



COVID-19 Prevention & Preparedness Plan

The Chesapeake Region Safety Council (CRSC) and the Mid Atlantic OTI Education Center (MAOTIEC) are committed to providing a safe and healthy workplace and training session for all our instructors, students, and training facility staff. To ensure we provide the most safe and healthy training experience, CRSC and MAOTIEC has developed the following *COVID-19 Prevention & Preparedness Plan* in response to the COVID-19 Pandemic. According to the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>) COVID-19 is an extremely contagious disease that can lead to severe illness and death. An inherent risk of exposure to COVID-19 exists in any public place where people are present. Therefore, the CRSC and MAOTIEC has implemented enhanced health and safety measures in this *Plan* for anyone participating in safety and health training offered by the CRSC and/or MAOTIEC.

CRSC and MAOTIEC staff will provide guidance to all Host Training Organizations (HTOs), clients, and instructors to implement this *Plan*. Our goal is to mitigate the potential for transmission of COVID-19 during our training sessions. Full cooperation of our staff; HTOs; clients; and instructors is essential. Only through this cooperative effort can we establish and maintain the safety and health of all persons attending our training sessions.

CRSC and MAOTIEC *COVID-19 Prevention & Preparedness Plan* follows industry guidance from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) for COVID-19. It addresses:

1. Prompt identification and isolation of persons exhibiting symptoms of COVID-19.
2. Practice Social Distancing – staff, instructors and students must follow distancing and remain at least 6-feet apart while sitting in the classroom.
3. Wear mask/face-coverings and other necessary personal protective equipment (PPE).
4. Facility Hygiene and Source Controls - daily cleaning and disinfecting protocol for sanitation of all classrooms and training areas.
5. Communication and Training Practices – train staff, instructors and students on best practices and protocols of this *Plan*.

Prompt Identification and Isolation

Prompt identification and isolation of any person exhibiting symptoms of COVID-19 is critical in preventing the spread of COVID-19. Therefore, training facilities must communicate with staff, instructors, students, or any person exhibiting symptoms of COVID-19 to stay home, seek medical care, and quarantine. CRSC and MAOTIEC has implemented self-certification for attendees to complete prior to any training session. Before attending an in-person

training session, all attendees, including instructors, are required to self-certify they are not experiencing COVID-19 symptoms by completing the *COVID-19 Self-Assessment Questionnaire* (provided in English & Spanish) attached to this *Plan*. Attendees who experience symptoms during a training session will be required to self-identify; immediately self-isolate; and communicate to the training staff. Attendees displaying symptoms of COVID-19 upon arrival to the training facility, or becomes sick during the day, must be isolated and immediately sent home. Attendees who display symptoms of COVID-19; has tested positive for COVID-19; or has been exposed to someone who has tested positive for COVID-19, cannot attend a training session until CDC, OSHA and state health guidelines have been met.

Practice Social Distancing

To mitigate the transmission of COVID-19, CRSC and MAOTIEC implements social distancing protocols, following CDC, OSHA, and state health guidelines. All persons need to practice at least 6-feet of empty space to the person closest to them. Training facilities should implement the following protocols to promote social distancing:

- Set up the classroom layout to encourage proper social distancing between attendees by requiring attendees to sit at least 6-feet apart.
- Use signage and any other visuals which encourage and promote social distancing.
- If possible, designate separate entrances and exits for the training facility.
- Provide directional signage, as social distancing reminders, to maintain 6-feet and to indicate one-way traffic flow.
- Refrain from direct physical contact with students and instructors.
- Create floor markings designating acceptable social distancing of at least 6-feet.
- Anticipate areas of high-volume traffic where people are unable to keep moving, thus making physical distancing more difficult.
- Plans for alleviating congestion during registration, breaks, etc.

Wear Mask/Face Coverings and Necessary PPE

Everyone entering a training facility must be wearing a mask/face-covering. All students must comply with all CDC, OSHA, state, and local regulations regarding necessary PPE.

