





COVID-19 TRAINING FOR VOLUNTEERS

AUXILIARY TO UNITED HOSPITAL CENTER

JUNE 2020



This training is designed to share new processes and procedures required by UHC and Volunteer Services to maintain the safest environment for you, our Volunteers, as well as our patients, visitors and employees.

If you have any questions or concerns regarding one or more of the requirements outlined in this training, it is very important that you share that with the Auxiliary Coordinator prior to re-activating as a Volunteer.

It is our priority that you feel comfortable with these processes and your position.



BEFORE ARRIVING TO VOLUNTEER

You are expected to self- monitor your health

- If you have any of the symptoms below, we do not want you to volunteer – please call the Volunteer Office.

- ✓ Fever greater than 100.0 degrees
- ✓ Cough
- ✓ Shortness of breath
- ✓ Nausea/vomiting
- ✓ Muscle pain
- ✓ Headache
- ✓ Respiratory illness
- ✓ Loss of taste and/or smell
- ✓ Repeated shaking & chills
- ✓ Diarrhea (in past 7 days)

COVID-19 symptoms as defined by the CDC

BEFORE ARRIVING TO VOLUNTEER

- If you traveled outside the United States
- If you were exposed to a COVID-19 positive person or anyone in your household tests positive:
 - ✓ Inform the Volunteer Office (681-342-1640)
 - ✓ Self Quarantine for 14 days
 - ✓ Monitor for symptoms

AS YOU ENTER UNITED HOSPITAL CENTER

Auxiliary Volunteers are required to:

- Wear clean uniform/clothes
 - ✓ Uniform is to be laundered prior to next wearing
- Wear your I.D. Badge
- Not have any of the symptoms described previously
- Be wearing a mask
 - ✓ Cloth mask is acceptable
 - ✓ Contact the Volunteer Office if you don't have a mask



AS YOU ENTER UNITED HOSPITAL CENTER

Auxiliary Volunteers are required to:

- Report if they have experienced any of the symptoms previously listed
- Record on Symptom Questionnaire
 - ✓ Name/date/time
 - ✓ Do/do not have any symptoms
 - ✓ Have you traveled outside the area in the past 14 days
 - ✓ Contact the Volunteer Office if you don't have a mask

WEARING MASKS

- As a UHC Volunteer, you are required to wear a mask continually while volunteering
- Safety is the priority
- If you are unable to do so, we understand but you will be unable to continue to volunteer while masks are required
- Masks may be cloth
- Consider the pattern of your cloth mask – must not be offensive

WEARING MASKS

- Masks are either ON or OFF
- Masks must fit properly
 - ✓ Cover your nose & mouth continuously
 - ✓ Fit snugly – not slip
- Avoid touching the mask to avoid contamination
- Necessary to avoid touching your face
 - ✓ If must touch face, recommend using a tissue
 - ✓ If must touch face, use hand sanitizer before & after
- Turn away from others when you need to drink



WEARING MASKS...MASK IS ON OR OFF

- DO NOT

- Wear under your chin



- Only cover your mouth



- Wear around your neck



- Decorate in any fashion



WEARING MASKS

Masks may be removed ONLY...

- When actively eating or drinking
 - ✓ Must maintain social distance when eating
 - ✓ Eating permitted only in the cafeteria
- When in closed-door space, if no one else might enter
 - ✓ For example - If you are alone in an office, or in a closed rest room stall

STANDARD PRECAUTIONS

- Hand sanitize as you arrive at your volunteer area
- Disinfect your workspace
 - ✓ Put on gloves
 - ✓ Use purple lid wipes or provided disinfectant spray with cloth
 - ✓ Wipe all surfaces you may touch such as
 - Phone, keyboard, chair arm rests, countertop, drawer handles, light switches, pens, etc.
 - ✓ Remove the gloves properly to avoid contaminating your hands

Cleaning and Disinfection during COVID-19

- Patient care equipment must be cleaned and disinfected between patients.
- This flyer shows the products at UHC which the EPA has approved for killing COVID-19.

