



Bi-County Collaborative
Making It Possible

**COVID-19 Mandatory Training
for all Staff
as of July 1, 2020**

It is mandatory for all Bi-County Collaborative staff members to complete this training, pass each quiz, complete the checklist and sign the *Healthy Together Employee Code of Conduct* to return to work in our shared facility.

To expedite the tracking of the sign-off process for completion of these trainings, check off each completed training online in the [Training Sign Off Form](#). **This is an online process so there is no need to print anything.** Your responses will be recorded on a Google Sheet electronically.

The training documents are listed below.

Directions:

- Click on the link below to open each Training document.
- Carefully review the material presented and/or complete a quiz.
- After completing each document and any tasks, click to open [Training Sign Off Form](#). Click the check off box indicating you have completed the requirements.

| | Mansion Drive Training Document Links |
|--------|---|
| Read | COVID-19 Guidelines for All Staff Should I go to work? |
| Quiz | COVID-19 Transmission Quiz |
| Read | Overview of PPE Use for Staff Introduction to the Use of Personal Protective Equipment (PPE) |
| Watch: | • Demonstration of Donning (putting on) PPE |

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| | <ul style="list-style-type: none"> • Demonstration of Doffing (Taking Off) Personal Protective Equipment (PPE) • Demonstration of How to Wear a Mask |
| Quiz | Take the PPE Quiz |
| Watch: | Fight Germs-Hand Washing |
| Quiz | Take the Hand Washing Quiz |
| Quiz | Checklist for Staff Return to Work |
| Read, Print and Sign | Healthy TogetherCode of Conduct |