- Mask/face-covering are required for all instructors, attendees, and staff in training sessions.
- Individuals should wash their hands before putting on a mask/face-covering.
- Frequent hand washing with soap and water is encouraged and will help combat the spread of any virus.
- Reusable mask/face-covering should be worn no more than twice, then washed or replaced with a fresh mask/face-covering.
- Anyone having access to the training facility during training will be required to wear a mask/face-covering. Other Personal Protective Equipment (PPE) such as gloves, face shields, etc., may be optional or required based on a risk assessment.

Facility Hygiene and Source Controls

All training facilities must implement basic infection prevention measures daily, as needed, to

ensure proper sanitation of all classrooms and common areas. Ensure regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, training equipment, and areas in the training environment. Provide disinfecting supplies and require staff employees wipe down classroom tables, desks, chairs, and training aides/props. Minimize shared items when possible (e.g., pens, markers, remotes). Cleaning and disinfecting must include restrooms, break rooms, labs, registration areas, etc. Frequent cleaning and disinfecting should be conducted of high-touch areas, including audio visual equipment, training aides/props, and other surfaces and areas in contact with instructors and students.

HTO or Client facilities must set up the training space to comply with CDC, OSHA, state, and local guidelines and restrictions related to COVID-19:

- Training rooms must be large enough to accommodate guidelines for social distancing.
- Training rooms shall include signage about social distancing.
- Training rooms must have adequate temperature control and good ventilation.
- Facility Occupancy Limits - implement protocols for managing maximum student occupancy.
- Training rooms should be set for the number of students registered.
- Training rooms must be disinfected and cleaned daily and prior to the next training session.

HTO and/or client training facilities best practices:

- encourage air filtration systems using HEPA filters and/or ionizing systems.
- ensure hand-sanitizer dispensers are in the training facilities so they can be used for hand hygiene.
- advise students to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their breaks, prior to any mealtimes and after using the restroom.
- ensure high-touch surfaces in training rooms and areas assessable to students (e.g., whiteboard markers, restrooms, door handles) are routinely disinfected.
- ensure shared items are minimized when possible (e.g., books, pens, markers, remotes, and whiteboards).
- when holding more than one training class at the same time, schedule class breaks at alternate times so classes do not take breaks at the same time.

Communications and Training Practices

This *COVID-19 Prevention & Preparedness Plan* must be communicated to all training facilities staff, instructors, contractors, vendors, and students. Additional communication will be ongoing for each training session as it occurs.

Working together, CRSC/MAOTIEC, HTOs, clients and instructors must ensure open communications and practice the protocols of this *COVID-19 Prevention & Preparedness*

Plan. At a minimum, the following methods of communication must occur for all training sessions at HTO and client facilities:

- Prominently display signage to include information regarding common signs and symptoms of COVID-19 as communicated by CDC, OSHA, state, or local health authorities as well as any actions needed to take place if one exhibits symptoms.
- Post signs in the training room and surrounding areas about the importance of personal hygiene.
- Each day, all students must complete and provide a *COVID-19 Self-Assessment Questionnaire* (see attachment in English & Spanish) to the training staff in advance of the training course to ensure that they are symptom free.
- Provide facility information to students on safe and healthy practices, including but not limited to, social distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- Provide facility information to students on required PPE such as mask/face-coverings.
- Notify students and staff if an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the training facility.
- Procedures to institute cleaning and communications protocols if attendees are sent home with symptoms.

Each day, instructors must communicate and remind students about protections and protocols, including:

- Social distancing practices
- Practices for hygiene and source controls
- Requirements regarding the use of mask/face-coverings and other necessary PPE.
- Immediate self-isolation and reporting any symptoms of COVID-19 to training staff.

Training facility staff and instructors are expected to:

- monitor how effectively this *COVID-19 Prevention & Preparedness Plan* is being implemented.
- take an active role and collaborate in carrying out the various aspects of this *COVID-19 Prevention & Preparedness Plan*.
- each day review current CDC, OSHA, state, and local guidelines; illness developments; signs/symptoms; hygiene practices and social distancing
- update the protections, protocols, work-practices, and training, as necessary.

CRSC and MAOTIEC will continue to monitor this *COVID-19 Prevention & Preparedness Plan* and will update the Plan, as necessary.