TrojanLearn Module

Online Class
Health, Hygiene and Safety for Students
Last Updated
August 1, 2021

Details

This course provides basic health, hygiene and safety information for USC employees and students to help maintain COVID-19 safety on the USC campuses. This module was developed by USC Student Health in conjunction with USC Environmental Health and Safety in May 2020 and updated in July 2021.

COVID-19

What is COVID-19?

COVID-19 is the disease caused by novel Coronavirus that can cause severe respiratory disease. The novel Coronavirus is named "SARS-CoV-2" because it is related to the SARS-CoV virus that was first identified in 2003.

How is it spread?

The virus is spread by respiratory droplets that are emitted when an infected person sneezes or coughs. If droplets bearing the virus land in the mucus membranes (mouth, nose, eyes) of others or are inhaled into the lungs, this can cause infection. A person can spread the virus even when symptoms are not present.

REQUIRED SCREENINGS

All individuals, including employees, coming to USC facilities will be asked to complete a **USC Wellness Screening Checker** on a daily basis.

The screening may be:
Paper-based OR
Online questionnaire through the new Trojan Check web-based app, also available at trojancheck.usc.edu
The screening questions will ask:
·   In the last 10 days have you, yourself, had COVID-19?
·   Are currently directed by a healthcare provider or public health official to isolate or quarantine?

SCREENING QUESTIONS

	YES	NO
Do you currently have any of the following symptoms:		
• **Chills** or **Fever** of 100 degrees or higher	☐	☐
• Loss of **Taste** or **Smell**	☐	☐
• **Muscle Soreness** or **Headaches**	☐	☐
• **Cough** or **Runny Nose** or **Sore Throat**	☐	☐
• **Difficulty Breathing** or **Shortness of Breath**	☐	☐
• **Conjunctivitis** (inflammation of eye including redness, itching and tearing) <u>ALONG WITH</u> feeling feverish	☐	☐
• GI symptoms such as **Abdominal Pain** or **Diarrhea** or **Nausea** or **Vomiting**	☐	☐
Complete this section if you are <u>NOT</u> fully vaccinated*:		
• In the past 14 days, have you had close contact with a person known to have COVID-19?	☐	☐
• Have you traveled in the past 10 days(if you have not had a negative COVID test) or 7 days (if you have received a negative COVID test at least 3 days after returning) ?	☐	☐
* Fully vaccinated means at 2 weeks after your second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.		

Vaccines

The COVID-19 vaccines are safe, effective, and one of the most important tools in ending the pandemic.

Vaccines protect against severe COVID-19 disease, hospitalization, and death. Vaccinations cut down the ability of the virus to keep infecting people and mutate into vaccine-resistant strains.

Vaccinated individuals are not required to quarantine after a COVID-19 exposure. They are highly recommended to test as a public health precaution.

USC requires all students, faculty, and staff to complete a COVID-19 vaccination, or submit a request for a medical exemption or religious exemption. Individuals with approved exemptions must wear masks on campus, quarantine after travel and comply with regular COVID-19 testing (weekly for faculty, staff and graduate students; twice weekly for undergraduate students).

Face Coverings

All persons on campus must wear face coverings indoors, including in all healthcare facilities, and on public transportation such as buses and shuttles, or as directed by current USC policies, guidelines, and protocols.

All persons on campus properties must wear a face covering, except if alone in a private office. Masks may be removed briefly while eating or drinking provided 6 feet of distance can be maintained from others. All individuals may wear masks if they choose, without fear of retaliation and at no cost to university employees, (faculty and staff, including student workers), and are advised to follow current guidance from the University and the Los Angeles County Department of Public Health on general precautions.

All individuals may wear masks if they choose, without fear of retaliation and at no cost to university employees (faculty and staff, including student workers), and are advised to follow current guidance from the University and the Los Angeles County Department of Public Health on general precautions.

- COVID-19 is an airborne disease. Physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.

Face coverings and Respirators

- Face coverings (cloth masks, surgical masks) are not respiratory protective equipment. Face coverings are intended to protect other individuals *from the wearer (potential source of droplets) of the face covering*. This is called "source control."

- N95s and more protective *respirators protect the users* from airborne disease while face coverings primarily protect people around the user.

All university employees (faculty and staff, including student workers) may request N95 respirators for working on campus. Employees should review the video for how to properly wear a respirator and how to perform a seal check. Be advised of the fact that facial hair interferes with a seal.

