

# COVID-19 BASICS TRAINING

*(adapted from the CDC and Cornell University materials. (2021))*

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**This information is focused primarily on life at home and in the general public (i.e. Zone C, as described in the motion picture industry guidelines, *Safe Way Forward and Return To Work*).**

Specific guidelines on how to protect yourself and others at work and within each production department are evolving. It is critical that you stay abreast of these documents as they are published.

## Instructions

- Please review all of the information below.
- The reading section will take approximately 15 minutes to complete.
- At the end of this document are links to videos on several key topics that you should watch.
- Finally, there is a link to a 20-question multiple choice quiz to test your knowledge.
- In all, it should take approximately 1 hour to complete.

Topics covered in the readings:

**Symptoms of COVID-19**

**How COVID-19 Spreads**

**Hand washing**

**Social Distancing**

**Face Coverings**

**Cleaning and Disinfecting**

**When someone else is sick**

**When you are sick**

**Quarantine and Isolation**

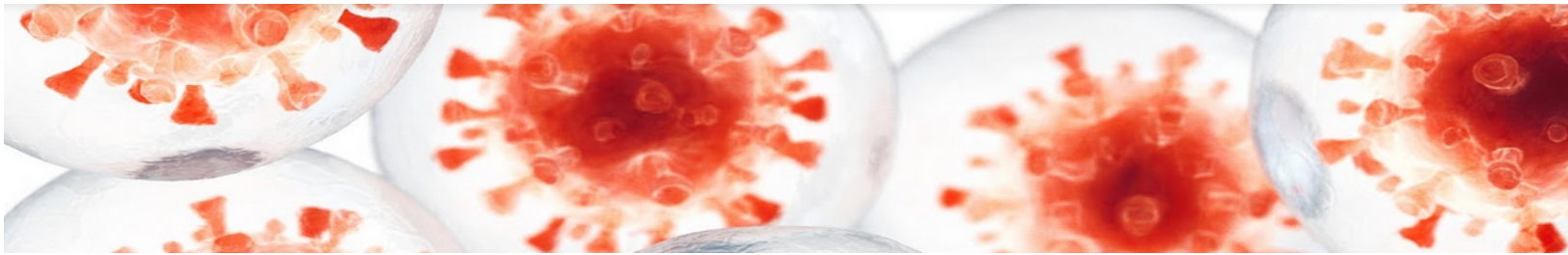
**Hierarchy of Controls**

Activities

**Training Videos**

**Training Quiz**

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## Symptoms of COVID-19

### What you need to know

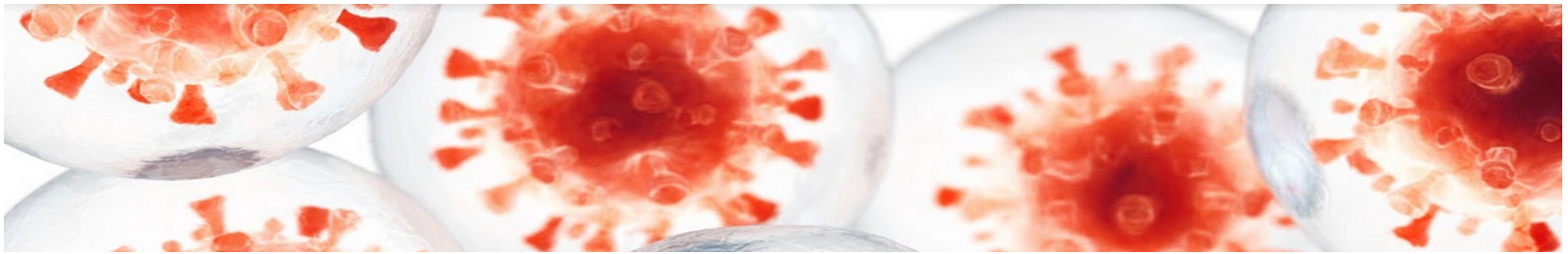
- Symptoms typically occur about 5 days after being infected (the incubation phase), but may appear 2-10 days after exposure to the virus.
- Anyone can have mild to severe symptoms.
- Some infected individuals have no reported symptoms (asymptomatic) during their illness.
- Older adults and people who have severe underlying medical conditions like heart or lung disease, or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

### Symptoms to watch for

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.



## How COVID-19 Spreads

### How Coronavirus Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person.

#### Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- The longer a person is in close contact with an infected individual, the greater the risk of spreading.
- Respiratory droplets are produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people approximately 2 days before showing symptoms.

