



# PAEP COVID-19 TOOL KIT

A GUIDE FOR RETURNING TO WORK

## *Getting back to work...*

This COVID-19 Toolkit is for staff and clients of Parents Alliance Employment Project who are voluntarily choosing to engage in vocational activities in the public.

*This toolkit is intended for informational purposes only and should not be used as a substitute for advice from your medical professional or physician regarding COVID-19*

## **RESOURCES**

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*All information and resources provided in this toolkit is from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and Department of Public Health (DPH).*

## **IN THIS TOOLKIT YOU WILL FIND:**

1. What is COVID-19
2. Personal Protective Equipment (PPE)
3. Face Masks
4. Wear Gloves
5. Proper Hand Washing
6. Disinfecting Workplace
7. Social Distancing
8. Mental Health
9. COVID-19 Symptoms
10. Needing Medical Attention
11. Your Right's
12. Testing Centers
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## WHAT IS COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



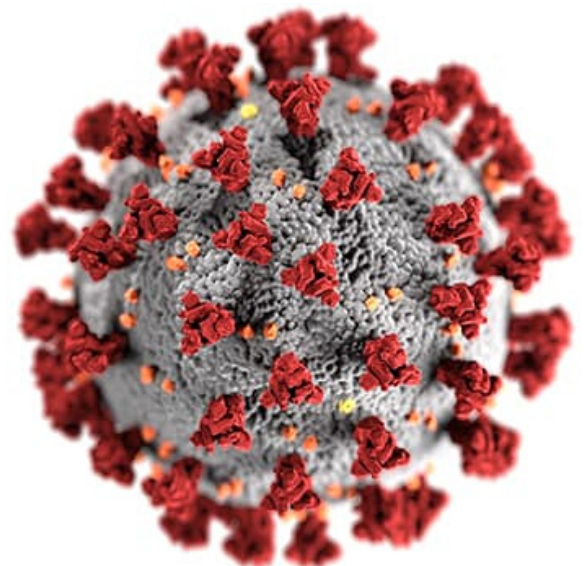
## HOW DOES COVID-19 SPREAD

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19.
- COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

*This toolkit will provide you with recommended ways to protect yourselves and others when in a public place.*

## PREVENT THE SPREAD OF COVID-19

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call 911.



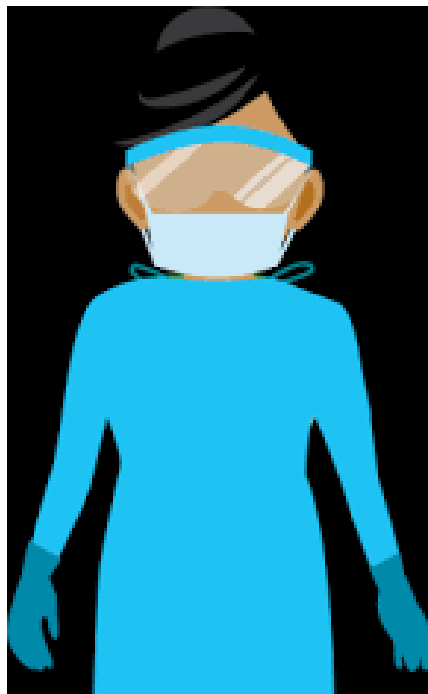
# PERSONAL PROTECTIVE EQUIPMENT (PPE)



*Due to COVID-19 proper PPE is required when working out in the community. This includes face masks and gloves, as well as gowns and eye protection, when needed.*

## **PPE Tips:**

- PPE should be selected based on the results of an employer's assessment and requirements.
- When disposable gloves are used, workers should typically use a single pair of gloves. Change gloves if they become torn or visibly contaminated.
- When eye protection is needed, use goggles or face shields. Personal eyeglasses are not considered adequate eye protection.
- After removing PPE, always wash hands with soap and water for at least 20 seconds



## GENERAL GUIDANCE FOR ALL WORKERS AND EMPLOYERS

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors.

