

# **Visitors**

# **Doing Business**

# **In School**

(i.e. Vendors, Non School Staff, Parent Volunteers)

# **Module**

# Visitors

## Learning Concepts

1. Virus
2. Hand Hygiene
3. Physical Distancing
4. When to wear a mask
5. Donning and Doffing Mask
6. Using gloves
7. Poison Control
8. Self Assessment Protocol

## Learning Resources:

Watch the following videos and read the website information to be able to complete the quizzes.

**Viruses vs. Bacteria:** What's the Difference? (5:49 mins)

[https://www.youtube.com/watch?v=P\\_9DXEnEd-Q](https://www.youtube.com/watch?v=P_9DXEnEd-Q)

**CDC Infection Control Practices in a Classroom and How Germs Spread (Video 10:20):** Note: There are ads in the last 2 minutes so feel free to stop at the phrase “lifetime opportunity!!”

<https://www.youtube.com/watch?v=l5-dl74zxPg>

## Hand Hygiene Practices

PHAC Hand Hygiene Video (54 seconds)

<https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing.html>

**or (a cute one)**

How to wash your hands NHS song | NHS (0:46) Watch right to the end!!

<https://www.youtube.com/watch?v=S9VjelWLnEg>

## **Hand sanitizer**

WHO: How to handrub? With alcohol-based formulation (1:18 mins)

<https://www.youtube.com/watch?v=ZnSjFr6J9HI>

Physical Distancing (Video 1:14 seconds)

<https://www.canada.ca/en/public-health/services/video/covid-19-physical-distancing-alberta.html>

Information on when and how to use a mask: (Video 1:32)

[https://www.youtube.com/watch?time\\_continue=5&v=esM\\_ePHn0aw&feature=emb\\_title](https://www.youtube.com/watch?time_continue=5&v=esM_ePHn0aw&feature=emb_title)

Removing Mask: (Video 2:38 )

<https://www.youtube.com/watch?v=z-5RYKLYvaw>

Removing Gloves (Video 1:00)

<https://www.canada.ca/en/public-health/services/video/covid-19-how-to-take-off-disposable-gloves.html>

## **Saskatchewan Poison Control 24/7 line:**

**1-866-454-1212**

## Mandatory Self Assessment Protocol

Everyone needs to do a SELF ASSESSMENT every time prior to entering any facility:

- Are you feeling unwell?
- Do you have a fever
- Do you have sniffles or sneezing or other abnormal breathing issues

If so, do not enter; go to websites below or call 811.

Employees, please follow HR protocols.

You can take the online **Sask COVID 19 Self Assessment Tool**:

For a more detailed self assessment:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>

LAUNCH SELF-ASSESSMENT



If you have questions about COVID-19, you can:

- Call HealthLine 811
- Access the most up-to-date news and information on [www.saskatchewan.ca/COVID19](http://www.saskatchewan.ca/COVID19)
- Email [COVID19@health.gov.sk.ca](mailto:COVID19@health.gov.sk.ca)

Other symptoms can include:

### Do you have any of the following:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Chills
- Headache
- Runny nose
- Conjunctivitis
- Nasal congestion
- Muscle or joint aches and pains
- Loss of sense of smell or taste
- Dizziness
- Nausea
- Vomiting
- Diarrhea
- Loss of appetite (or difficulty feeding for children)
- Fatigue

### Hand Hygiene

1. I wash my hands using: (Circle the correct answer)

- A. Bleach and water
- B. Liquid soap and running water
- C. Hand sanitizer under running water

1. Which parts of both of my hands must I wash (Hint: there is more than one!) Circle the correct answers.

- A. Back of hand
- B. Between fingers
- C. My nails
- D. My palms
- E. My thumbs

2. I must rinse my hands under

- A. Running water
- B. Running orange juice

3. Washing my hands takes at least

- A. One minute
- B. One day
- C. 20 seconds

4. I pat my hands dry with the paper towel and then turn the tap off with: Put a  in the correct box.

- A. My bare hands
- B. A paper towel
- C. A monkey's tail
- D. Santa's Beard

#### Check your work:

1. B 2. A, B, C, D, E 3. A 4. C 5. B

### Physical Distancing

1. To keep a safe distance from other people I will stay 2 meters (6 feet) away from them. Circle all the items that are also about 2 meters in length?