#### The virus spreads easily between people

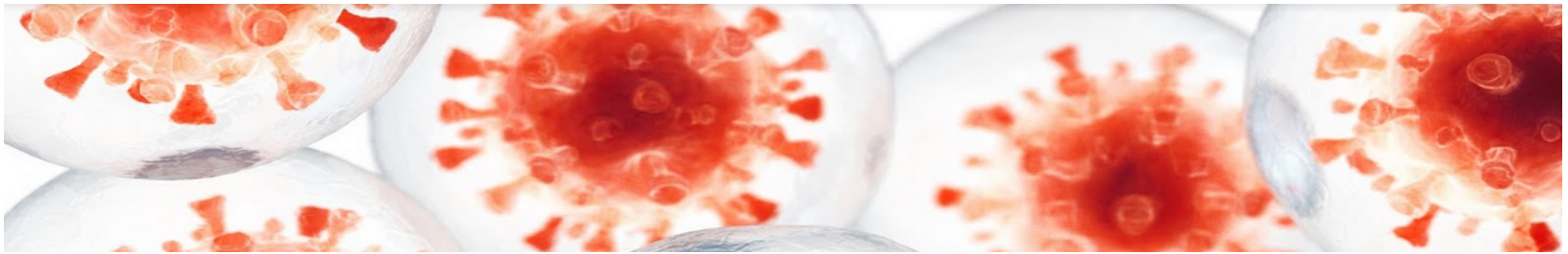
How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it travels from person-to-person without stopping.

*The virus that causes COVID-19 is spreading very easily and sustainably between people.* Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

#### The virus may be spread in other ways

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more. Spread between animals and people

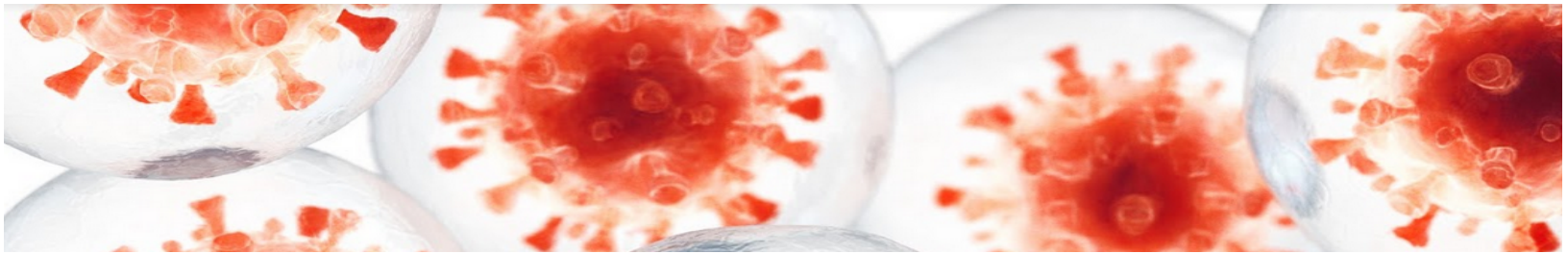
CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19.



## Hand washing

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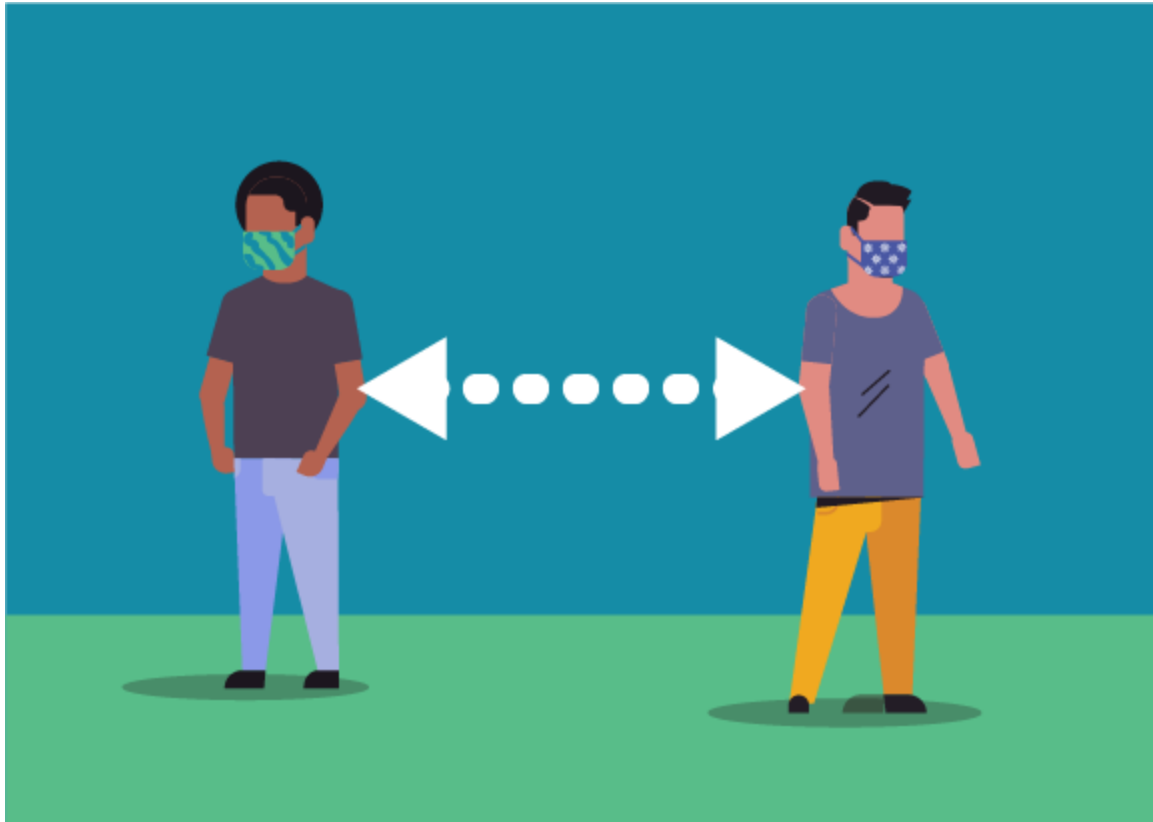
- Key times to clean hands
    - Immediately after removing gloves and after contact with a person who is sick.
    - After blowing one's nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After contact with animals or pets
    - Before and after providing routine care for another person who needs assistance (e.g. a child)
  - Wash your hands often with soap and water for 20 seconds.
  - Hand sanitizer: If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
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## Social Distancing