According to U.S. CDC, certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

# HOW TO WEAR A CLOTH FACE COVERING

## Cloth face covering should:

- Fit snug but comfortable against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restrictions
- Be able to be laundered and machine dried without damage or change to shape

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



## FACE MASKS:

### Face Covering Do's & Don'ts:

#### Do:

- Make sure you can breathe though it
- Wear it whenever going out in public
- Make sure it covers your nose and mouth
- Wash after using

#### Don't:

- Use on children under the age of 2
- Use surgical masks or other personal protective equipment (PPE) intended for health care workers



**As of May 1st, it is required to wear a face mask out in public in the state of Illinois**

# WEARING GLOVES

1. Wash hands
2. Put on gloves
3. Perform procedure without touching anything unnecessarily
4. Carefully remove glove by grabbing the cuff edge and pulling it off inside out to prevent the outside from touching anything
5. Throw the glove into a no-touch receptacle
6. Repeat steps 4 and 5 with the other glove
7. Wash hands again



# HOW TO PROPERLY REMOVE GLOVES



# RULES OF GLOVES USE:

- Do not reuse gloves.
- Use only single-use gloves, stored and dispensed to prevent contamination.
- Ensure gloves are intact, without tears or damage.
- Provide gloves that fit properly.
- Gloves must be changed whenever an activity or workstation change occurs, or whenever they become contaminated.
- Hands are to be washed and dried before putting on new gloves. Never wash hands with gloves on.
- Management must provide education and monitor employees of proper glove use.
- Gloves must be replaced after sneezing, coughing, or touching of the hair or face.

**Please make sure to properly dispose of all single use gloves into the trash can.**

# PROPER HANDWASHING

Follow the chart to adhere to proper hand washing technique.



If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

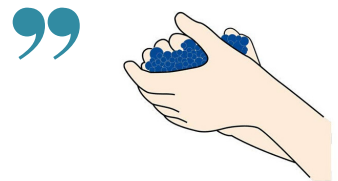
**Remember, hand sanitizer is not a replacement for hand washing but a temporary substitute.**



It is important to not touch your face and to wash your hands as often as possible, following the guidelines.



“ If you’re happy and you know it, Wash your hands! If you’re happy and you know it, Wash your hands! If you’re happy and you know it, Wash your hands! If you’re happy and you know it, Wash your hands! If you’re happy and you know it, Wash your hands! ”



**WASH YOUR HANDS FOR 20 SECONDS**

Additional key times to wash hands include:

- After blowing one’s nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

# DISINFECTING YOUR WORKPLACE

- Recommend use of EPA-registered household disinfectant external icon.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute.

## **To make a bleach solution, mix:**

5 tablespoons (1/3rd cup) bleach per gallon of water OR

4 teaspoons bleach per quart of water

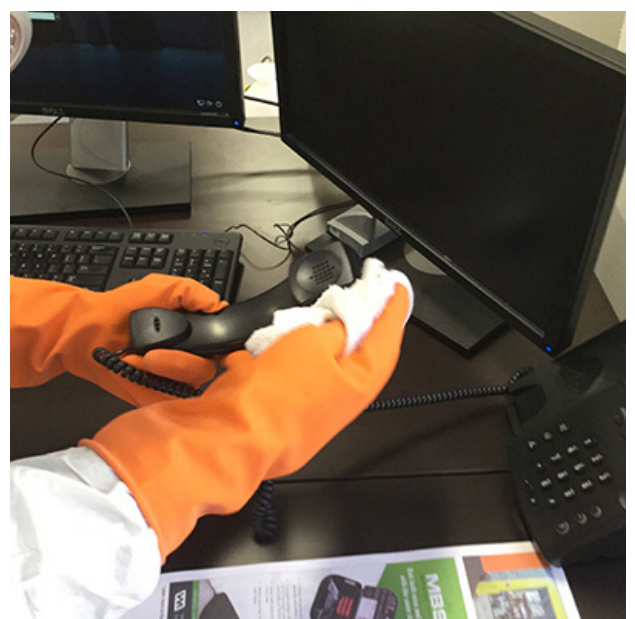
Bleach solutions will be effective for disinfection up to 24 hours.

Alcohol solutions with at least 70% alcohol may also be used.



## ELECTRONICS

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines. Consider putting a wipe-able cover on electronics. Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.



# SOCIAL DISTANCING

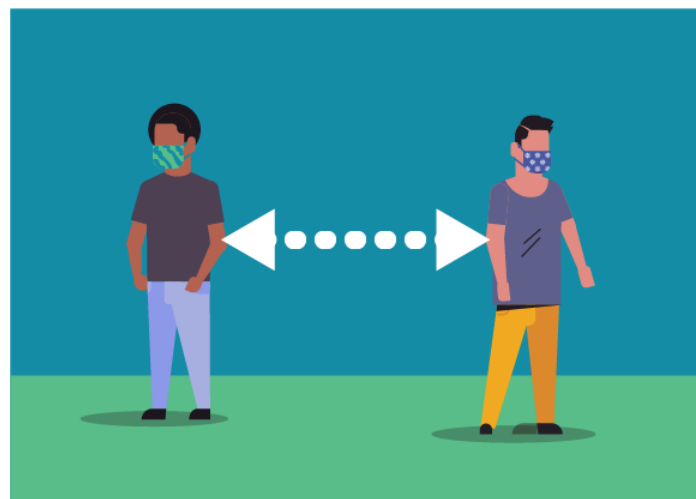
## What is social distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for people who are at higher risk of getting very sick.



