



I N S T I T U T E O F

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The University of Mississippi
School of Applied Sciences

www.theicn.org

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Managing Personnel During COVID-19

Today's Speakers



Lauren McClean
Food Safety Specialist
USDA FNS Office of Food Safety



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Objectives

- Identify the key stakeholders included in a districtwide communication plan.
- Identify proper face covering types, use, and safe handling practices to prevent the spread of COVID-19 among staff.
- Define the Americans with Disabilities Act's and the Health Insurance Portability and Accountability Act regulations regarding confidentiality and exemptions
Comply with federal requirements for reporting cases of COVID-19 to regulatory agencies.
- Identify approved pre-screening methods for staff, such as taking and recording body temperatures and conditions which preclude work attendance.
- Prepare for illness among employees and manage through at-home monitoring of quarantine or isolation.



Communication With Key Stakeholders



Check With School District Authorities

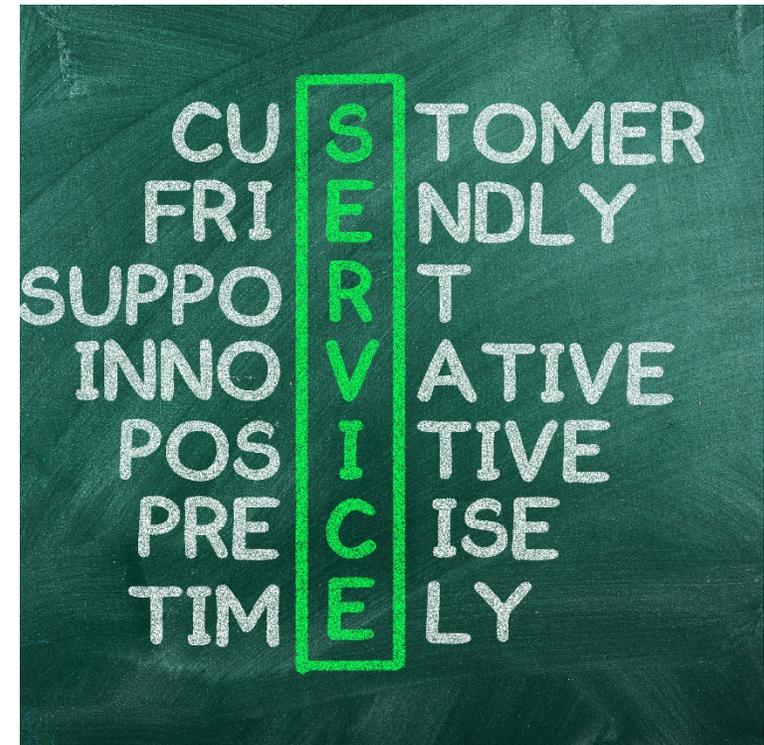


School Nutrition Department Communication

- Increase communication with your team

Internal Customer Service

- Encourage team to be proactive
- Seek input from management



Prevention is the Best Medicine!



Face Coverings—Communication Barrier



Face Shields



Americans with Disabilities Act (ADA)



Americans with Disabilities Act (ADA)

**PLAN
B**



Health Insurance Portability & Accountability Act (HIPAA)



Poll Question

Do you anticipate any push back from employees on wearing face coverings during their work shift?

