

COVID-19 Training Recommendations

Online Training Library

COVID-19 - General Awareness Training

This training covers tips on how to reduce the risk of contracting the virus by using best practices. In addition, the course covers COVID-19 characteristics, related health and safety concerns, wearing proper personal protective equipment, and disinfecting and sanitation best practices. This course teaches best practices on these topics as published by the CDC and OSHA. Time to complete: 10-15 minutes.

Supervisor Guide - Returning Back to Work

This course helps supervisors and managers prepare for when they and their employees return to work. It covers tips to help with employees' stress and anxiety, summarizes OSHA recommendations for a safe workplace, and provides an overview of employee leave options related to COVID-19. Time to complete is 5-10 minutes.

Policies and Procedures

COVID-19 - CISA Guidance for Essential Critical Infrastructure Workforce

A memorandum from the Cybersecurity and Infrastructure Security Agency to help State, local, tribal, and territorial officials as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

Sample Furlough Letter - English

A letter template that can be used to give employees notice of a company furlough.

Telework Agreement - English

A template agreement between employer and employee that describes the expectations for working from home.

Work from Home Policy - English

A policy outlining the expectations laid out by the employer for employees who work remotely.

Training Shorts

CDC - Preventing the Spread of COVID-19 – (Available in English and Spanish)

This fact sheet from the CDC details steps to prevent the spread of the COVID-19 virus if you have the disease or think you might.Driver Safety - Defensive Driving

Coronavirus and Workplace Hygiene – (Available in English and Spanish)

Increases your employees' awareness of COVID-19 and ways to prevent its spread.

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This list contains recommended areas of training for this specific industry based on input from prior users. Completing and understanding this training is not intended to ensure you have complied with all regulatory requirements specific to your state's insurance code. Please check with representatives in your state or jurisdiction to verify that completing this training satisfies any regulatory requirement imposed by that state or jurisdiction.

Posters

CDC - Don't Spread Germs at Work – (Available in English and Spanish)
A poster from the CDC reminding employees not to come to work if they are sick.

CDC - Handwashing Sign – (Available in English and Spanish)
A poster reminding employees to wash their hands.

CDC - Handwashing: A Corporate Activity
A poster from the CDC emphasizing the value of handwashing in keeping employees healthy.

COVID-19 - 'Do Not Enter If You Have Symptoms' Sign
A sign that can be posted to remind people not to enter an area if they are experiencing flu-like symptoms.

COVID-19 - 'Stand 6 Feet Apart' Sign
A poster that reminds people to stand six feet apart when social distancing during the coronavirus pandemic.

COVID-19 - 'Wash Hands upon Entry' Sign
A sign instructing people to wash their hands before entry.

COVID-19 - Eliminate the Spread - Workday Flowchart
A flowchart for employees to use during the pandemic to safely arrive at work, perform their work, and leave work without potentially exposing others to infection.

COVID-19 - How it Infects and Spreads
A poster that shows how the COVID-19 virus enters the body, replicates and causes illness.

COVID-19 - How to Use Chemicals Safely
A fact sheet that explains safe practices to use when using various disinfecting chemicals in the workplace.

COVID-19 - Please Wear a Face Mask Sign
A sign requesting that people wear a face mask before entering an area.

COVID-19 - Prevention Practices - Why Soap is Better
An infographic that shows how soap and water destroys the COVID-19 virus.

COVID-19 - Ten Steps all Workplaces Can Take to Reduce the Risk of Exposure – (Available in English, Spanish, Arabic, Brazilian Portuguese, Chinese Simplified, Chinese Traditional, French Creole, Hmong, Korean, Polish, Russian, Tagalog and Vietnamese)
An OSHA poster describing 10 prevention measures employers can take to reduce their employees' risk of exposure to coronavirus.

COVID-19 - Traveler Health Alert
A poster from the CDC intended for international travelers advising them of quarantine policies and what to do if they feel they have symptoms of COVID-19.

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