **seek emergency medical care immediately**:
  - a. Trouble breathing
  - b. Persistent pain or pressure in the chest
  - c. New confusion
  - d. Inability to wake or stay awake
  - e. Bluish lips or face
- 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.
- The Richmond Art Center encourages all staff to take a COVID-19 test if they are experiencing any COVID-19 symptoms





# HAND WASHING

- Handwashing is one of the best ways to protect yourself and your family from getting sick.
- Key times to wash your hands during COVID-19 pandemic includes:
  - a. 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, etc.
  - b. Before touching your eyes, nose, or mouth.
  - c. After blowing your nose, coughing, or sneezing.
- At the workplace, wash your hands before/upon entering the building, after touching any shared equipment/surfaces and after using the restroom.



# HAND WASHING CONT'D

- Follow five steps to wash your hands the right way:
  - a. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - b. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - c. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  - d. Rinse your hands well under clean, running water.
  - e. Dry your hands using a clean towel or air dry them.

# HAND WASHING CONT'D

- You can use an alcohol-based hand sanitizer that contains at least 60% alcohol when soap and water are not available.
- Do NOT use any hand sanitizer that contains methyl alcohol due to its high toxicity.
- How to use hand sanitizer:
  - a. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
  - b. Rub your hands together.
  - c. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

# PHYSICAL DISTANCING

- In June 2021, Cal/OSHA's Emergency Temporary Standards eliminated most physical distancing and barrier requirements for all employees.
- The Richmond Art Center still considers physical distancing when feasible as a best practice.
- Physical distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face (particularly your eyes, nose and mouth), and frequently washing your hands with soap and water for at least 20 seconds. Wave hello and avoid any physical contact.
- Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others, when possible, even if you—or they—do not have any symptoms.



## FACE COVERINGS

- CDPH issued new **Guidance on the Use of Face Coverings** on 7/28/21 that supersedes all prior face coverings guidance.
- **Masks are required for all individuals regardless of vaccination status** in the following indoor settings relevant to The Richmond Art Center:
  - a. On public transit (e.g., airplanes, ships, trains, buses, taxis and ride-shares) and in transportation hubs;
  - b. In schools served by the RAC; and,
  - c. In all RAC classrooms, offices, galleries and spaces
- In addition, The Richmond Art Center is requiring all staff to wear masks regardless of vaccination status when they are with others (both indoors and outdoors)



# FACE COVERINGS CONT'D

- CDC recommends:
  - a. Wear masks with two or more layers to stop the spread of COVID-19
  - b. Wear the mask over your nose and mouth and secure it under your chin
  - c. Masks should be worn by people two years and older
  - d. Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Following are some do's and don'ts from the CDC for selecting a mask, wearing your mask properly and taking it off.

# Masks

## DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask

## DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents which allow virus particles to escape



Are prioritized for healthcare workers, including N95 respirators

# Special Considerations

## Gaiters & face shields



Wear a gaiter with two layers, or fold it to make two layers



Not recommended: Evaluation of face shields is ongoing, but effectiveness is unknown at this time.

## Children



Find a mask that is made for children to help ensure proper fit



Check to be sure the mask fits snugly over the nose and mouth and under the chin and that there are no gaps around the sides



Do NOT put on children younger than 2 years old



# Masks

## People with beards

Certain types of facial hair, like beards, can make mask fitting difficult. Masks that fit well protect you better. To have a better fit, people with beards can shave their beards or trim their beards close to the face.

### Other ways to improve fit



Use a mask fitter or brace.



Wear one disposable mask underneath a cloth mask that has multiple layers of fabric. The second mask should push the edges of the inner mask against the face and beard.

For people with beards that are not trimmed close to the face, masks may fit loosely around the beard. However, people with beards should still wear a mask. Masks designed for people with beards are being evaluated, and information will be provided when it becomes available.

# Masks

## How NOT to wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear



On your arm

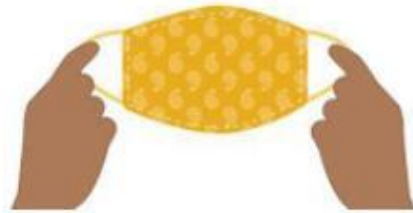
# Masks

## How to take off a mask



①

Carefully, untie the strings behind your head or stretch the ear loops



②

Handle only by the ear loops or ties



③

Fold the outside corners together



④

Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

## FACE COVERINGS CONT'D

- Cloth face coverings should be washed each day.
- How to clean your mask:
  - a. Include your mask with your regular laundry
  - b. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
  - c. Use the highest heat setting and leave in the dryer until completely dry
  - d. If air drying, place the mask in direct sunlight if possible and hang or lay it flat until completely dry

## PAID LEAVE BENEFITS

- In order to remain as flexible as possible in supporting staff and comply with public health recommendations, The Richmond Art Center is permitting employees to use their available paid accruals of regular sick pay, vacation, or PTO and CaPSL as needed to cover COVID-19 related absences.
- The Richmond Art Center is also complying with California's **2021 COVID-19 Supplemental Paid Sick Leave** that provides employees up to 80 hours of COVID-19 related sick leave through 9/30/21 for any of the following reasons:
  - Caring for yourself due to quarantine, isolation period, or experiencing COVID-19 symptoms and seeking medical diagnosis.
  - Caring for a family member subject to quarantine, isolation period, or child whose school or place of care is closed.
  - Vaccine-related appointment or symptoms.



# NECESSARY PPE & SUPPLIES



- The Richmond Art Center has the necessary PPE and supplies including:
  - a. Disposable masks
  - b. N-95 masks upon request
  - c. Hand sanitizer
  - d. Gloves
- The Richmond Art Center expects all staff to use necessary PPE and supplies at all times when performing any RAC business

## IN CLOSING

- The Richmond Art Center is continuing to prioritize protecting the health and safety of our staff and the community we serve.
- Our reopening phases have been implemented conservatively during this pandemic and we remain committed to preventing the spread of COVID-19 as we return to more regular work in-person.
- The Richmond Art Center is implementing a comprehensive COVID-19 Prevention Plan effective August 2021 which all staff will be required to read.
- We are training employees on how to limit the spread of COVID-19 and how to report any concerns or unsafe practices regarding potential COVID-19 workplace hazards that could lead to an exposure.
- We are following requirements for individual control measures and screenings, cleaning and disinfecting protocols, face coverings, and complying with all applicable federal, California and local provisions.

**Thank you for your cooperation!**



**RICHMOND  
ART CENTER**