



HUMAN RESOURCES IN-SERVICE

Infection Control

Precautions, Pathogens, and Protection

Everyone on campus has a responsibility for practicing correct Infection Control practices. Contact with potentially infectious material and blood borne pathogens are a hazard of working in a multi-purpose facility.

Performing hand hygiene is the best way to stop the spread of infection. Hand hygiene must be performed after using the restroom, eating, coughing, sneezing and blowing your nose. Hand hygiene must also be performed before and after handling food. Hand hygiene can be completed by washing your hands vigorously with soap and water for 20 seconds or by using enough alcohol based hand gel for your hands to be wet for 15-25 seconds. If your hands are visibly soiled though, you must use soap and water.

Wearing personal protective equipment (PPE) will help to protect you. PPE can include gloves, goggles, and masks. You would select the PPE to use based on the task you are to perform and the likelihood of exposure. Some examples: If you are cleaning a toilet you would wear gloves. Clearing tables after a meal, wear gloves. You must always perform hand hygiene after you remove the gloves.

Blood borne pathogens are infectious agents found in blood and body fluids. Hepatitis B and HIV are 2 diseases in particular that you can get from exposure to infectious blood and body fluids. While there is currently no vaccine to prevent HIV, staff can receive the Hepatitis B vaccine at no charge.

OSHA provides regulations to protect employees. One such regulation is no food or drink is allowed in areas where they could become contaminated. This includes handrails in the halls and housekeeping carts.

To clean blood and body fluids spills, you must apply PPE as indicated, wipe up the spill with paper towels and place them in a garbage bag, spray the spill area with the approved disinfectant, dispose of the garbage, remove your PPE and perform hand hygiene. See the Exposure Control Plan for the complete procedures.



Hazardous Communications

Hazardous Communication, is a program required by OSHA-Occupational Safety and Health Administration, to inform all employees of the potential hazards of chemicals used within the facility, how to correctly handle them and the measures to take to protect them from these chemicals. Every chemical used in the facility has a Safety Data Sheet (SDS). These sheets include the chemical breakdown, hazards of the chemical, special precautions in handling, health hazards and first aid procedures should someone be exposed to the chemical.

All employees receiving supplies at the Jewish Federation of Omaha are responsible for assuring that all hazardous chemicals received are accompanied by an SDS sheet and are properly labeled. New chemicals are not to be introduced into the facility without an appropriate SDS sheet. The SDS must be given to the Campus Manager. A master hard copy of all SDS is located in the Campus Manager's office.

If an employee has an occupational exposure from a chemical they must seek medical attention from their supervisor. If a chemical enters an employee's eyes, immediately flush the eyes. The supervisor can access the SDS to determine the necessary treatment or referral. When coming in contact with chemicals it is important to use Personal Protective Equipment. For example, if you are using a chemical that might get in your eyes, you must wear goggles. If a chemical is placed in a container, the container must be labeled.

Pictograms and Their Corresponding Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) <ul style="list-style-type: none"> • Skin sensitizer • Acute toxicity (harmful) <ul style="list-style-type: none"> • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer (non-mandatory) 	<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin corrosion/burns <ul style="list-style-type: none"> • Eye damage • Corrosive to metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides 	<p>Skull & Crossbones</p>  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)



Harassment Prevention

What is Harassment?

Harassment is a form of unlawful discrimination that includes all types of physical, verbal, or visual conduct showing hostility toward a person because of that person's:

- Sex
- Religion
- Disability
- Race
- National Origin
- Any other "legally protected status"
- Color
- Age

Harassment is prohibited on this campus whether it occurs in person, in writing, via the Internet, or any other means of communication.

Verbal Harassment

Words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her characteristics listed above. Examples of verbal harassment include but are not limited to:

- Unwelcome comments
- Threats
- Negative stereotyping
- Jokes
- Insults
- Epithets
- Name calling

Physical/Visual Harassment

Offensive or demeaning acts directed at someone because of his/her characteristics listed above. Examples of prohibited physical/visual harassment include but are not limited to:

- Unwelcome physical contact
- Damaging one's personal property
- Possession or display of derogatory pictures or other graphic materials
- Invading one's physical space
- Offensive gestures

Sexual Harassment

Examples of prohibited sexual harassment include but are not limited to:

- Comments referring to one's physical attributes
- Dirty jokes
- Touching, including hugs, shoulder rubs, patting, pinching, groping and/or intentionally brushing against someone
- Unwanted attention, gifts, cards
- Staring/leering/winking
- Practical jokes of sexual nature
- Telling lies/spreading rumors about a person's sex life
- Excessive flirtation
- Sexual gestures or sounds

Disciplinary Action

Any employee who engages in, condones, or otherwise participates in any form of harassment or inappropriate behavior is subject to disciplinary action, up to and including termination. Any manager who retaliates against a person for reporting harassment is also subject to disciplinary action, up to and including termination.



Judaism



Judaism dates back about 4000 years to Abraham. His belief in one God and the covenant established between Abraham and God became the foundation of Judaism.

Jews celebrate the Sabbath, or Shabbat, every Friday at sundown through Saturday at sundown. There are two candles lit and challah bread is enjoyed by everyone. Shabbat is a remembrance of the day of rest.

There are four major Jewish groups:

Orthodox Judaism

- Dietary laws are strictly observed
- Beliefs and practices are traditional
- Torah must be obeyed as law
- No work is done on Shabbat

Conservative Judaism

- Bound by Torah rituals
- Dietary laws are observed
- Expands role of women in congregational rituals

Reform Judaism

- Beliefs and practices are more liberal
- Torah means teaching rather than law and is open to interpretation

Reconstructionist Judaism

- Rabbi viewed as facilitator rather than leader
- Encourages lay participation

Jewish Holidays

There are many Jewish observances throughout the year and each has a specific focus and importance. The Jewish calendar follows the lunar calendar so holidays fall on different dates every year.

Rosh Hashanah - the start of the Jewish New Year. This is the beginning of a 10-day period of reflection on the past year. (Autumn)

Yom Kippur – Day of Atonement. This ends the 10-day period of reflection. The day is spent in prayer and fasting. It is the most solemn day of the year. (Autumn)

Sukkot – Harvest festival (Autumn)

Hanukkah – Commemorating Jewish liberation from the Syrians. The menorah is lit representing the lights that remained lit for 8 days on only 1 day’s oil ration. (Winter)

Pesach – Recalls the Exodus of Jews from Egypt. Foods served symbolize the flight from Egypt. (Spring)

Shavuot – Commemorates the end of early harvest and Moses receiving the Ten Commandments on Mt. Sinai. (Late Spring)

Jewish Terms

Kosher - Kosher technically means “ritually fit”. The dietary laws of Kashrut state that meat and dairy products are not eaten at the same meal. Separate sets of dishes and flatware are kept for each. Shellfish, pork, and certain other foods are not eaten.

Menorah - branched candleholder that is typically lit on Hanukkah.

Mezzuzah - Bible verses attached to doorways of homes.

Mitzvah - a good deed, observing Jewish law.

Yarmulke/Kippah - head covering worn during services, as well as other times.