(Hint: they have nothing to do with 'nosing around at a football game!')

- A. A football field
- B. Two grocery carts end to end
- C. An adult's hockey stick
- D. My nose
- E. The length of an adult's bicycle

### Infection Control

2. The most common body part besides our face (nose and mouth) that spreads viruses from person to person are our:

- A. Knees
- B. Hair
- C. Hands
- D. Elbows

3. A common device that can harbour viruses such as COVID-9 is:

- A. A ceiling fan
- B. Tractor tire
- C. A cell phone (clean yours today 😊 Simply wipe the surface with a disinfectant dampened -NOT SOAKING WET, paper towel or tissue)

#### Check your work:

1. B, C, E 2. C 3. C

### Personal Protective Equipment (PPE)

#### Masks

1. A mask is properly worn when it covers only the mouth. Put a  in the correct box.

### Personal Protective Equipment (PPE)

#### Gloves

<p> <input type="checkbox"/> True  <input type="checkbox"/> False </p> <p>2. It is true that one of purposes for the N95 masks which Healthcare workers need to wear is to protect them from breathing in viruses.</p> <p>The purpose of a wearing a simple procedural mask or even a homemade mask is to keep my germs from spreading and to protect others.</p> <p> <input type="checkbox"/> True  <input type="checkbox"/> False </p> <p>3. I should perform hand hygiene after removing my mask and dropping in the garbage can.</p> <p> <input type="checkbox"/> Yes  <input type="checkbox"/> No </p> <p><b>Check your work: 1.False 2. True 3. Yes</b></p> <p><b>Poison Control</b></p> <p><b>3. Saskatchewan Poison Control 24/7 line number: 1-866-454-1212</b></p> <p>Please fill in the blanks below:</p> <p>The _____ number for the _____ Control Centre is: _____</p> <p><b>Check your work: 1.True 2. B</b></p> <p><b>3. <u>Telephone /Poison/ 1-866-454-1212</u></b></p>	<p>1. Which statement is true about the proper FIRST step in the removal of gloves?</p> <p>A. I start removing a glove by pulling off one finger at a time  B. I start by grabbing the gloved palm of the opposite and pull it off making it like scrunched ball</p> <p>2. Next, I must remember to be careful to hold the balled-up glove in one hand and NOT TOUCH the outside of the contaminated second glove</p> <p> <input type="checkbox"/> True  <input type="checkbox"/> False </p> <p>3. I remove my last glove by:</p> <p>A. Grabbing anywhere on the second glove  B. Sliding two fingers under the other glove at the wrist</p> <p>4. Because gloves can be porous or have suffered small rips in them from use, after both gloves are dropped in the garbage, I must keep myself safe by:</p> <p>A. Going merrily on my way  B. Riding an elephant  C. Perform proper hand hygiene by washing all parts of my hands with a good lather or with hand sanitizer for 20 seconds</p> <p>5. I know I must keep by physical safety a priority. I also must care for my mental well-being .I can do this by best by:</p> <p>A. Being reactive in waiting until I get overwhelmed  B. Being proactive and seek out resources to build and have ready my toolbox of self care ideas and tips to tap into when I need to.</p> <p><b>Check your work: 1. B 2. True 3. B 4. C, 5. B</b></p>
--	---

Please feel free to print and keep for your reference.

## Visitors - Proof of Learning Document

I learned about the following topics so I can keep myself and others safe.

I engaged in the training materials below and completing the quizzes for each, I can show I my learning.

### Learning

These are the learning modules I completed:

Please ✓ those completed.

- Hand Hygiene
- (Infection Control Principle: How viruses get spread)
- Poison Control Emergency Number
- When to wear a mask
- How to put on and remove a mask safely
- Poison Control Number
- Personal Self Assessment Protocol
- Self Care and Compassion

### Proof of Learning

- I completed quizzes for each of the above topics
- I self corrected my answers
- I know how to and will do Sask COVID-19 self assessment prior to entering any facility
- I feel better about knowing ways to keep myself and others safe

Signature\_\_\_\_\_

Date\_\_\_\_\_

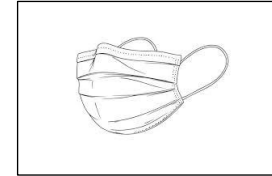
(Remember to print and submit this form to the office)

# Here are the facts about PPE (Personal Protective Equipment)

## Masks

The mask is worn to contain large particles and the eye protection protects your eyes from exposure to droplets (other people's germs).

