



Office Health and Safety

GLOBAL COURSEWARE

Getting Started

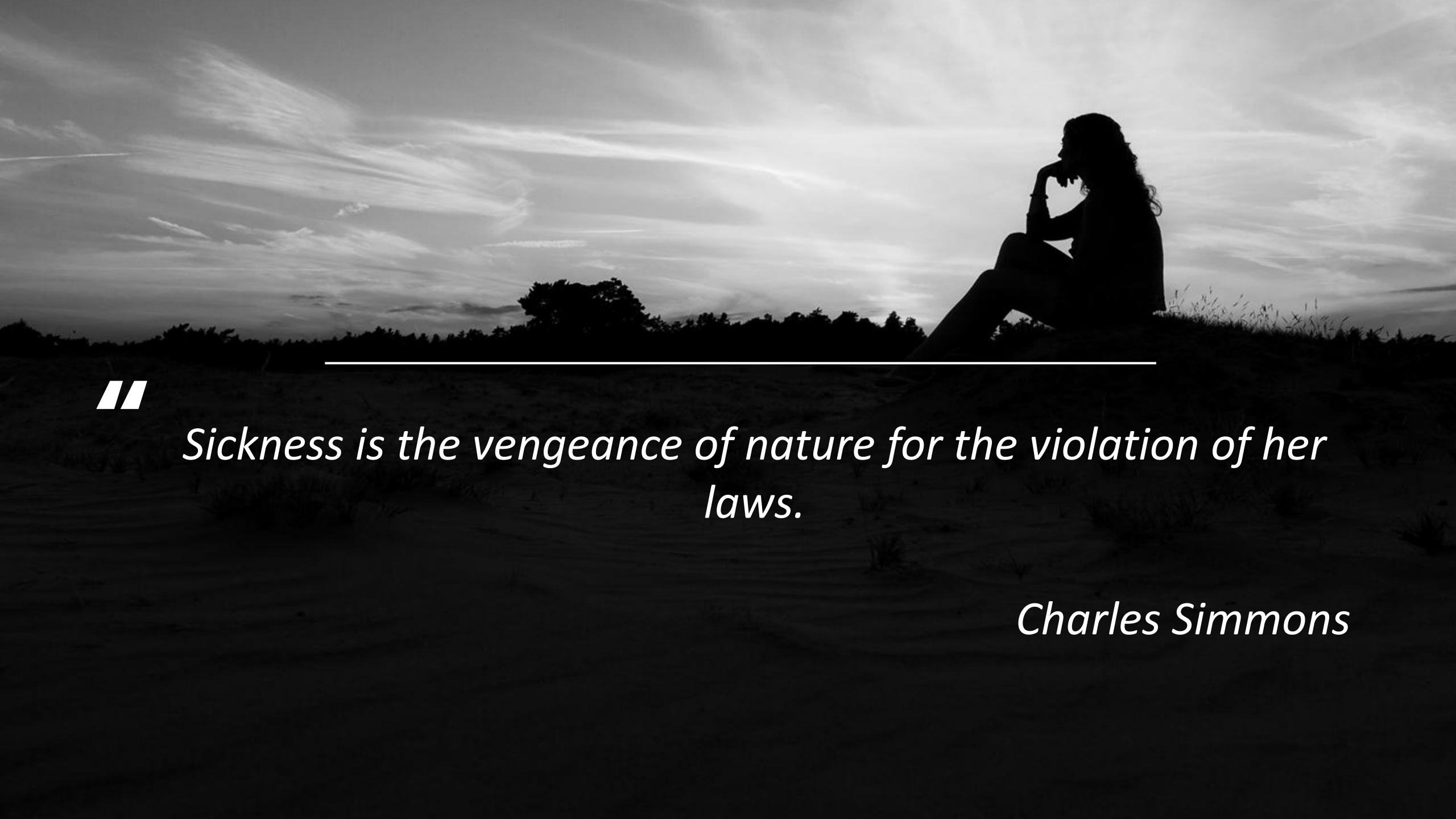
Productivity of a company begins with the health of its employees.

While it is not always possible to eliminate sickness, with the proper tools, reducing the illness and its effects can be within your reach.

Workshop Objectives



- Identify common illnesses
- Understand how they spread
- Recognize symptoms
- Apply treatment and prevention techniques
- Establish an Emergency Response Plan



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Sickness is the vengeance of nature for the violation of her laws.

Charles Simmons

MODULE TWO

Common Winter Illnesses (I)

Although many common illnesses can strike any time of the year, they are typically seen in the winter months.

Cold

Rhinovirus

Respiratory syncytial virus

Adenovirus

Cold Sores

Cold sores, also known as fever blisters, usually go away on their own in 7 to 10 days.





Influenza

Influenza is commonly called the flu. It too is caused by a virus, and infects the nose, throat, and lungs.

Pneumonia

Even those who are otherwise healthy can experience after-effects of pneumonia for up to a month or so.