## TIPS FOR SOCIAL DISTANCING

- If you need to shop for food at the grocery store, stay at least 6 feet away from others. Consider a grocery delivery service.
- Cover your mouth and nose with a cloth face cover when around others and stay 6 feet away, including when you have to go out in public
- Don't shake hands or hug people
- Avoid large and small gatherings in private places and public spaces, such as a friend's house, parks, restaurants, shops, or any other place.
- Work from home and do digital learning for school
- If possible, avoid using any kind of public transportation, ride sharing, or taxis.
- Stay connected while staying away. It is very important to stay in touch with friends and family that don't live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult.



# MAINTAINING GOOD MENTAL HEALTH DURING COVID-19

*Ways to cope with stress:*

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting
- Take care of your body
- Keep your regular route and stay busy
- Take deep breaths, stretch, or meditate
- Try to eat healthy, well-balanced meals
- Exercise regularly, get plenty of sleep
- Focus on positive thoughts
- Avoid tobacco, alcohol and drugs
- Make time to unwind and recharge. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling

# NEED HELP OR KNOW SOMEONE WHO NEEDS HELP DURING COVID-19

**If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others, please use these resources**

- Call 911
- Crisis Text Line - Text NAMI to 741-741
  - Connect with a trained crisis counselor to receive free, 24/7 crisis support via text message.
- The NAMI HelpLine can be reached Monday through Friday, 10 am–6 pm, ET. 1-800-950-NAMI (6264) or [info@nami.org](mailto:info@nami.org)
- Visit the National Suicide Prevention Lifeline, call 1-800-273-8255
  - <https://suicidepreventionlifeline.org/>
- Visit the Disaster Distress Helpline, call 1-800-985-5990, or text TalkWithUs to 66746
  - <https://www.samhsa.gov/disaster-preparedness>
- Visit the National Domestic Violence Hotline or call 1-800-799-7233
  - <https://www.thehotline.org/>
- Visit the National Sexual Assault Hotline or call 1-800-656-4673
  - <https://www.rainn.org/about-national-sexual-assault-telephone-hotline>



**YOU ARE NOT ALONE!  
ASK FOR HELP!**











# WATCH FOR COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common* (usually dry)	Mild	Common* (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention

## Covid-19 Hotline



1-800-889-3931

DPH.SICK@ILLINOIS.GOV

## WHEN TO SEEK MEDICAL ATTENTION

If you have any of these emergency warning signs\* for COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

# RESOURCES

**Centers for Disease Control and Prevention(CDC)**

<https://www.cdc.gov/>

**World Health Organization (WHO)**

<https://www.who.int/>

**Department of Public Health (DPH)**

<https://www.dph.illinois.gov/>

**NAMI**

<https://nami.org/Home>

**United States Department of Labor**

<https://www.dol.gov/>

**DuPage County Health Department**

<https://www.dupagehealth.org/>

**Illinois Department of Human Services**

<http://www.dhs.state.il.us/page.aspx?>

**State of Illinois**

<https://coronavirus.illinois.gov/s/>

**COVID-19**

<https://www.coronavirus.gov/>

**National Institutes of Health**

<https://www.nih.gov/health-information/coronavirus>



# TESTING CENTERS

The State of Illinois has opened Community-Based Testing Sites for the public to help test Illinoisans for COVID-19. Illinois Community-Based Testing Sites are open seven days a week to test individuals with COVID-19 symptoms.

**Aurora**

**Opens at 8:00 am**

**1650 Premium Outlet Blvd, Aurora, IL**

Other Testing Site Locations in Illinois  
<http://www.dph.illinois.gov/testing>

Who Should Get Tested:

- Healthcare workers, first responders regardless of symptoms
- Seniors (65+) \*with\* symptoms
- Patients with underlying conditions \*and\* experiencing symptoms
- All other individuals \*with\* symptoms

Definition of Symptoms:

- Cough or Shortness of breath
- Fever

## YOU HAVE RIGHTS!

The spread of COVID-19 has made the way we live look different for a little while. Even though things feel out of the ordinary and are changing all the time, you still have rights. You have the right to be safe in your home if you are not comfortable going to work