Masks generally fall into 4 categories:



1. Procedure Mask
2. Surgical Mask
3. Cloth Mask (homemade masks)
4. Respirator masks (commonly referred to as KN95 or N95)

**1. Procedure and Surgical Masks-** They both provide the same level of protection. However, procedure masks have ear loops and surgical masks have ties. Procedural Masks/Surgical mask the names are often interchanged. These masks are not in the same category as KN95 or N95

- are worn to 'keep chunks in' and keep big chunks out. They do not keep airborne viruses out. They reduce the risk of you spreading your droplets.
- worn when risk of bodily or other fluids/debris may come in contact with your mouth such as: mixing fluids, dust, dirt

While wearing any type of mask, you might have come in contact with a contaminant while you were removing your mask so **ALWAYS WASH YOUR HANDS AFTER MASK REMOVAL** regardless of the type of mask you wear.

Remove/wash/replace any mask that becomes wet as soon as possible and **WASH YOUR HANDS AFTER REMOVING A MASK OR ANY OTHER PPE.**

Once ANY mask gets moist it renders it less effective.

**N95 masks KN95** - 'N' means NOT resistant to oil; '95' means filter out 95% of airborne particles under standard conditions

- since procedural masks do not create a tight seal to ensure all the air the person is inhaling is filtered, healthcare workers and those that are exposed to high levels of risk of transmission wear these medical grade N95 and KN 95
- there are many different shapes of N95 masks as there are many different shapes of faces.
- Typically N95 masks are properly fitted for a perfect seal in a procedure called a 'fit test' (\$150/person) however, because caretakers will come in contact with much more viral particles in their workplace even . Even without fit testing respirator masks provide more protection against any droplets that may become airborne. They are very expensive and any healthcare worker will tell you they are not very comfortable to wear.

Full page poster for proper mask use:

<https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf>

# HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

## DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

## DON'TS



**DON'T** reuse masks that are moist, dirty or damaged.



**DON'T** wear a loose mask.



**DON'T** touch the mask while wearing it.



**DON'T** remove the mask to talk to someone.



**DON'T** hang the mask from your neck or ears.



**DON'T** share your mask.



**DON'T** leave your used mask within the reach of others.

## DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

## DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

**REMEMBER**, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.





# Face Shields

Face shields are worn when there is risk of bodily or other fluids/debris may come in contact with your eyes or when you might find yourself approaching a situation where body fluids may be present.

1. **Face shield OR eye goggles** If face shields are not available , then protective eye goggles that seal to the face and if a person wears glasses they must also have protective goggles that provide protection so fluids cannot enter from above, side or below .
2. **Purpose of Face shields is to act as a partial face protection.**

**ALWAYS WASH YOUR HANDS AFTER FACE SHIELD REMOVAL** because you might have come in contact with a contaminant while you were removing your faceshield.

Protective **goggles** can be purchased at hardware stores and are very economical. I got mine for \$4.95!

**Should I wear a mask with a face shield?**

Remember a face shield can act as a barrier device (like a mini plexiglass wall). A mask is worn to protect others from your droplet particles. **We wear a face shield and a mask if we cannot maintain physical distancing of 2 metres to another person for more than 15 minutes.**

# Gloves



All gloves have imperfections microscopic holes. This is why surgeons wash very well and double glove.

Knowing this, helps us understand that This means a contaminant can seep through the gloves and contaminate your hands. So **ALWAYS WASH YOUR HANDS AFTER GLOVE REMOVAL**

Gloves are worn for 2 reasons:

- protect hands from bodily fluids or other contaminants
- Cleaning and disinfecting surfaces

Remember to take off (doff) so you don't touch the outside of glove (where more contaminants are located). Always wash your hands after glove removal.