Yes

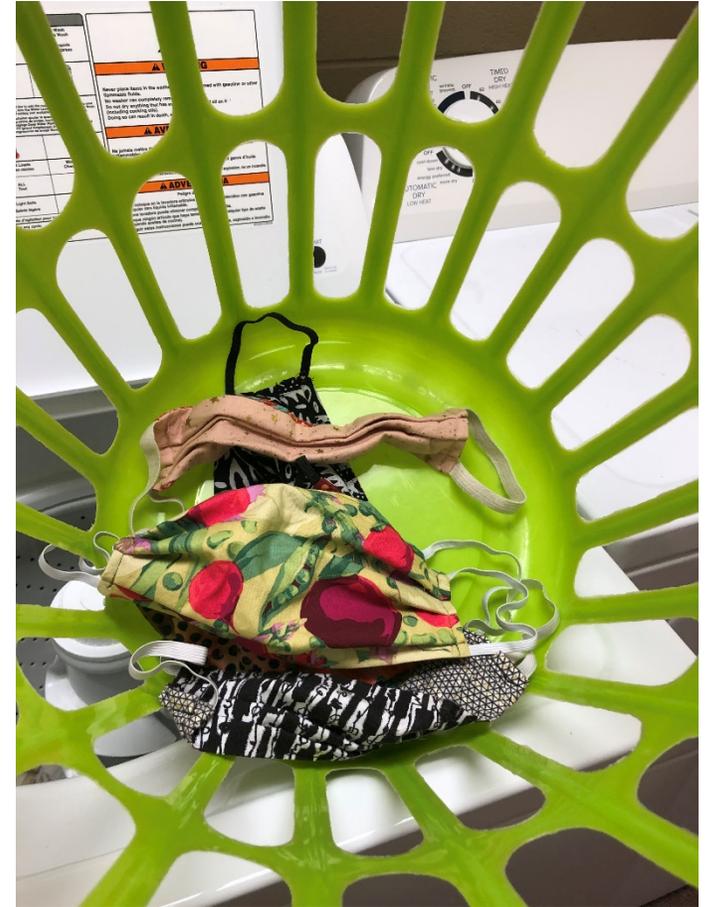
No

Maybe

Not Applicable



Types of Face Coverings



Keeping Your Cloth Face Covering Clean



Change Your Face Covering

- Wet
- Soiled



Wearing a Face Covering – Do's



Wearing a Face Covering – Don'ts



Preventing Foggy Glasses Hack



Stay at Home



Stay at Home



Home Isolation—COVID-19

If there was close contact with someone diagnosed with COVID-19 in the last 48 hours:

- Stay home (14 days from the last exposure is recommended)
- Contact your health care provider
- Isolate at home away from higher-risk individuals
- Check body temperature every 2 hours and monitor for symptoms



Home Isolation—Potential COVID-19

If there was no close contact with someone diagnosed, but you are experiencing symptoms:

- Stay home
- Contact a health care provider
- Monitor symptoms

Note: Monitoring may last for 3 to 10 days, or longer depending on your health condition.



Attendance

- Be flexible
- Be prepared for short staffing
- Cross-train employees



Employee Breaks and Mealtimes



Poll Question

What is the percentage of your staff who have approached you to express concerns regarding being high risk either for age or underlying medical conditions?