Practical Illustration



- Cold
- Cold Sores
- Influenza
- Pneumonia

Module Two: Review Questions

1. Which of these is NOT mentioned as a virus that can cause the common cold?

A. Astrovirus

B. Rhinovirus

C. Respiratory syncytial virus

D. Adenovirus

Module Two: Review Questions

2. How long does the common cold usually last?

A. 5 to 7 days

B. 1 to 2 weeks

C. 2 to 3 weeks

D. 1 month

Module Two: Review Questions

3. Cold sores are typically caused by:

A. HSV-4

B. HSV-3

C. HSV-2

D. HSV-1

Module Two: Review Questions

4. What is another name for cold sores?

A. Canker sores

B. Thrush

C. Fever blisters

D. Leukoplakia

Module Two: Review Questions

5. Cold sores usually last how long?

A. 3 to 5 days

B. 5 to 7 days

C. 7 to 10 days

D. 10 to 14 days

Module Two: Review Questions

6. Influenza is caused by which of the following?

A. Bacteria

B. Fungus

C. Virus

D. Bacteria, fungus, or virus

Module Two: Review Questions

7. Complications from the flu can affect anyone, but they are least likely to occur in:

A. A 3-year-old child

B. A 40-year-old man

C. A pregnant woman

D. A man with a weakened immune system

Module Two: Review Questions

8. What does pneumonia attack?

A. One lung

B. Both lungs

C. Both lungs and the stomach

D. One or both lungs

Module Two: Review Questions

9. Pneumonia can be caused by what?

A. Virus or bacteria

B. Bacteria or fungus

C. Virus, bacteria, or fungus

D. Fungus or virus

Module Two: Review Questions

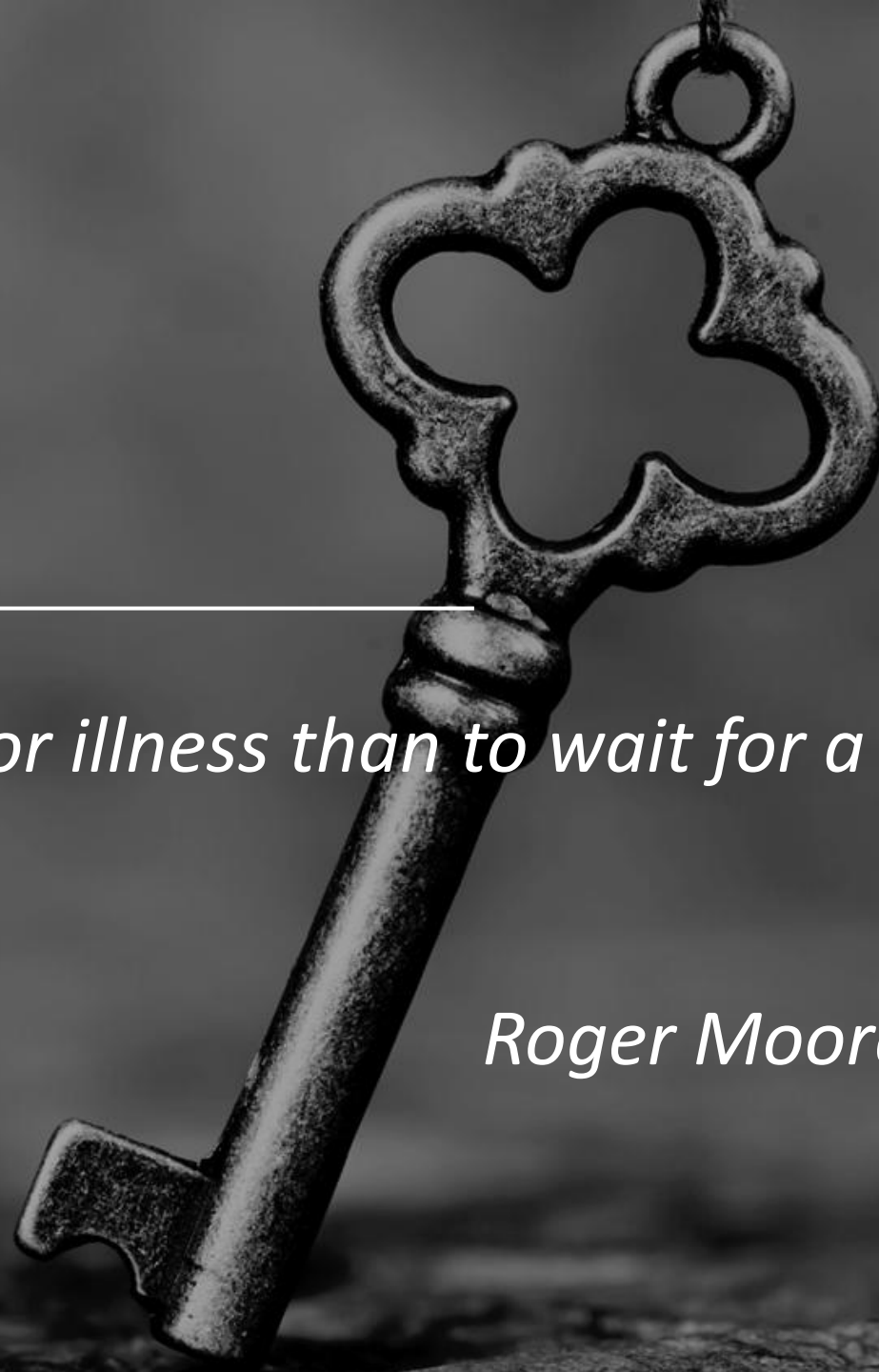
10. Bob has pneumonia caused by a fungus. Which of the following is true?

A. He is not contagious

B. He is only contagious if he kisses someone

C. He is contagious for the first two days, then becomes non-contagious

D. He is not contagious for the first two days, then becomes contagious



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I believe it is better to be prepared for illness than to wait for a cure.