The mask guidelines are subject to change in the event new cases or outbreaks are identified in Los Angeles or at USC. All students, faculty, staff, and guests must comply with the campus mask guidelines or be subject to disciplinary action.

OR, if you are instructed to wear PPE (personal protective equipment) for your job, **wear your assigned PPE** prior to beginning your work.

- **Donning and doffing** of PPE should occur while an employee is **"on the clock".**
- **Wash your hands after "taking off" (doffing)** a face covering, isolation mask, or your assigned PPE.
- Place used cloth face coverings in a plastic bag for washing.
- Learn more about hygiene and PPE on the **Environmental Health and Safety resource page**

Hand Hygiene
Remember to wash your hands.

1. **Wash or sanitize your hands every 30 minutes**, especially when coming into contact with common surfaces or shared items (tools, screens.)

2. **Handwashing with soap and water for 20 seconds** greatly reduces the risk of spreading infection (wash all surfaces of your hand, fingers, nails, up to the wrists)

3. **Before, during, and after preparing food;** before eating food

4. **Before and after caring for someone who is sick**

5. **After using the bathroom;** blowing your nose, coughing, or sneezing; handling garbage; touching animals

---

Close Contact Exposure

Close contact exposure is defined as being within 6 feet of someone for a total of 15 minutes within a 24-hour period.

If you are not fully vaccinated, maintaining a physical distance of 6 feet from others can help reduce risk of transmission.

SYMPTOMS (STET)

Know the symptoms of COVID-19, which can include the following: EXIT C

Cough, shortness of breath or difficulty breathing

Fever or chills

Muscle or body aches

Vomiting or diarrhea

New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

Households

- A household is defined as a group of people who live together in a single dwelling unit like a home or apartment. These individuals usually share the use and responsibility for common living areas and share daily household activities and responsibilities.

- The following **are excluded from the definition of a household: dormitory, fraternity, sorority, monastery, convent, or residential care facility** (these are institutional group settings). The definition also excludes **co-living suites, boarding houses, hotels, or motels** (these are commercial group living arrangements).

- Students are directed to follow all current University, Los Angeles County, and State of California public health guidance on restricting the mixing of households

---

Travel

Travel remains a high risk in the transmission of COVID-19 between communities, especially if you are not fully vaccinated. At certain periods when the case rate is high, public health authorities may institute required or advise voluntary actions to limit travel and reduce the risk to the public.

- **Monitor your USC email** for important alerts regarding travel and other COVID-19 related updates from USC Student Health.

- **If you choose to travel,** read the **safer domestic travel guide** prepared by USC Environmental Health and Safety.

- **If public health guidance requires screening and testing** prior to travel, plan enough time to receive your results BEFORE departure. Do not travel if you have not received clear results. Test upon arrival, if possible.

- **Delay travel if you are sick or exposed.** Anyone feeling ill, recently diagnosed with COVID-19 (within 10 days), or exposed to someone with COVID-19 (within 14 days) should self-isolate and delay travel. Follow guidance from your health care provider regarding when recommended isolation/quarantine periods are complete, and travel can be safe.

Delay travel if you are not fully vaccinated. Not fully vaccinated individuals must quarantine for 7 days and be tested for COVID-19 within 3-5 days after travel before returning to campus.

COVID-19 - "I've been exposed to a positive case."

"I'm vaccinated"

If you are <u>vaccinated</u> (USC faculty, student or staff) and are notified that you have been exposed to someone who tested positive for COVID-19 should follow the instructions below:

1. You are strongly recommended to test as soon as possible, visit **https://usc.edu/myshr** to schedule a test.

2. We recommend you take your temperature 2 times a day (every 12 hours) and monitor for the following symptoms: fever, runny nose, sore throat, coughing, difficulty breathing, mild diarrhea, loss of taste or smell.

Any not fully vaccinated USC faculty, staff or student who is notified that they have been exposed to someone who tested positive for COVID-19 should follow the instructions below

1. **Stay at home — do not report to work.**

2. You must quarantine for 10 days as directed by the Los Angeles Department of Public Health.

3. Contact your supervisor to let them know you will not be at work. No other notification is required to USC.

4. We recommend you take your temperature 2 times a day (every 12 hours) and monitor for the following symptoms: fever, runny nose, sore throat, coughing, difficulty breathing, mild diarrhea, loss of taste or smell.