None

Less than 5%

5%-15%

15%-25%

25%-50%

More than 50%

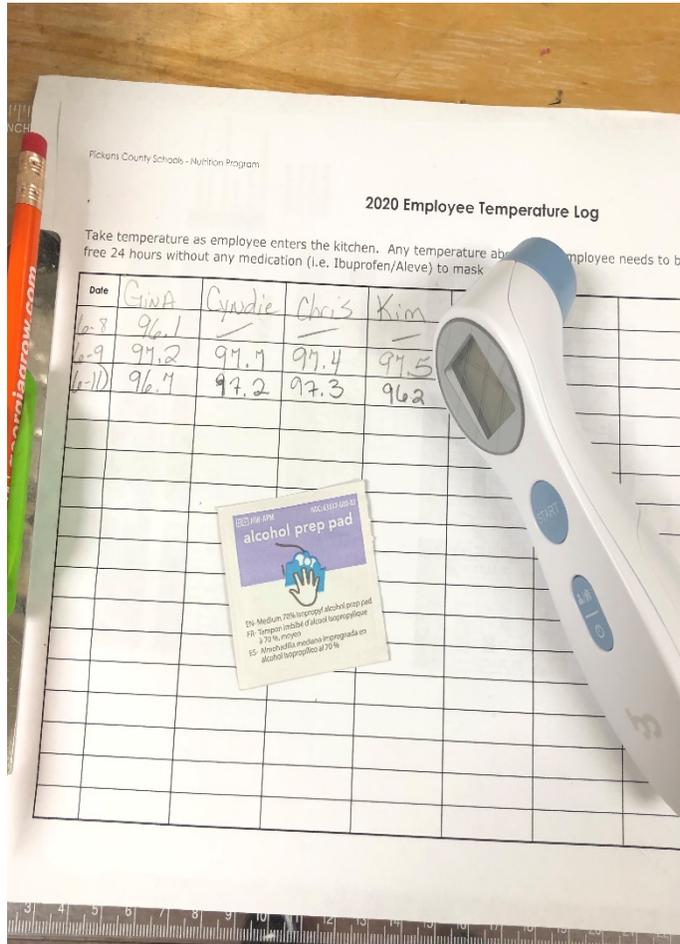
Not Applicable



High-Risk Staff & High-Risk Family Members



Types of Thermometers



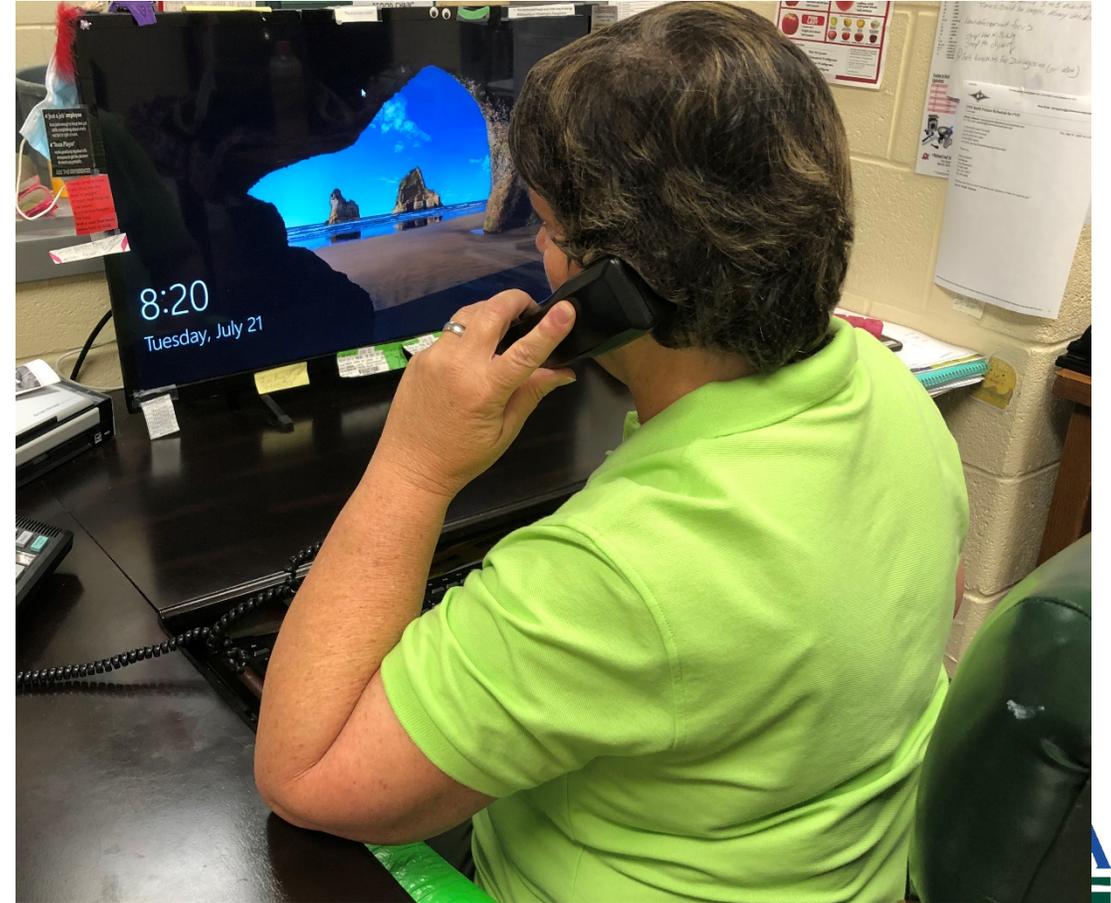
When Someone Gets Sick – Confidentiality

- Required by the ADA and HIPPA
- Medical records and information must be kept in a separate medical file



When Someone Gets Sick – Notifying Others of Exposure

- Consult with your immediate supervisor or manager
- Stay tuned for notification updates
- Be prepared to stay home and self-monitor



When Someone Gets Sick — Safe Handling



Returning to Work after Illness



Managing Stress and Anxiety



Encouragement and Support



Summary



Questions & Answers





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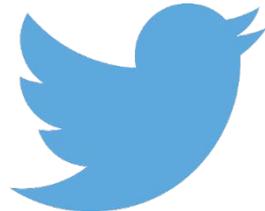
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