

# Caltech COVID Prevention Plan – Employee Training

In accordance with Cal/OSHA requirement for COVID Prevention, employees must receive training about the COVID prevention measures in place at the Institute. Please use this document to discuss these measures with your staff.

## About COVID-19

COVID-19 (coronavirus disease 2019) is a disease caused by the SARS-CoV-2 virus. It can be very contagious and can spread quickly.

### How COVID-19 spreads

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus.

Other people can breathe in these droplets and particles, or these droplets and particles can land on others' eyes, nose, or mouth.

In some circumstances, these droplets may contaminate the surfaces they touch.

**Anyone infected with COVID-19 can spread it, even if they do NOT have symptoms.**

## Symptoms of COVID-19

People with COVID-19 have a wide range of symptoms ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus.

### Possible symptoms include:

Fever or Chills	Fatigue
Cough	Body Aches
Difficulty Breathing	Headaches
Sore Throat	Nausea/Vomiting
Congestion	Diarrhea
Loss of Taste/Smell	

## Control Measures to Protect Employees from Exposure and Infection

Employees are encouraged to stay home when sick.

Employees are encouraged to report COVID-19 diagnosis or test results to the Caltech COVID Contact Tracers.

Employees must wear face covering when required to do so by the COVID Contact Tracers (following a positive COVID diagnosis/test or if identified as close contact or a member of an exposed group during an outbreak).

- Face coverings are available at the Caltech bookstore.
- Face coverings can be requested with your supervisor.

Employees are encouraged to avoid crowded areas and practice physical distancing.

Caltech provides adequate building ventilation with outside air to workplaces.

COVID cases are managed and investigated by the COVID Contact Tracers and other COVID response team members when appropriate.



## Face Coverings are Not Respirators

- Face coverings control the spread of virus at the source and are designed to protect others.
- Respirators protect the wearer from infectious airborne virus and particles.

## For Information on COVID-19 Related Leave Benefits

Contact Caltech's leave administrator at 626.395.3092 or [leaveunit@caltech.edu](mailto:leaveunit@caltech.edu) to obtain a leave-of-absence packet and/or to schedule a consultation.

## More information can be found in the Caltech COVID-19 Prevention Program (CPP)



The written CPP is available on the EH&S website.



Caltech CPP covers:

Basic COVID-19 information.

Risk Assessment of COVID transmission to employees at Caltech.

Description of COVID control measures including cases management and investigation.

Reporting and recording process for COVID outbreak at the workplace.