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19.

### What is social distancing?



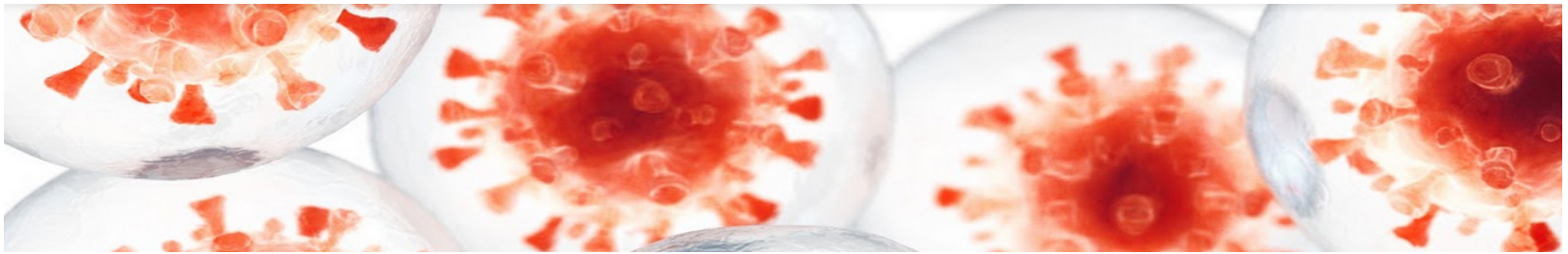
Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

To practice social or physical distancing stay at least 6 feet (about 2 arms’ length) from other people.

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—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

### Why practice social distancing?

Kate Peters, MPH  
Paul Heinzlmann, MD, MPH  
2021



COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

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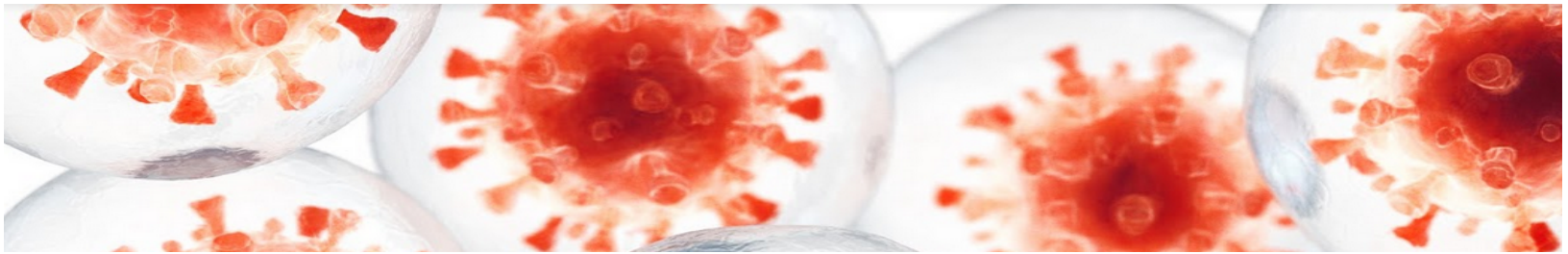
## Face Coverings

### Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

**Who should NOT use cloth face coverings:** children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Cloth face coverings are NOT surgical masks or N95 respirators. The availability of these for those working in fields other than healthcare will likely increase and may become options for those in the entertainment industry.