Roger Moore

MODULE THREE

Common Winter Illnesses (II)

Let's continue to explore other common sicknesses that you should prepare your body to fight against if you are unable to avoid them altogether.



Conjunctivitis

Not touching
your eyes with
your bare hands

Regularly
washing your
hands

Not sharing eye
cosmetics with
others

Sore Throat

Regarding the throat itself, it is usually scratchy, uncomfortable, or painful, which typically worsens as one swallows.





Strep Throat

If not treated properly, strep throat can lead to damage of the kidneys, heart, and joints.

Norovirus / Viral Gastroenteritis

Gastroenteritis can be caused by a virus such as norovirus, bacteria, or parasite.



Practical Illustration



- Conjunctivitis
- Sore Throat
- Strep Throat
- Norovirus / Viral Gastroenteritis

Module Three: Review Questions

1. Conjunctivitis is the medical term for what illness?

A. Stomach flu

B. Strep throat

C. Stomach bug

D. Pink eye

Module Three: Review Questions

2. According to the lesson, what's the longest that conjunctivitis typically lasts?

A. Three days

B. Five days

C. Two weeks

D. Three weeks

Module Three: Review Questions

3. As per the lesson, “Sore Throat”, a ____ causes a sore throat.

A. Virus

B. Fungus

C. Parasite

D. Bacteria

Module Three: Review Questions

4. Which of these adjectives was NOT used in the lesson to describe how a sore throat feels?

A. Scratchy

B. Tingly

C. Uncomfortable

D. Painful

Module Three: Review Questions

5. What causes strep throat?

A. Parasite

B. Fungus

C. Bacteria

D. Virus

Module Three: Review Questions

6. Strep throat affects people in what age group?

A. 20 – 30 years old

B. 30 – 40 years old

C. 40 – 50 years old

D. All age groups

Module Three: Review Questions

7. What is another name for norovirus?

A. Strep throat

B. Stomach bug

C. Pink eye

D. Stomach flu

Module Three: Review Questions

8. Symptoms of norovirus typically last ____ to ____ days.

A. 4;6

B. 3;5

C. 2;4

D. 1;3

Module Three: Review Questions

9. With gastroenteritis, what happens to the lining of the intestines?

A. It becomes inflamed

B. It turns black in color

C. It perforates

D. It turns green in color

Module Three: Review Questions

10. What is the incubation period of gastroenteritis?

A. 1 month

B. 10 to 14 days

C. 1 to 3 days

D. 12 hours



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Being sick feels like you're wearing someone else's glasses.

Megan Boyle

MODULE FOUR

Cold / Cold Sores

Now that we understand what a cold and cold sore are, let's take a look at how they spread, symptoms, treatment methods, and what we can do to potentially prevent them in the first place.



How It Spreads

Cold

- Airborne droplets, contact with the contaminates

Cold Sores

- Direct contact, sharing items

Symptoms

Complications of a cold can be an ear infection, asthma, sinusitis, bronchiolitis, and croup.





Treatment

Colds

Eat a
balanced
diet

Get plenty
of rest

Cold Sores

Numb the
pain with
ice

Medical
creams and
gels

Prevention

The prevention of a cold/cold sores not only benefits you, but also those around you.



Practical Illustration



- How It Spreads
- Symptoms
- Treatment
- Prevention

Module Four: Review Questions

1. What is NOT an example of how a cold can spread?

A. When a person sneezes

B. When a person has a blood transfusion

C. When a person coughs

D. When a person blows their nose

Module Four: Review Questions

2. Which of these is NOT a common symptom of a cold?

A. Runny nose

B. Minor body ache

C. Ear infection

D. Sore throat

Module Four: Review Questions

3. Of the following, which is NOT a complication of a cold?

A. Croup

B. Low-grade fever

C. Sinusitis

D. Asthma

Module Four: Review Questions

4. Which of these is specific to a person who has a cold sore for the first time?

A. Tingling lips

B. Oozing blisters

C. Crusting blisters

D. Muscle aches

Module Four: Review Questions

5. Of the following, which is a complication of a cold sore where it spreads to the eyes?

A. Herpetic keratoconjunctivitis

B. Herpes whitlow

C. Dehydration

D. Herpes labialis

Module Four: Review Questions

6. What is a complication of a cold sore where it spreads to the fingers?

A. Herpes labialis

B. Dehydration

C. Herpetic keratoconjunctivitis

D. Herpes whitlow

Module Four: Review Questions

7. Which of these is NOT listed in the “Treatment” lesson as an essential oil aid for cold sores?

A. Lemon balm

B. Lavender

C. Tea tree

D. Peppermint

Module Four: Review Questions

8. Which of the following is listed in the “Treatment” lesson as an essential oil aid for cold sores?

A. Thyme

B. Oregano

C. Anise

D. Ginger

Module Four: Review Questions

9. Which of these is NOT mentioned in the “Prevention” lesson for a cold?

A. Reduce stress

B. Clean surfaces with alcohol-based wipes

C. Don't bite your nails

D. Exercise regularly

Module Four: Review Questions

10. Of the following, which is not mentioned in the “Prevention” lesson for a cold?

A. Get Vitamin D

B. Eat balanced diet

C. Wash hands throughout the day

D. Get enough sleep



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The most poetical thing in the world is not being sick.