If you develop symptoms, we encourage you to:

No notification to USC COVID Line Required

- Arrange for testing:
  COVID-19 testing is available at USC
- General employees, call USC Student Health:
  213-740-9355 (WELL) or schedule through usc.edu/myshr.
- Keck employees ONLY, call Keck Employee Health:
  323-442-5219

QUESTIONS?
- Call the USC COVID-19 hotline at **213-740-6291**
- Email: **covid19@usc.edu**

COVID-19 - "I am feeling sick."

All USC employees should monitor their health during the time of COVID-19. If you are feeling sick with respiratory symptoms, including the COVID-19 symptoms listed from the previous slides, follow the instructions below:

1. **Stay at home — do not report to work.**

2. Let your supervisor know you will not be at work.

3. You must **isolate at home until you have been fever-free for 24 hours** (without using a fever-reducing medicine) and **10 days** have elapsed from the onset of symptoms. If you did not have any symptoms and only a positive test, you must isolate at home until 10 days have elapsed from the date of the test.

   You must isolate at home until all your symptoms have been resolved for at least 3 days and 10 days have elapsed from the onset of symptoms, or provide a note from your healthcare provider to your human resources partner indicating you are not contagious.

We encourage you to contact your healthcare provider for medical care.

COVID-19 testing is available at USC:

COVID Testing Available Through USC

General Employees:
- Go to: **usc.edu/myshr**
- Call USC Student Health at **213-740-9355 (WELL)**.

Keck Employees ONLY:
- Call Keck Employee Health at **323-442-5219**

COVID-19 "I tested positive."

Stay at home — <u>do not report to work.</u>

1. You must isolate at home until all your symptoms have been resolved for at least 3 days and 10 days have elapsed from the onset of symptoms. If you did not have any symptoms and only a positive test, you must isolate at home until 10 days have elapsed from the date of the test.

2. Let your supervisor know you are not going to be at work.

3. Notify USC of your diagnosis **if you have been present in capus facilities or working on campus.**

All USC faculty, staff and students who have been present in campus facilities or participating in campus programs who have tested positive for COVID-19 must self-report and notify the university.

To self-report and notify the university, contact:

Call the USC COVID-19 hotline at **213-740-6291**

Email: **covid19@usc.edu**

Upon contacting the university, you will be asked to provide details of your USC-related activities, identify other USC faculty, staff, teaching assistants, research assistants, resident assistants, and students with whom you have had contact and where, the date of your diagnosis, and the date of symptoms onset. This information will only be shared with those who need to know to address health and safety considerations.

1. Identify **WHERE** (USC locations) you have been **within the last 48 hours before your symptoms began.**

2. Identify people **WHO** you have had close contact **(within 6 feet, for 15 minutes or longer)** within the last 48 hours before your symptoms began.

3. Provide a note to your human resources partner from your healthcare provider when you are ready to return.

NOTIFY USC
Call 213-740-6291

Or email **covid19@usc.edu**

We encourage you to contact your healthcare provider for medical care.

Safety

COVID-19 Hotline:

213-740-6291

covid19@usc.edu

- All employees must follow all **disinfecting protocols** of the University, department, or particular job as assigned.
- **Department Leads**—Contact Environmental Health & Safety for assessment of risk and appropriate mitigations. Email **ehs@usc.edu**.
- **Stay informed**—check your USC email regularly for updates from the university
- Visit **coronavirus.usc.edu** for information for faculty and staff, including links to current health and hygiene recommendations, mental health resources, and updated screening process instructions.

Information on COVID-19 Safety in Accordance with Cal/OSHA Title 8 Section 3205(5)

Particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.

If you are a current **employee/subcontractor** experiencing COVID-19 symptoms or **have been exposed to someone with COVID-19**, with appropriate notice, you will not be disciplined for not coming into work. Your health is our top priority and we remain committed to providing a safe environment for all of our employees. As an employee of the University, you may be entitled to several different types of leave or benefits including the following:

- Family Medical Leave
- California Family Rights Act Leave
- Workers' Compensation
- State and Local COVID-19 Supplemental Paid Sick Leave
- California Paid Sick Leave
- Exclusion pay under the Cal/OSHA Emergency Temporary Standards on COVID-19
- Disability Insurance
- Long Term Disability
- Other state provided paid benefits, such as State Disability Insurance (SDI), unemployment benefits, and/or California Paid Family Leave

You can learn more about the leaves/benefits you are entitled to on our COVID-19 website. For additional leaves/benefits information, you may also contact your **HR Partner**.