### **Wear your Face Covering Correctly**

- Wash your hands before putting on your face covering
  - Put it over your nose and mouth and secure it under your chin
  - Try to fit it snugly against the sides of your face
  - Make sure you can breathe easily
  - You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way.
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### **Take Off Your Cloth Face Covering Carefully, When You're Home**

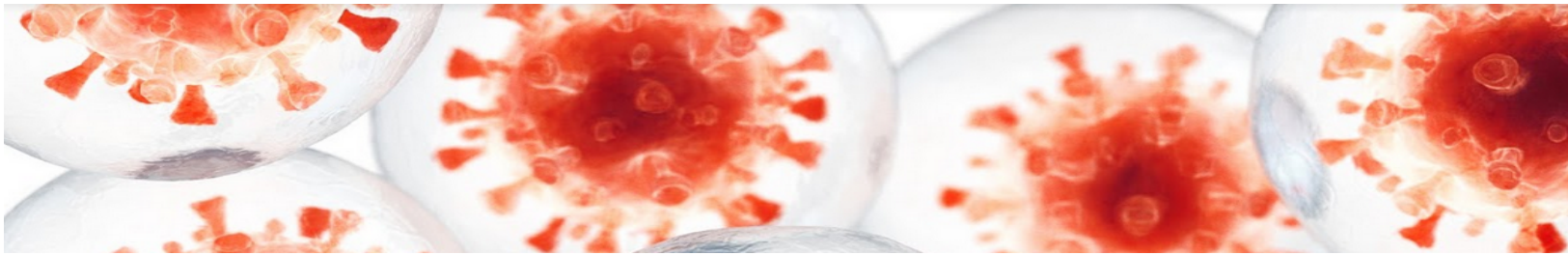
- Untie the strings behind your head or stretch the ear loops
  - Handle only by the ear loops or ties
  - Fold outside corners together
  - Place covering in the washing machine
  - Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
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## **Cleaning and Disinfecting**

### **Clean**

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- Wear reusable or disposable gloves for routine cleaning and disinfection.
  - Clean surfaces using soap and water, then use disinfectant.
  - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
  - Practice routine cleaning of frequently touched surfaces. High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
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## Disinfect

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- Recommend use of EPA-registered household disinfectant  
Follow the instructions on the label to ensure safe and effective use of the product. Read EPA's infographic on how to use these disinfectant products safely and effectively.
  - 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
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Always read and follow the directions on the label to ensure safe and effective use.

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- Wear skin protection and consider eye protection for potential splash hazards
  - Ensure adequate ventilation
  - Use no more than the amount recommended on the label
  - Use water at room temperature for dilution (unless stated otherwise on the label)
  - Avoid mixing chemical products
  - Label diluted cleaning solutions
  - Store and use chemicals out of the reach of children and pets
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You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

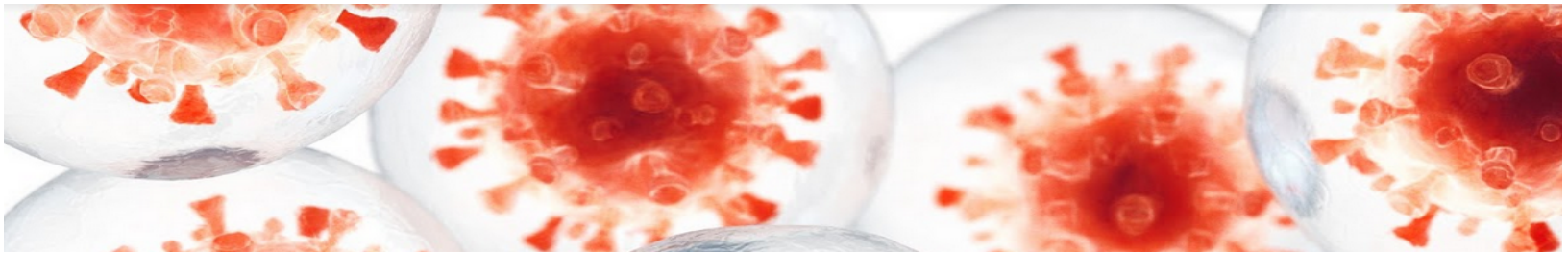
*(CLICK HERE to see [EPA's 6 steps for Safe and Effective Disinfectant Use](#))*

Diluted household bleach solutions may also be used if appropriate for the surface.

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- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. 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:
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- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water

OR

- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

### **Soft surfaces**

For soft surfaces such as carpeted floor, rugs, and drapes.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Vacuum as usual.