G.K. Chesterton

MODULE FIVE

Influenza

We will now move on to influenza, and delve into how it spreads, symptoms associated with it, and treatment and prevention methods.



How It Spreads

The most common way influenza spreads is through airborne droplets, such as when a person coughs, sneezes, or blows their nose.

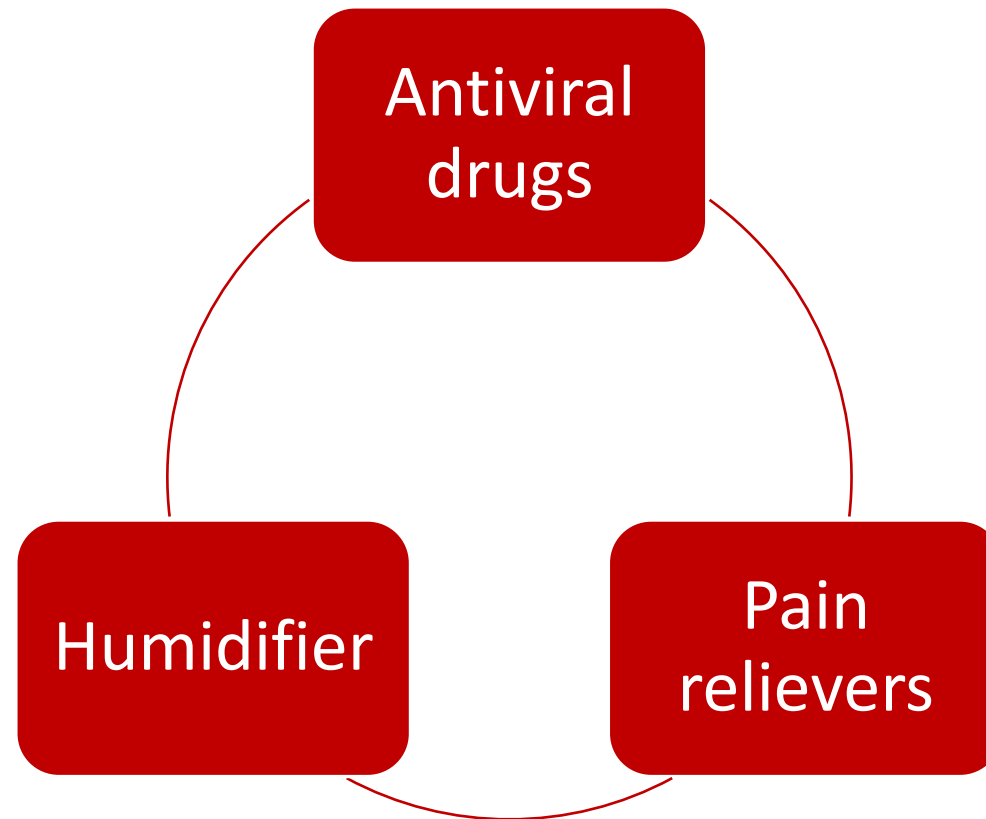
Symptoms

- Fever or chills
- Headache
- Body or muscle aches
- Fatigue





Treatment



Prevention

- Reduces risk of hospitalization due to the flu
- Protects those around you



Practical Illustration



- How It Spreads
- Symptoms
- Treatment
- Prevention

Module Five: Review Questions

1. How far can flu droplets travel?

A. Up to two feet

B. Up to four feet

C. Up to six feet

D. Up to eight feet

Module Five: Review Questions

2. Generally speaking, when is a person most contagious?

A. 1-2 days after symptoms have begun

B. 3-4 days after symptoms have begun

C. 5-6 days after symptoms have begun

D. 7-8 days after symptoms have begun

Module Five: Review Questions

3. Of the following, which is NOT mentioned in the “Symptoms” lesson?

A. Chest pressure

B. Swollen lymph nodes

C. Dry cough

D. Vomiting

Module Five: Review Questions

4. Which of these was NOT mentioned in the “Symptoms” lesson?

A. Headache

B. Fatigue

C. Wet cough

D. Diarrhea

Module Five: Review Questions

5. Which of these is the MOST effective treatment of the flu?

A. Antiviral drug

