Safe Practices During COVID-19 Pandemic
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Phased Return to Campus Operations
In-person campus operations are planned in five phases this summer. In each phase, the College will work with local health officials before proceeding to the next phase.

PHASES:

1. (March 16-May 17)
   
2. **Beginning of preparation for small, in-person classes on campus**
   (Began May 18)

3. **Staff support for students, with the option to return to campus**
   (Begins June 8)

4. **More support for students and employees added**
   (Begins July 13)

5. **Full return to campus - with some flexibility**
   (Begins August 3)
Safe Practices During COVID-19 Pandemic

Direct Transmission

- **Direct contact** occurs through skin-to-skin contact and contact with soil or vegetation harboring infectious organisms (ex: infectious mononucleosis, strep throat, and COVID-19).
- **Droplet spread** refers to spray with relatively large, short-range aerosols produced when a person sneezes, coughs, or talks (ex: common cold, flu, COVID-19).
Indirect Transmission

- **Airborne transmission** occurs when infectious agents are carried by dust or small droplets suspended in the air. The airborne infectious agents may be breathed in by people nearby or when an individual touches their nose or mouth with droplet contaminated hands (ex: common cold, flu, COVID-19).

- **Vehicles** that may indirectly transmit an infectious agent include food, water, biologic products (blood), and **fomites** (inanimate objects such as handkerchiefs, doorknobs, handles, cell phones, etc.) (ex: common cold, flu, COVID-19).
Combating the Spread

You can limit the spread of infectious diseases in the workplace by:

• Not sharing food or drinks
• Maintaining appropriate physical distancing
• Frequently cleaning and disinfecting surfaces and other objects
• Washing hands correctly and frequently
• Wearing cloth face coverings when social distancing is difficult to maintain
• Practicing good respiratory etiquette
Advanced Cleaning Protocols
The College has changed cleaning protocols and conducted trainings in accordance with CDC guidelines. Custodial services will conduct additional trainings as needed to remain current with CDC guidelines. In addition to these disinfection procedures, additional care should be taken to wipe down commonly used surfaces. The College encourages all employees to wipe down their work areas with EPA-registered 60% alcohol solution before starting work and before leaving any room in which they have been working. Cleaning supplies are provided for this purpose. Please notify Dianne Feyerherm, Director of the Physical Plant at 254-299-8843, for additional supplies.
Physical Distancing

• The CDC recommends maintaining at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

• The CDC recommends limiting events and meetings that require close contact. Always consider the use of virtual meetings instead of physical meetings. When physical meetings are necessary, individuals must practice social distancing and use face covers.

• Minimize the use of other workers’ phones, devices, tools and equipment.

• Respecting others in communal or enclosed spaces including elevators by limiting entry.

• Campus elevators will be limited to handicapped use only or one individual at a time.
Handwashing Guidelines:

• Wash hands often for 20 seconds and encourage others to do the same.
• If soap and water is not available use hand sanitizer and wash hands as soon as you can.
• ALWAYS wash your hands:
  • After removing disposable gloves
  • After using the bathroom
  • Before, during, and after preparing food
  • Before eating food
  • Before and after caring for someone at home who is sick
  • After changing diapers or cleaning up a child
  • After blowing your nose, coughing, or sneezing
  • After touching an animal, animal feed, or animal waste
  • After handling pet food or pet treats
  • After touching garbage
Safe Practices During COVID-19 Pandemic

**Handwashing Steps:**

1. **WET** hands with clean running water and apply soap.
2. **LATHER** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
3. **SCRUB** your hands for at least **20 seconds**. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **RINSE** hands well under clean, running water. Turn water off (with a paper towel!).
5. **DRY** hands using a clean towel or air dry them.
Safe Practices During COVID-19 Pandemic

Click the link below to watch an instructional video.

**Video Link: Fight Germs. Wash Your Hands**

For closed captioning and language translation assistance with this video proceed to the next slide.
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Hand Sanitizer:
Hand sanitizers can quickly reduce the number of germs on your hands in many situations. However,
• Hand sanitizers DO NOT get rid of all types of germs.
• Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
• Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.
Safe Practices During COVID-19 Pandemic

Hand Sanitizer Steps:
1. Apply the gel products to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel all over the surfaces of your hands and fingers until your hands are dry. This should take about 20 seconds.
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Click the link below to watch an instructional video.

Video Link: How to Use Hand Sanitizer

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Respiratory Etiquette:
To help prevent airborne transmission of respiratory secretions, the following practices are recommended:
1. Cover coughs and sneezes with a tissue, then throw the tissue away.
2. Wash your hands
3. Clean and disinfect any surfaces that may have come into contact with respiratory droplets.
Respiratory Etiquette:
To help slow the spread of COVID-19, McLennan Community College is following the CDC recommendations for the use of cloth face coverings where physical distancing measures are difficult to maintain. Refer to Policy E-XXXXI for all of the details.
Face Coverings
Cloth face coverings should:
• Fit snugly but comfortably against the side of the face
• Be secured with ties or ear loops
• Include multiple layers of fabric
• Allow for breathing without restriction
• Be able to be laundered and machine dried without damage or change to shape

Removing and Sterilizing/Cleaning Face Coverings
• Safely remove a used cloth face covering by being careful not to touch your eyes, nose, and mouth while removing and wash your hands immediately after removing.
• Wash the face covering in a washing machine.
Safe Practices During COVID-19 Pandemic

Click the link below to watch an instructional video.

**Video Link: Proper Donning and Doffing of Masks**

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Safe Practices During COVID-19 Pandemic

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McLennan COMMUNITY COLLEGE
Preparing for Work:
The best way to prevent illness is to avoid being exposed or exposing others to this virus. Therefore, on a daily basis, before coming to work:
• Conduct a self-assessment of your health/infection exposure

Your presence on campus means that you certify that you are not exhibiting any signs or symptoms of possible COVID-19.

Self-Assessment Form
If You Think You May Have COVID-19:

• Employees exhibiting symptoms associated with COVID-19 should contact their direct supervisors and should not report to work. The CDC recommends that individuals exhibiting symptoms should not leave their homes, except to get medical care.

• Employees exhibiting symptoms should follow care instructions from a healthcare provider and the local health department. The local health authorities may give instructions on checking symptoms and reporting information.

• If an employee exhibits any of the symptoms on the daily self-assessment or has come in contact with a known or suspected COVID-19 case you are required to report it in the web portal.
Safe Practices During COVID-19 Pandemic

Additional Resources:

Waco-McLennan County Public Health District COVID-19 website

Texas Department of State Health Services COVID-19 website

Centers for Disease Control and Prevention COVID-19 website

Office of the Texas Governor website, “Texans Helping Texans: The Governor’s Report to Open Texas”: 
Thanks for your participation in this training. To certify that you have reviewed the materials and watched the videos, please click the link below and complete the necessary information.

Certification Link

If you have additional questions call Frank Patterson at 299-8830