### **Electronics**

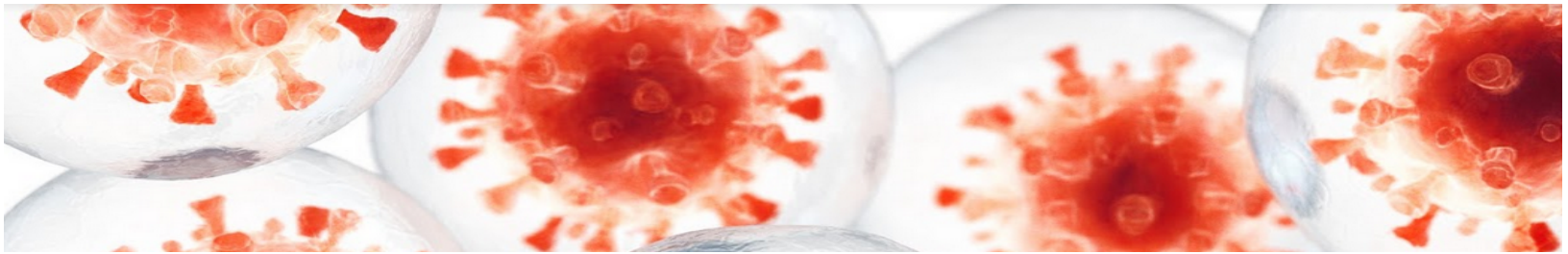
For electronics, such as tablets, touch screens, keyboards, and remote controls.

- Consider putting a wipeable 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.

### **Laundry**

For clothing, towels, linens and other items.

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



## When someone else is sick

### Bedroom and bathroom

Keep a separate bedroom and bathroom for a person who is sick (if possible).

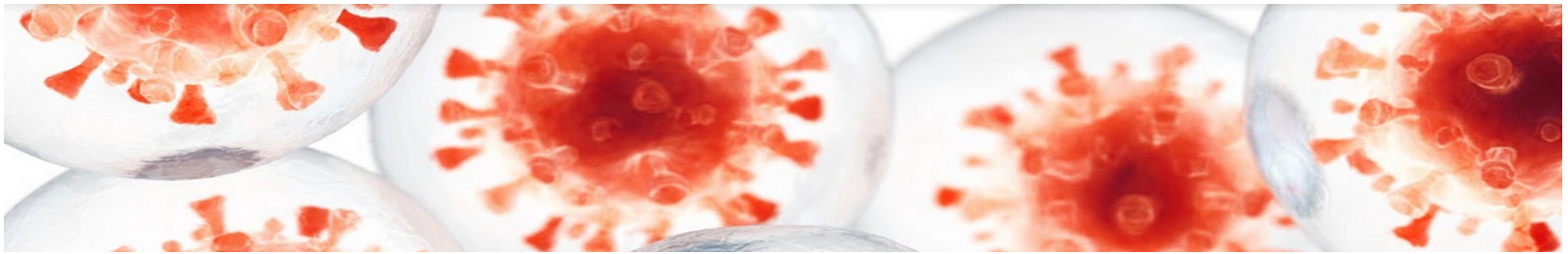
- The person who is sick should stay separated from other people in the home (as much as possible).
- If you have a separate bedroom and bathroom: Wear disposable gloves and only clean the area around the person who is sick when needed, such as when the area is soiled. This will help limit your contact with the person who is sick.
- Caregivers can provide personal cleaning supplies to the person who is sick (if appropriate). Supplies include tissues, paper towels, cleaners, and EPA-registered disinfectants. If they feel up to it, the person who is sick can clean their own space.
- If shared bathroom: The person who is sick should clean and disinfect after each use. If this is not possible, the caregiver should wait as long as possible before cleaning and disinfecting.

### Food

- Stay separated: The person who is sick should eat (or be fed) in their room if possible.
- Wash dishes and utensils using disposable gloves and hot water: Handle any used dishes, cups/glasses, or silverware with gloves. Wash them with soap and hot water or in a dishwasher.
- Clean hands after taking off gloves or handling used items.

### Trash

- Dedicated, lined trash can: If possible, dedicate a lined trash can for the person who is sick. Use disposable gloves when removing garbage bags, and handling and disposing of trash. Wash hands afterwards.



### **When caring for someone who is sick**

If you are providing care to someone who is sick at home or in another non-healthcare setting

