**Cottonwood, Inc.**

**Return To Work Training**

**Introduction**

* We miss everyone and are excited to have you come back.
  + You will come back on \_\_\_\_\_\_\_\_\_\_. OR
  + We don’t know when you will come back quite yet, but we want to make sure that we go over some things so when we do come back, we are ready to help keep everyone safe!
* We want to know what you have been up to during this virus.
* How does the virus spread?
  + Coughing, sneezing, touching something that has the virus, touching someone who has the virus.
* What have you done to stay safe at home?
  + Staying at home, washing hands, keeping things clean
* What can we do to stay safe at work?
  + Good hand washing, appropriate mask usage, social distancing.
* Importance of staying safe for ourselves and for our friends.
  + “Some of my friends would get really sick from this virus, so I have to do my part to help them.”
  + “I could get really sick from this virus, so doing my part helps keep me and my friends healthy.”

**Hand Washing**

* Importance of handwashing
  + The most important thing you can do.
* Timer ideas/songs to sing
  + Happy birthday, count to 20, favorite song
* Glove handwashing demonstration
  + Paint – what spots get missed the most?
* Where do we need to make sure to wash on our hands?
  + Palms, backs, thumbs, between fingers, knuckles to palm, fingertips/nails
* When should we wash our hands?
  + Before eating, after restroom, if I accidentally cough or sneeze in my hand (do it in the elbow!)
* Other helpful hints for handwashing?
  + Using paper towel to open turn off faucet, to open door.

**Masks**

* Each person will wear a mask
* Why wear a mask?
  + We want to.
  + Keep friends safe.
  + Keep ourselves safe
  + Incentives for wearing mask correctly.
* Mask decoration ideas?
* Appropriate use of mask demonstration.
  + When to take it off.
  + How to take it off.
  + Where to put it during breaks/lunch.

**Social Distancing**

* What Is It?
  + “I will have to sit a bit farther away from my friends at work because if we sit too close, it could make the virus spread.”
  + “I will eat lunch at my work area because the break room is a place where the virus could easily spread to our mouths.”
* Why Is It Important?
  + Virus can spread quickly when people are close to each other and touch the same things.
* Incentives For Social Distancing
* **Instead Of:** High-5s, Hugging, Knuckles
* **Try:** Peace Sign, Shaka, Thumbs Up, Vulcan Salute

**Cottonwood Will Look Different For Awhile**

* Video demonstration of work area/break.
  + Seating arrangement.
* Share pictures/videos of work areas.
* Restrooms.
  + “My supervisor may ask me to use a certain restroom, and that’s ok because it is to help people stay safe.”
  + “My supervisor may ask me to use the same sink each time and that helps stop germs from spreading.”
* When to wipe down work space.
  + “I will have to clean off and wipe down my work area before eating and drinking at my work station and that helps people stay safe.”
* Non-Microwavable Lunches
  + “I will eat food that doesn’t have to be warmed up in the microwave because a microwave can have a lot of germs on it when people touch it. Bringing a sack lunch helps me and my friends stay safe.”
* Incentives To Wipe Down?
* What if I need to see the nurse?
  + “If I need to see the nurse, I will tell my supervisor. My supervisor will call the nurse and the nurse will come up to see me. I should not go down the ramp to the clinic. This could spread germs.”

**Community Will Look Different For Awhile**

* “We may not get to go to as many places as we used to for a while until things calm down a bit. It helps us know we are doing our part in helping stop the virus from spreading.”
* “If we go to the doctor’s office, we will have to wear a mask. Sometimes we may have to wait in our car until the doctor comes and tells us it is our turn.”
* “We probably won’t be able to eat inside a restaurant for a while, but we can get food from the drive thru! This also helps people stay safe.”

**Other Topics & Questions**

* Smoke breaks
* Vending machines
* Arrive/dismissal routine
* Work group locations
* WS Supervisor breaks