B. Antibiotic drug

C. Antifungal drug

D. None of the above

Module Five: Review Questions

6. What type of fluid is the LEAST helpful in overcoming the flu?

A. Broth

B. Sports drinks

C. Soft drinks

D. Coconut water

Module Five: Review Questions

7. The flu is the only virus where a(n) ____ is offered.

A. Cure

B. Immunization

C. Medication

D. Vaccination

Module Five: Review Questions

8. Which of these is NOT mentioned as a risk of getting the flu shot?

A. Contracting a cold

B. Soreness

C. Contracting the flu

D. Redness

Module Five: Review Questions

9. The flu shot can lower which of the following issues in pregnant women?

A. Acute respiratory infection

B. Sinus infection

C. Allergies

D. All possible pregnancy complications

Module Five: Review Questions

10. How long should you be fever-free before returning back to work?

A. 12 hours

B. 24 hours

C. 2 days

D. 1 week



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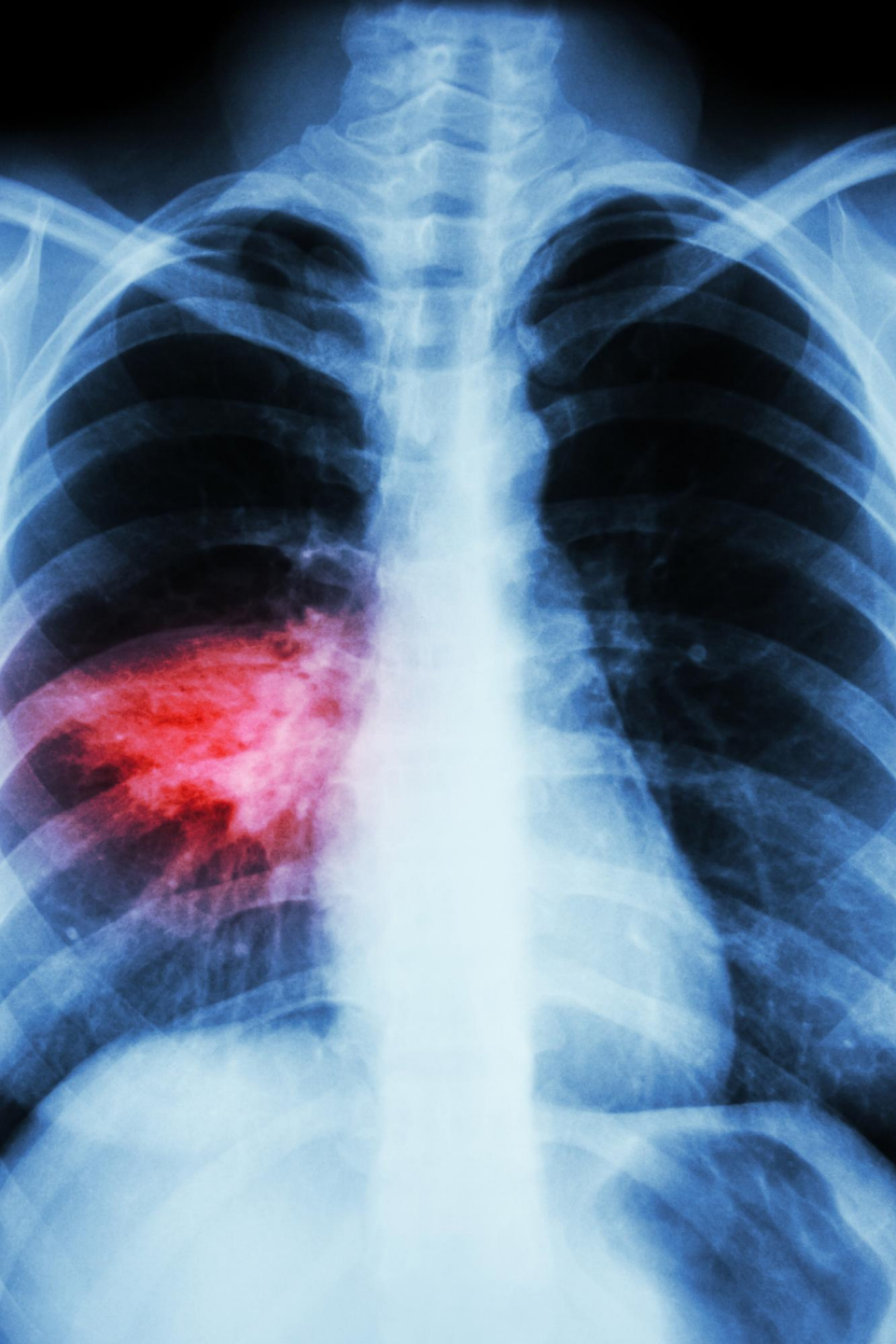
Health is not valued till sickness comes.

Thomas Fuller

MODULE SIX

Pneumonia

Pneumonia is an illness that is not contagious when caused by a fungus. However, if caused by a virus or bacteria, it is highly contagious.



How It Spreads

If not treated in a timely manner, pneumonia can then spread to other organs and even cause death.

Symptoms

- Fever and chills
- Wet cough
- Pain in the chest when coughing
- Pain in the chest when breathing