Procedure for cleaning:

1. Hand hygiene don gloves
2. Clean surface and allow surface to remain wet for product contact time
3. Do not dry surface
4. Discard paper towel, cloths, or wipes into garbage
5. Remove gloves and discard
6. Perform Hand Hygiene



Sani-Prime



SUPER SANI-CLOTH®
55% Alcohol w/ Quat



SANI-CLOTH® AF3
Alcohol Free Quat
Fragrance Free



SANI-CLOTH® BLEACH
1:10 Dilution bleach
Kills C. Diff spores



Reserve use the following
PDI products
to clean your PPE:
Sani-Prime
Super Sani-Cloth
Sani-Cloth AF3



3M Quat Disinfectant
Contact time: 10 minutes

Reminders for using the 3M Quat Disinfectant

- Housekeeping will provide unit with spray bottle of disinfectant already mixed (call 1096 for a refill)
- Spray product on paper towels or disposable cloths; not surfaces
- Wipe surface and allow the surface to remain wet for 10 minutes
- Discard paper towels or disposable cloths after finished cleaning

STANDARD PRECAUTIONS

- Use hand sanitizer
 - ✓ OFTEN – several times each hour
 - ✓ After you use the phone/cell phone
 - ✓ Before & after touching your face
- Wash with soap and water
 - ✓ Whenever your hands are visibly dirty
 - ✓ After you use the restroom
 - ✓ Before & after you eat
 - ✓ Whenever in doubt

STANDARD PRECAUTIONS

- Use gloves
 - ✓ When using the purple lid disinfectant wipes or provided spray cleaner
 - ✓ When removing discarded papers, tissues or other items you find
- Remove gloves immediately after the task and use hand sanitizer
- Never use your cell phone with gloves on
- Gloves are NOT needed for most tasks in non-patient areas
- Gloves are NOT a substitute for regular hand hygiene

SOCIAL DISTANCING

- Whenever possible, maintain a 6-foot distance from others
- Comply with all distancing directions & floor decals within UHC
 - ✓ Hallways
 - ✓ Cafeteria
 - ✓ Pharmacy
 - ✓ Coffee Shop
- Do not overcrowd an elevator

COVID-19 AND VOLUNTEERING AT UHC

COVID-19 is a community spread infection. Risk of exposure exists in all public settings, including volunteering at UHC. Following all safety precautions does reduce the risk, but it does not eliminate the risk of exposure.

If you become COVID-19 positive, because COVID-19 is community spread, and absolute sourcing is not possible to determine, it is important for you to know that you are personally responsible for all costs related to any treatment connected to being COVID-19 positive.

COVID-19 TRAINING REVIEW

Please get out your Training Review Sheet

Make sure to print your name on the top.

Please mark T or F (true or false) as your answer for each of the following statements.

76	●●●●●	91	●●●●●	106	●●●●●
77	●●●●●	92	●●●●●	107	●●●●●
78	●●●●●	93	●●●●●	108	●●●●●
79	●●●●●	94	●●●●●	109	●●●●●
80	●●●●●	95	●●●●●	110	●●●●●
81	●●●●●	96	●●●●●	111	●●●●●
82	●●●●●	97	●●●●●	112	●●●●●
83	●●●●●	98	●●●●●	113	●●●●●
84	●●●●●	99	●●●●●	114	●●●●●
85	●●●●●	100	●●●●●	115	●●●●●
86	●●●●●	101	●●●●●	116	●●●●●
87	●●●●●	102	●●●●●	117	●●●●●
88	●●●●●	103	●●●●●	118	●●●●●
89	●●●●●	104	●●●●●	119	●●●●●
90	●●●●●	105	●●●●●	120	●●●●●

COVID-19 TRAINING REVIEW

1. I will be required to wear a mask to enter and volunteer at UHC.
2. I understand and agree that I will wear a mask continuously while volunteering.
3. I can take my mask off in the hallway as long as no one else is around.
4. I have just arrived at my volunteer area, my first task is to sanitize my work area.

COVID-19 TRAINING REVIEW

5. It is recommended that I wear gloves at all times as a personal protection.
6. I have allergies, so it is ok to rub my eyes if I use a tissue and use hand sanitizer before and after.
7. It is more important to get a patient/visitor to their destination than it is to not overcrowd an elevator.
8. I am short of breath recently and have a little headache, but I really don't need to stay away from volunteering, it is likely nothing. It is ok to say that I don't have any of the symptoms.

COVID-19 TRAINING REVIEW

9. If I travel outside the area, I don't have to let the Volunteer office know.
10. I agree that these are important precautions. As a Volunteer, I understand that I am a representative of United Hospital Center and the Auxiliary and an advocate of these efforts to keep our community safe.



THANK YOU!!

We are so looking forward to seeing you soon!!

- Please return your signed COVID-19 Training Answer Sheet to the Volunteer Office
- This must be completed before you can volunteer.



Let me know if you have any questions or concerns.