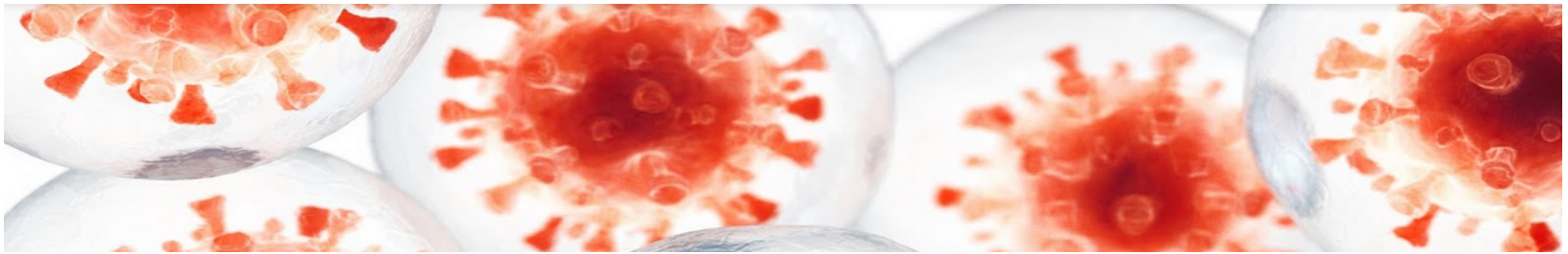
- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
  - Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
  - After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
  - Wash your hands after you have removed the gloves.
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### ***For Anyone Who Has Been Around a Person with COVID-19***

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 10 days after exposure based on the time it takes to develop illness.

#### Note

- you may now reduce this period to 7 days IF YOU GET TESTED day 5 or later.
  - Per CDC: Those who have been fully vaccinated and its been at least 2 weeks from the day they received the vaccine, they do not need to quarantine. (note that states may have modified versions of this recommendation)
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## When you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

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### Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation,** ride-sharing, or taxis.

### Separate yourself from other people

As much as possible, **stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in close quarters and shared housing.
- See [COVID-19 and Animals](#) if you have questions about pets.

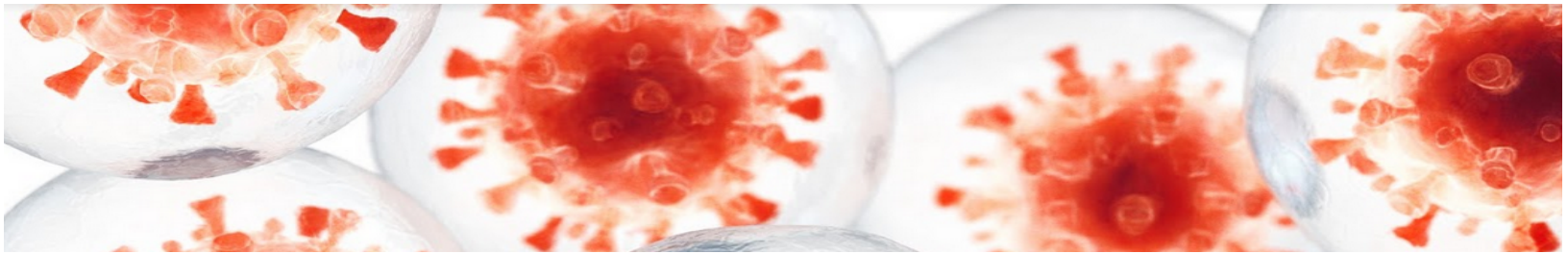
### Monitor your symptoms

- Symptoms of COVID-19 fever, cough, shortness of breath, or other symptoms.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

### When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- 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 medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

### **Call ahead before visiting your doctor**

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

### **Continue the same Preventive Measures before you got sick to protect others**

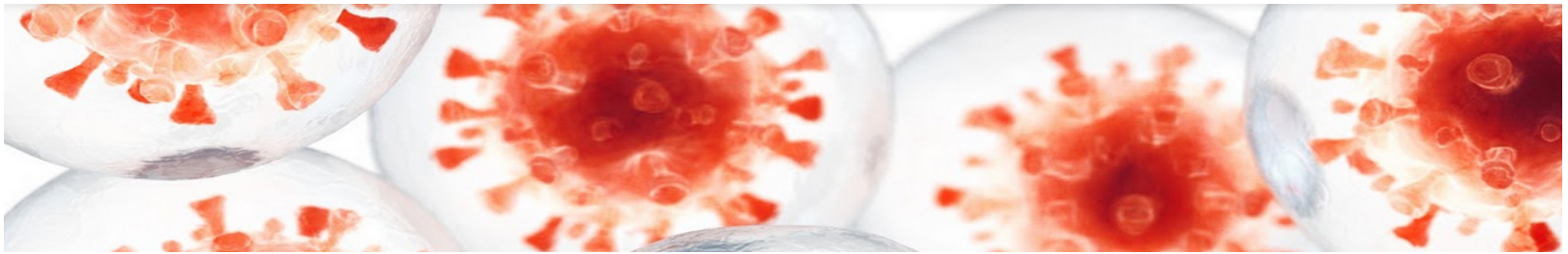
- Wear a cloth covering over your nose and mouth
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. (Wash these items thoroughly after using them with soap and water or put in the dishwasher).

### **Clean all “high-touch” surfaces everyday**

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as



wearing gloves and making sure you have good ventilation during use of the product.

- Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).
  - [Complete Disinfection Guidance](#)
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## When You Can Be Around Others

### *I think or know I had COVID-19, and I had symptoms*

You can generally be with others after 10 days since symptoms first appeared and if:

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- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
  - 24 hours with no fever
  - You don't have a medical condition that compromises your immune system
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### *I tested positive for COVID-19 but had no symptoms*

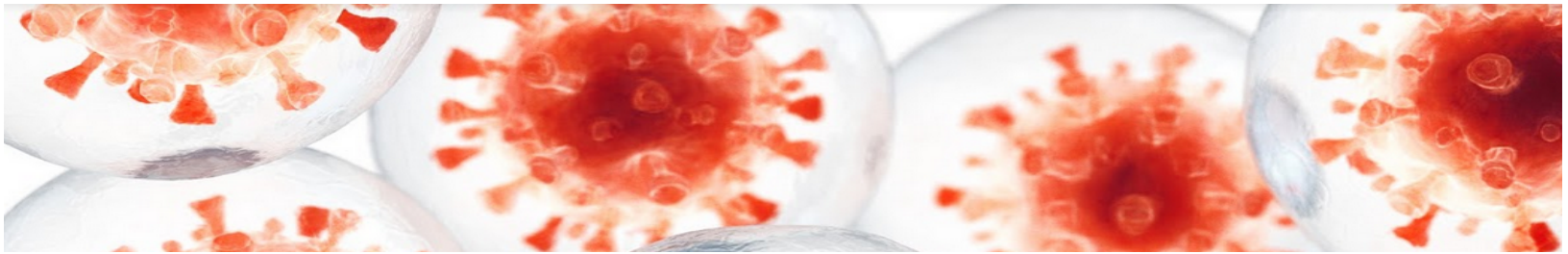
If you continue to have no symptoms, you can be with others after:

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- 10 days have passed since test
- 

### *I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?*

People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information.



## Quarantine and Isolation

### How are quarantine and isolation different?

#### Quarantine

Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

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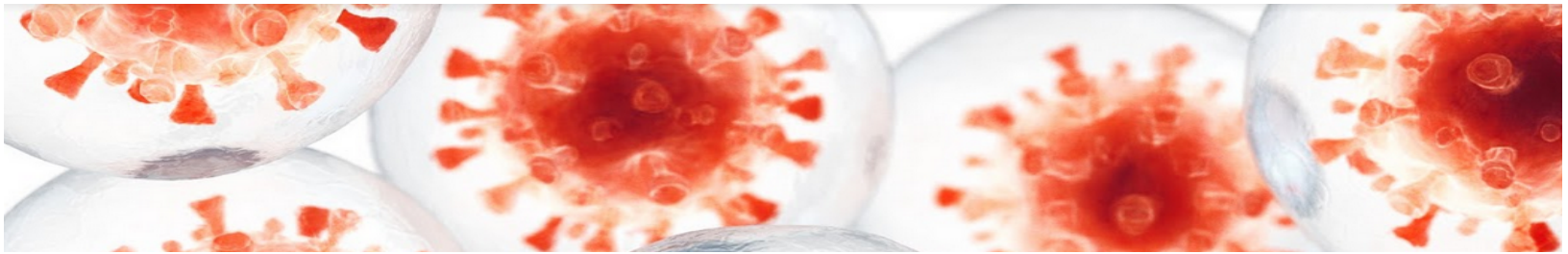
#### Isolation

Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

### How are quarantine and isolation similar?

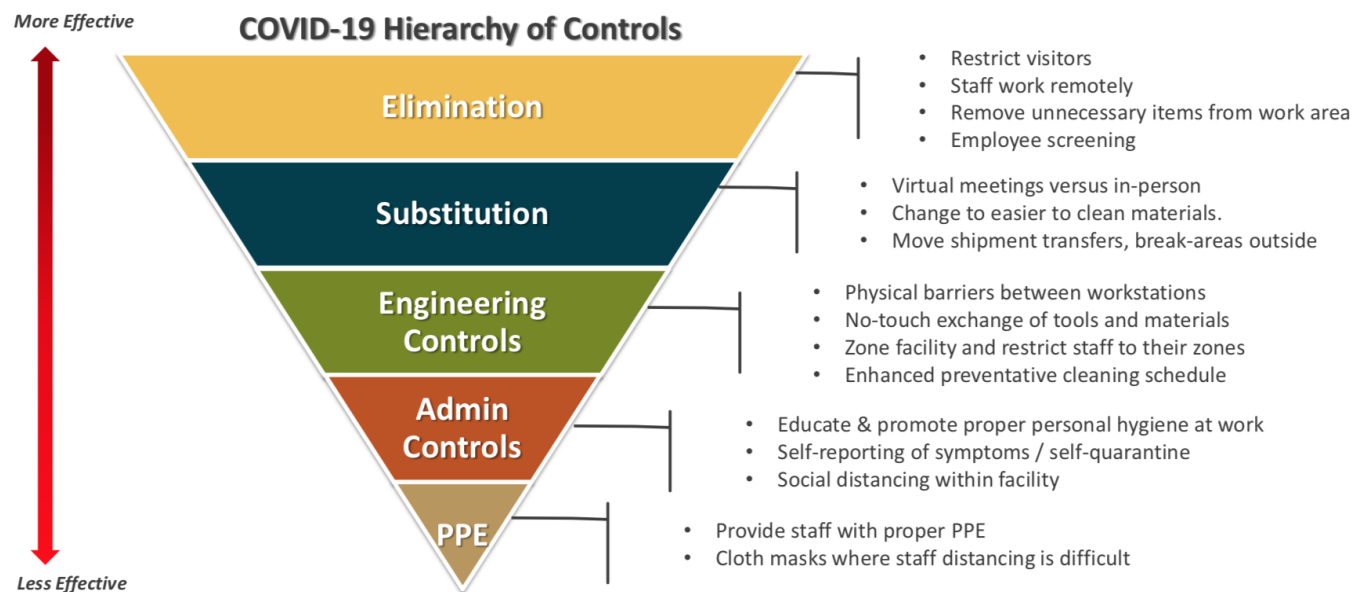
Both quarantine and isolation:

- involve separation of people to protect the public
- help limit further spread of COVID-19
- can be done voluntarily or be required by health authorities



## Hierarchy of Controls

The Hierarchy of Controls is a NIOSH system used to deploy effective controls within an organization, workplace, or community to identify the most effective ways to control a hazard. Depicted within the inverted pyramid below, the more effective controls are on the large, top side of the pyramid, whereas the least effective controls are on the bottom.

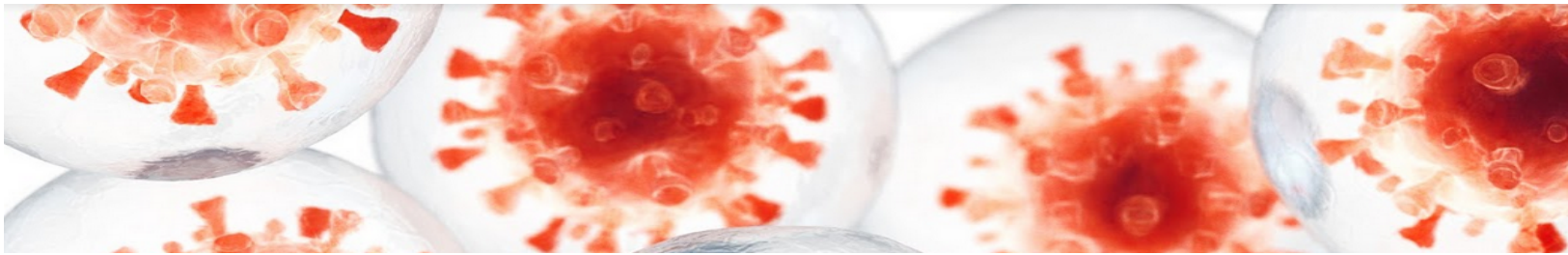


### Definitions:

- **Elimination** – Completely eliminating exposure to the hazard. The most effective control.
- **Substitution** – Replacing the hazard with a non-hazardous object, device or substance.
- **Engineering Controls** – Isolating the person from the hazard through physical or mechanical means.
- **Administrative Controls** – Changes made to the way that people work.
- **Personal Protective Equipment** – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, lab coats, safety glasses, respirators, etc.
- **Community Protective Equipment** – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices

**Take Away Point:** Each production department, studio, location should have specific strategies using the Hierarchy of Controls to make the workplace as safe as possible.





## Training Videos (optional)

Please click the links below to watch all 5 videos. This will take approximately 30 minutes.

1. [The Coronavirus Explained and What You Should Do](#) - 8mins
2. [What Face Masks Actually Do Against Coronavirus](#) – 8 mins
3. [How Community Spread Happens Fast](#) – 3 mins
4. [How Contagious is COVID-19?](#) - 3.5 mins
5. [The Do's and Don'ts of Wearing Masks and Gloves](#) – 6 mins

## Training Quiz

After reviewing this information please take the **Basic COVID-19 Training Quiz** to verify your understanding of this material. This quiz will take approximately 10 minutes to complete.

[\*\*CLICK HERE TO BEGIN QUIZ\*\*](#)

or Go To:

[https://docs.google.com/forms/d/e/1FAIpQLSfVSgnx2lcoBNHvMid4tzli8xehSpI9qVa2Or0gXkCzlq9TYw/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSfVSgnx2lcoBNHvMid4tzli8xehSpI9qVa2Or0gXkCzlq9TYw/viewform?usp=sf_link)

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# Thank you. Be Safe.