Treatment

Rest

Lots of liquids

NSAIDs for pain relief

Prevention

- Viral Pneumonia
- Bacterial Pneumonia
- Fungal Pneumonia



Practical Illustration



- How It Spreads
- Symptoms
- Treatment
- Prevention

Module Six: Review Questions

1. Which of the following is true if one lung of an individual is infected with pneumonia?

A. The other lung can become infected

B. Once the infection clears, they can never get pneumonia again

C. If they get pneumonia again, it will always be in the lung that was previously infected

D. It will completely clear in five days

Module Six: Review Questions

2. What is the name of an organism that can result in a highly contagious pneumonia?

A. Coccidioidomycosis

B. Histoplasmosis

C. Blastomycosis

D. Mycoplasma

Module Six: Review Questions

3. Which of these was NOT mentioned in the lesson as a symptom of pneumonia?

A. Convulsions

B. Shallow breathing

C. Pain in chest when coughing

D. Wet cough

Module Six: Review Questions

4. Of the following, which was mentioned as a symptom of pneumonia?

A. Wet cough

B. Nausea Wet cough

C. Fever and chills

D. All of the above

Module Six: Review Questions

5. What is true of taking cough medicine when you have pneumonia?

A. You should only do it if you are not experiencing diarrhea

B. You can always do it

C. You should never do it

D. You should only do so after confirming with your doctor that it's okay

Module Six: Review Questions

6. What may an infected person be prescribed if they have pneumonia due to bacteria?

A. Antibiotic drug

B. Antifungal drug

C. Antiviral drug

D. Any of the above

Module Six: Review Questions

7. Which of the following individuals meets the requirements to be prescribed Prevnar 13?

A. A 68-year-old male who is not high risk

B. A 34-year-old female who is not high risk

C. A 7-year-old female child who is not high risk

D. An 11-year-old male child who is not high risk

Module Six: Review Questions

8. Of the following, who would NOT qualify for a prescription of Pneumovax?

A. A 30-year-old male with asthma

B. A 6-month-old baby who is at high risk for bacterial pneumonia

C. A 58-year-old female who smokes

D. A 72-year-old male

Module Six: Review Questions

9. Which of these is NOT mentioned in the “Prevention” lesson with regard to bacterial pneumonia?

A. Stop smoking

B. Balanced diet

C. Stop drinking caffeine

D. Exercise

Module Six: Review Questions

10. Of the following, which is NOT mentioned in the “Prevention” lesson with regard to bacterial pneumonia?

A. Sufficient rest/sleep

B. Staying away from those who are already infected with pneumonia

C. Pevnar 13

D. Use hand sanitizer

A black and white photograph of a hand holding a lightbulb against a cloudy sky. The hand is in silhouette, and the lightbulb is the central focus. A horizontal line is drawn across the middle of the image, passing behind the lightbulb.

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The most important thing when ill, is to never lose heart.

Vladimir Lenin

Sore Throat / Strep Throat

Although, neither a sore throat nor strep throat feel good, it is important to know the difference between the two, so that proper treatment is administered in order to get better.



How It Spreads

Viral Sore Throat

- Droplets from coughs and sneezes

Strep Throat

- Bacteria

Symptoms

Pain when swallowing and a red throat are also seen in a strep throat, but it may be more severe.





Treatment

Viral Sore Throat

Drinking a lot of
water

Acetaminophen

Strep Throat

Rid the body of
the bacteria

Medicine as
prescribed

Prevention

- Cover your mouth when coughing and sneezing
- Frequently wash your hands, especially after blowing nose



Practical Illustration



- How It Spreads
- Symptoms
- Treatment
- Prevention

Module Seven: Review Questions

1. What is the medical term for sore throat?

A. Group A streptococcus

B. Emesis

C. Syncope

D. Pharyngitis

Module Seven: Review Questions

2. Which of these is the medical term for strep throat?

A. Syncope

B. Group A streptococcus

C. Pharyngitis

D. Emesis

Module Seven: Review Questions

3. What can untreated strep throat lead to?

A. Osteoarthritis

B. Photoretinitis

C. Glomerulonephritis

D. Perichondritis

Module Seven: Review Questions

4. What does the Symptom lesson mention as the most common symptom in a viral sore throat?

A. Hoarseness

B. Red throat

C. Pain with swallowing

D. Stuffy nose

Module Seven: Review Questions

5. Of the following, which is not mentioned as a symptom of strep throat?

A. Stomach ache

B. Malaise

C. Headache

D. Fever

Module Seven: Review Questions

6. Choose the item that is NOT mentioned as symptom associated with strep throat.

A. Enlarged tonsils

B. Lymph nodes that are swollen and/or tender

C. Body aches

D. Diarrhea

Module Seven: Review Questions

7. Which of these is the most effective treatment in clearing a strep throat infection?

A. Rest

B. Antibiotic

C. Fluids

D. Throat lozenges

Module Seven: Review Questions

8. At what point after starting an antibiotic for strep throat do individuals typically see a remarkable difference in the symptoms?

A. 4 hours

B. 12 hours

C. 24 hours

D. 2-3 days

Module Seven: Review Questions

9. Stay out of work for at least _____ hours after starting an antibiotic.

A. 24

B. 36

C. 48

D. 54

Module Seven: Review Questions

10. To help prevent the spread of a sore throat, which BEST describes how often you should wash your hands?

A. After you cough and sneeze

B. After you blow your nose

C. After you touch objects that have been touched by infected individuals

D. Frequently



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Awareness is the first step in healing.

Dean Ornish

MODULE EIGHT

Norovirus / Viral Gastroenteritis

I'm sure your stomach is churning just thinking about this topic, but since it is highly contagious, it must be addressed.

A photograph of two hands shaking, symbolizing agreement or partnership, positioned on the left side of the slide.

How It Spreads

Norovirus

- Droplets
- Contaminated water

Gastroenteritis

- Direct contact

Symptoms

Since diarrhea is commonplace, it is important to be mindful of replenishing your fluids, to prevent dehydration.





Treatment

Since it's not a bacterial infection, an antibiotic will not work. It typically goes away on its own within a couple of days.