Everyone needs to do a SELF ASSESSMENT before entering the building:

- Are you feeling unwell?
- Do you have a fever
- Do you have sniffles or sneezing or other abnormal breathing issues

You can take the online Sask COVID Self assessment:

<https://public.ehealthsask.ca/sites/COVID-19/>

LAUNCH SELF-ASSESSMENT ▶



If you have questions about COVID-19, you can:

- Call HealthLine 811
- Access the most up-to-date news and information on [www.saskatchewan.ca/COVID19](http://www.saskatchewan.ca/COVID19)
- Email [COVID19@health.gov.sk.ca](mailto:COVID19@health.gov.sk.ca)

## What is considered a fever??



No, this is not about PPE but people just want to know:

**An oral temperature of 37.5 °C or higher is considered a fever.**

There are all kinds of thermometers  
(for: under the tongue, forehead, ear, under the arm)

Just read the manufacturer's instructions for use

## The Facts about PPE and Disinfectants

Wearing PPE correctly will:

1. Reduce exposure for the public.
2. Reduce exposure for the person wearing PPE.
3. Assist in mitigating the spread of COVID-19.

Here are common PPE and cleaning products and information about them:

Item	Purpose	Factual Info	Key points to proper use	Situations of When to use
<b>Masks Procedural/surgical</b>	Reduces the risk of droplets from person wearing the mask to a person not wearing a mask	Does not stop exposure to airborne particles.  Is used to keep germs from spreading from wearer to non-masked person.	Wear ONLY when social distancing 2m cannot be maintained.  Wash hands before and after each use.	Cleaning up feces or vomit.  Student becomes ill and you cannot maintain 2m
<b>Mask N 95</b>	Reduce exposure to airborne containments	Forces air through the filter in the mask not in through gaps in the sides.	N95 respirators are most effective when workers received a proper N95 fit test.	Generally, for custodial cleaning
<b>Mask KN 95</b>	Reduce exposure to airborne containments	Letter in front of 95 determines country of origin.  Forces air through the filter in the mask not in through gaps in the sides.	N95 respirators are most effective when workers received a proper N95 fit test.  ONLY for workers who are risk or highest exposure to airborne containments.	Generally, for custodial cleaning

Item	Purpose	Factual Info	Key points to proper use	Situations of When to use
<b>Homemade Masks/ Face Coverings</b>	Reduces the risk of droplets from person wearing the mask to a person not wearing a mask.	Not an approved mask by Health Canada.  Recognized by Health Canada has an option for public safety when social distancing cannot be maintained for more than 15 minutes.	ONLY to be used when social distancing cannot be maintained for more than 15 minutes  Wash hands before and after use.	Cleaning up feces or vomit.  Student becomes ill and you cannot maintain 2m
<b>Gloves</b>	Reduces cross contamination of surfaces.	Does NOT replace Hand Hygiene.  Gloves have microscopic holes in which germs can pass through to hands.	Wash hands before and after use.  NEVER wash or sanitize gloves.  Use one pair of gloves per task.	Cleaning up feces or vomit.  Student becomes ill and you cannot maintain 2m  Cleaning surfaces.
<b>Face Shields/ Eye Goggles</b>	Reduces risk of exposure from droplets to eyes.	Prescription eyeglasses do not replace face shields.	Clean eye protection after wearing.  Wash hands before and after using eye protection.	Cleaning up feces or vomit.  Student becomes ill and you cannot maintain 2m distancing WEAR A MASK WITH FACE SHIELD in this situation

Item	Purpose	Factual Info	Key points to proper use	Situations of When to use
<p><b>Household bleach</b></p> <p>(though household bleach in the right dilution is effective against COVID - 19 your school division has procured other disinfectants for use).</p> <p><b>*** DO NOT USE</b></p> <p><b>AT SCHOOL</b></p>	<p>Disinfectant</p>	<p><b>DO NOT USE IN YOUR WORKPLACE without talking with caretaker because it can interact with their cleaners for example: it can give off a TERRIBLE rotten egg, dead body smell or other toxic interactions can occur</b></p>	<p>AT home if you use it:</p> <p>1/3 cup of bleach to gallon of water</p> <p>45 mLs (3 tbsp) to one litre</p> <p>Must be allowed to air dry – it's the evaporation that kills the virus <b>NOT</b> the rubbing or wiping.</p>	<p>Can be used for home use in the correct dilution to kill COVID.</p> <p>However must be mixed fresh everyday as diluted</p> <ul style="list-style-type: none"> <li>• only has a shelf life of 1 day.</li> </ul>
<p><b>Drug store bought Hydrogen Peroxide</b></p> <p><b>*** DO NOT USE</b></p> <p><b>Not Health Canada approved cleaner</b></p>	<p>Anti-septic for wounds</p>	<p>You need a more powerful version called an <b>Accelerated</b> Hydrogen Peroxide which is NOT sold in stores</p>		<p>Only for a wound, and it stings.</p> <p><b>***</b></p> <p><b>DO NOT USE as a cleaner</b></p>