Please be advised that the University is committed to providing a safe and transparent community where discrimination, harassment, and retaliation are strictly prohibited. This includes harassment of or discrimination against individuals for COVID-19-related reasons, including but not limited to an individual's exposure or possible exposure to COVID-19, showing symptoms of COVID-19, testing positive for COVID-19, and/or taking a leave of absence for COVID-19-related reasons. More information on the **University's anti-discrimination and anti-retaliation policies** are available online.

Your health is our top priority and we are continuing to ensure your health and safety with frequent enhanced cleaning and routine disinfection of areas identified during contact tracing. If you would like more information on the cleaning of buildings at USC, please visit the **Office of Environmental Health & Safety's website** where you can view a guide sheet on enhanced cleaning during COVID-19.

Information about community spread of COVID-19 is available on our **COVID-19 website**. General questions also can be directed to the COVID-19 hotline at **213-740-6291 or emailed to covid19@usc.edu**.

Employee Expectations

1. To protect yourself and the greater community, the University expects every employee to comply with all information contained in this training.

2. Failure to comply with the training and policies may result in discipline, termination, and/or dismissal in accordance with applicable University policies or agreements.

Additional Resource Links
- **USC COVID-19 Resource Center**

- **USC Environmental Health and Safety Dept. COVID-19 Resource Page**

- **CDC Hand-washing Recommendation**

- **CDC COVID-19 Website**

Multiple Choice Quiz

01/05: Not fully vaccinated individuals are required to:

    A. Wear a mask on campus

    B. Test regularly for COVID-19

    C. Maintain frequent handwashing habits

    D. All of the above

02/05: Vaccinated individuals:

    A. May skip quarantine if they have a close contact exposure to COVID-19

    B. Are protected against severe COVID-19 disease, hospitalization, and death

    C. Both A and B

03/05: The following are true statements:

    A. Close contact is being within 6 feet of someone for a total of 15 minutes or longer within a 24-hour period

    B. Face coverings are required for indoor settings on campus or as directed by current guidelines.

    C. Symptoms of COVID-19 may include fever, cough, headache, gastrointestinal distress, fatigue, and loss or taste and smell

    D. All of the above

04/05: The university will use the following methods to share important updates:

    A. USC email

    B. Coronavirus.usc.edu website

    C. Morse Code

    D. A & B

    E. All of the above

05/05: If I have questions about USC's current COVID-19 disruptions, I should:

    A. Send an email to covid19@usc.edu

    B. Visit the coronavirus.usc.edu website

    C. A and B

    D. Ask my next-door neighbor

USC COVID-19

ACKNOWLEDGMENT/CONSENT

For Employees:

I have completed the Health, Hygiene and Safety training, and I have reviewed USC's Health, Hygiene and Safety guidelines. I understand and agree to comply with all of USC's COVID-19 health and safety protocols and procedures, as described in that training and those guidelines or as required by my department or particular job, including but not limited to:

1. Completing the USC Wellness Screening Checker in the Trojan Check application before being physically present in any USC location or participating in in-person USC programs and activities.

2. Wearing a facemask or covering indoors at all times on campus except when alone in my private office.

3. Complying with the use of all required personal protective equipment (PPE).

4. Following all hygiene guidelines as set forth by USC.

5. Following disinfecting protocols as set out by USC.

6. Following USC reporting guidelines if I am diagnosed with COVID-19: Anyone present in campus facilities or working in campus programs who has tested positive for COVID-19 at an outside facility must self-report the positive COVID-19 test result immediately on the COVID-19 hotline at 213-740-6291 or email **covid19@usc.edu**. You will be asked to provide details of your USC-related activities, contact with other USC employees and students, the date of your diagnosis, and the date of symptoms onset.

I understand that complying with the training and guidelines is a part of my responsibility to protect myself, and by doing so, protect others in my community during the pandemic. I understand that failure to comply with the training and guidelines may result in discipline, termination, and/or dismissal in accordance with applicable University guidelines or agreements.

I also understand and acknowledge that, despite the health and safety measures that USC is instituting to help protect staff, faculty, students, and campus visitors from COVID-19, an inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death and entering campus may expose me to a variety of hazards and risks foreseen and unforeseen related to COVID-19. I agree to enter campus fully knowing and understanding these hazards and risks.