Prevention

- Carefully wash fruits and vegetables
- Stay away from confined spaces
- Stay away from crowded spaces



Practical Illustration



- How It Spreads
- Symptoms
- Treatment
- Prevention

Module Eight: Review Questions

1. Regarding norovirus and gastroenteritis, which of these is true?

A. Both only occur in adults

B. Gastroenteritis can occur as a result of having norovirus

C. Besides both being stomach illnesses, they are not related

D. Norovirus can occur as a result of having gastroenteritis

Module Eight: Review Questions

2. How quickly do the symptoms of the norovirus manifest?

A. 2 days after being infected

B. 4 days after being infected

C. 1 day after being infected

D. 3 days after being infected

Module Eight: Review Questions

3. What should you do when you have diarrhea?

A. Eat a lot of rice

B. Drink a lot of caffeinated tea

C. Eat a lot of bananas

D. Drink a lot of low-sugar fluids

Module Eight: Review Questions

4. Of the following, which of these is mentioned as a symptom of gastroenteritis but not norovirus?

A. Stomach cramps

B. Fast heart rate

C. Muscle aches

D. Fatigue

Module Eight: Review Questions

5. What antiviral medication is used to treat norovirus?

A. Tamiflu

B. Relenza

C. Xofluza

D. There is none

Module Eight: Review Questions

6. When can an antibiotic be taken to treat norovirus?

A. As soon as symptoms present

B. Never

C. 24 hours

D. Daily

Module Eight: Review Questions

7. How long does it typically take for norovirus to go away?

A. A couple of weeks

B. 6-7 days

C. A couple of days

D. 4-5 days

Module Eight: Review Questions

8. How many times can a person contract norovirus?

A. 3-4 times from infancy to adulthood

B. 1-2 times from infancy to adolescence

C. An indefinite number of times in one's lifetime

D. An indefinite number of times during adulthood

Module Eight: Review Questions

9. The “Prevention” lesson mentioned that ____ and ____ should be used to disinfect items.

A. Vinegar and baking soda

B. Bleach and water

C. Microfiber cloths and water

D. Antibacterial wipes and hand sanitizer

Module Eight: Review Questions

10. When contracting the norovirus, you should stay out of work for at least ____ hours after the symptoms have ceased.

A. 12

B. 24

C. 36

D. 48



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*Environmental cleanliness begins with each individual desire
to be clean.*

Lailah Gifty Akita

MODULE NINE

Keeping Your Office Clean

Keeping the office clean is an important step to preventing the initial infection, and subsequent spread of an illness.



Dusting

When most people think of dust, they don't realize that it consists of dead skin cells which have the ability to transmit illness.

HEPA Filters

- Impact
- Intercept
- Diffuse





Disinfecting Surfaces

Phone

Computer

Keyboard

Pen
holder

Door
knobs

Daily Trash Disposal

Daily trash disposal is usually something that's done as part of the nightly duties.



Practical Illustration



- Dusting
- HEPA Filters
- Disinfecting Surfaces
- Daily Trash Disposal

Module Nine: Review Questions

1. What is the most effective way of dusting a desk?

A. Damp, microfiber cloth

B. Feather duster

C. Dry, microfiber cloth

D. Use bare hand

Module Nine: Review Questions

2. According to the “Dusting” lesson, what does dust consist of?

A. Plant pollen

B. Textile fibers

C. Dead skin cells

D. Outdoor minerals

Module Nine: Review Questions

3. What does the E in HEPA stand for?

A. Effectiveness

B. Efficiency

C. Electrically

D. Energetically

Module Nine: Review Questions

4. In the word HEPA, what does the P stand for?

A. Palpable

B. Passive

C. Particulate

D. Positive

Module Nine: Review Questions

5. HEPA filters are designed trap what percentage of particles captured?

A. 99.64

B. 99.72

C. 99.85

D. 99.97

Module Nine: Review Questions

6. When particles directly touch the filter's fibers, they stick to the filter. This is what method of HEPA filter trapping?

A. Intercept

B. Concentrate

C. Impact

D. Diffuse

Module Nine: Review Questions

7. When particles are very close to the filter's fibers, they stick to the filter. This is what method of HEPA filter trapping?

A. Intercept

B. Diffuse

C. Concentrate

D. Impact

Module Nine: Review Questions

8. When the particles flow through the filter's fibers, they come in contact with gas molecules. What method of HEPA filter trapping is this?

A. Concentrate

B. Impact

C. Intercept

D. Diffuse

Module Nine: Review Questions

9. What does the “Disinfecting Surfaces” lesson mention as a cost-effective chemical for disinfecting?

A. Alcohol

B. Bleach

C. Hydrogen peroxide

D. Vinegar

Module Nine: Review Questions

10. Of the following, which LEAST likely needs to be disinfected?

A. Door knobs

B. Faucet

C. Keyboard

D. Plastic runner for office chair



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It's simple. If you're sick, stay home.

Anonymous

MODULE TEN

Stay / Go Home

If you're sick, stay home", or go home if you become sick in the middle of the day.



Offer Paid Sick Days

Some employees have paid time off from the general benefits package, and would gladly stay home in order to recover.

Early Release With Pay

You come to work, feeling great. Then all of a sudden, you feel like you were hit with a ton of bricks.





Alternative Work Days

The employees take off the time necessary to get better, and work their typical 40-hour schedule.