Item	Purpose	Factual Info	Key points to proper use	Situations of When to use
<p><b>Alcohol liquid hand sanitizer</b></p> <p>There are 2 grades of alcohol-based sanitizers:</p> <ul style="list-style-type: none"> <li>• technical grade (it is very harsh on skin and <b>has been recalled</b> by Health Canada);</li> <li>• hospital grade is less harsh and equally as effective</li> </ul>	<p>Disinfectant</p> <p>These are poisons and flammable and should NEVER be swallowed or used around sparks or heat sources</p>	<p>Must be at 70% to fully kill COVID-19</p>	<p>It is the evaporation of the product that kills</p> <p>It can't penetrate dirt. So not good on dirty hands. Go wash with soap and water. Or wash twice with hand sanitizer.</p>	<p>When soap and water are not available</p>
<p><b>Non alcohol hand sanitizer</b></p>	<p>Disinfectant IF it is approved by Health Canada to kill COVID-19 Check on this website By entering the DIN number on bottle or its name.</p>	<p>Look it up on this Health Canada site to verify if it is approved as effective against COVID- 19</p> <p><a href="https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html#tbl1">https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html#tbl1</a></p>	<p>If its approved same as alcohol hand sanitizers</p>	
<p><b>Alcohol wipes</b></p>	<p>disinfectant</p>	<p>The alcohol can evaporate so never quite sure how potent they can be</p>	<p>Tight seal always Wipe and let to air dry. It's in the evaporation that the virus is killed <b>READ manufacturers info on container</b></p>	<p>Surfaces</p>

Item	Purpose	Factual Info	Key points to proper use	Situations of When to use
Disinfectant Wipes	disinfectant	Tightly seal always	Tight seal always on your container  Wipe and let to air dry. It's in the evaporation that the virus is killed <b>READ manufacturers info on container</b>	Surfaces
<p><b>Liquid Hand Soap</b></p> <p><b>This is your <u>"new friend"</u> during COVID-19 at work and at home!</b></p>	Cleans hands VERY VERY VERY well!	It lubricates dirt and germs (bacteria or virus) so they can be rinsed down the drain	<p>20 seconds PLEASE Use until bubbly soapy and clean all surfaces (it will take 20 seconds to get them all!)</p> <p>Palms (usual) Back of hands, Nails (circular motion in palms) Thumbs (most often forgotten) Up to wrists! Take off rings (bad things hide under and in rings!) Pat, don't rub dry (your skin will thank you) yes you can put on lotion afterwards.</p>	<ul style="list-style-type: none"> <li>• After touching surfaces,</li> <li>• entering a building,</li> <li>• When hand sanitizer is unavailable,</li> <li>• Donning PPE</li> <li>• After taking off PPE.</li> <li>• Any time you are in doubt if you hands are clean</li> <li>• and then just once more to make sure! 😊</li> </ul>
Bar soap	<p><b>*** DO NOT USE Bars of Soap</b></p> <p><b>The virus just sits on the soap and waits for the next 'taker'</b></p>			

Item	Purpose	Factual Info	Key points to proper use	Situations of When to use
<p style="text-align: center;"><b>Know that when you keep yourself safe, you are keeping others safe. You are truly doing your part to be strong for you, your loved ones and for others. THANK YOU for caring.</b></p> <p style="text-align: center;"><b>Thank you from those who count on you; many who you have not nor will never meet and thank you from those who have no voice to thank you now.</b></p> <p style="text-align: center;"><b>What you do matters. Kindness matters, compassion matters; you matter!</b></p> <p style="text-align: center;"><b>THANK YOU FOR WHO YOU ARE AND WHAT YOU DO.</b></p>				