Work From Home

- Quiet space
- Internet service
- Phone service



Practical Illustration



- Offer Paid Sick Days
- Early Release With Pay
- Alternative Work Days
- Work From Home

Module Ten: Review Questions

1. According to the “Offer Paid Sick Days” lesson, employees should be paid:

A. For two weeks

B. For a month

C. For the days the virus/bacteria are in their body

D. For the days they are contagious

Module Ten: Review Questions

2. What should an employee do to prove they have a contagious illness?

A. Make a phone call to their supervisor

B. Provide a note from their doctor

C. Be tested at their place of business

D. Do a video call with their supervisor

Module Ten: Review Questions

3. Are companies required to offer paid sick days for outbreaks of contagious illnesses?

A. Yes. For full-time employees

B. No

C. Yes. If they have less than 200 employees

D. Yes. If they have more than 50 employees

Module Ten: Review Questions

4. What organization was mentioned in the “Offer Paid Sick Days” lesson?

A. National Institutes of Health

B. American Medical Association

C. World Health Organization

D. Centers for Disease Control and Prevention

Module Ten: Review Questions

5. In the “Alternative Work Days” lesson, who was NOT mentioned as being sick?

A. Joan

B. Betty

C. Phil

D. Michael

Module Ten: Review Questions

6. In “Alternative Work Days”, what day did the employees miss work?

A. Tuesday

B. Wednesday

C. Thursday

D. Friday

Module Ten: Review Questions

7. What was the sickness in “Alternative Work Days”?

A. Norovirus

B. Pneumonia

C. Flu

D. Cold Sore

Module Ten: Review Questions

8. In “Alternative Work Days”, what day were employees allowed to make-up the time they missed?

A. Saturday

B. Sunday

C. Thanksgiving Day

D. Christmas Day

Module Ten: Review Questions

9. When should working from home not be done?

A. When the employee is contagious, but well enough to work

B. When the employee is in their first 60 days of being with the company

C. When the employee is contagious and not well enough to work

D. When the employee is in their first 90 days of being with the company

Module Ten: Review Questions

10. In the “Work from Home” lesson, which of these was not mentioned?

A. Having a quiet space

B. Having a webcam

C. Having phone service

D. Having a printer and scanner



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Failing to plan is planning to fail.

Benjamin Franklin

Emergency Response Plan (ERP)

Creating, training, implementing, and evaluating your emergency response plan makes you and your company ready in case of a health crisis.



Developing An ERP

Business continuity

Working from home

Information-sharing systems

Communicate ERP

- Set an approachable, but authoritative tone
- Be clear
- Be succinct





Evaluate ERP

- Meet with key staff members after the plan has been developed, and get their input.
- Contact the head of organizations that have utilized an ERP and discuss what worked for them.

Revise ERP

“If at first you don’t
succeed, try, try again.”



Practical Illustration



- Developing An ERP
- Communicate ERP
- Evaluate ERP
- Revise ERP

Module Eleven: Review Questions

1. Who should receive a copy of the ERP?

A. Human Resources

B. Supervisors and managers

C. All employees

D. All employees who are not in
managerial roles

Module Eleven: Review Questions

2. What is business continuity?

A. Consistency among all departments of a business

B. The start-up of a business

C. The shut-down of a business

D. The ability to resume business in the face of threats

Module Eleven: Review Questions

3. Of the following, which is NOT listed in the “Develop ERP” lesson as a common hygiene tip to prevent the spread of illness, but currently, due to Covid, is more common in North America?

A. Thoroughly wash hands with soap and water

B. When sneezing or coughing, do it into your arm, not your hands

C. Keep your hands away from your face

D. Wearing a face mask

Module Eleven: Review Questions

4. Which of these is NOT mentioned in the module as a common hygiene tip?

A. Trim nails

B. If you are using tissues, dispose of them promptly after use

C. Get vaccinations, where appropriate

D. Regularly disinfect office space, restrooms, and common areas

Module Eleven: Review Questions

5. Who should be trained on the ERP?

A. Supervisors and managers

B. All employees that are not in
managerial positions

C. Human Resources

D. All employees

Module Eleven: Review Questions

6. After the completion of the training, what should employees be required to do?

A. Verbally agree to abide by the ERP

B. Sign a document that acknowledges receipt of training and agree to abide by the ERP

C. Verbally acknowledge receipt of the training

D. Sign a document that acknowledges receipt of training

Module Eleven: Review Questions

7. How should the ERP training be conducted?

A. Online

B. In-person, one-on-one

C. In-person, small group

D. In the most effective manner for the company

Module Eleven: Review Questions

8. What quote was used in the “Evaluate ERP” lesson?

A. “If at first you don’t succeed,
try, try again”

B. “The way to get started is to quit
talking and start doing”

C. “Two heads are better than
one”

D. “Tell me and I forget. Teach me and I
remember. Involve me and I learn”

Module Eleven: Review Questions

9. What should happen if changes are made to the ERP?

A. A copy of the changes should be given to Human Resources

B. A copy of the changes should be given to all employees who are not in managerial positions

C. A copy of the changes should be given to all employees

D. A copy of the changes should be given to all supervisors and managers

Module Eleven: Review Questions

10. In the “Revise ERP” lesson, what quote was used?

A. “Tell me and I forget. Teach me and I remember. Involve me and I learn”

B. “If at first you don’t succeed, try, try again”

C. “The way to get started is to quit talking and begin doing”

D. “Two heads are better than one”

MODULE TWELVE

Wrapping Up

Although this workshop is coming to a close, we hope that your journey to learning about Office Health and Safety is just beginning.



Words From the Wise

*A fit, healthy body-that is
the best fashion statement.*

- Jess C. Scott

*Healthy citizens are the
greatest asset any country
can have.*

- Winston S. Churchill

*If you don't take care of this
the most magnificent
machine that you will ever
be given...where are you
going to live?*

- Karyn Calabrese

*Health is hearty, health is
harmony, health is
happiness.*

- Amit Kalantri