



Mid Atlantic OTI Education Center

An Authorized

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COVID-19 Prevention & Preparedness Plan (Effective July 1, 2021)

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. In May 2020, to ensure we provided the most safe and healthy training experience, CRSC and MAOTIEC developed a *COVID-19 Prevention & Preparedness Plan* in response to the COVID-19 Pandemic. The CRSC and MAOTIEC implemented enhanced health and safety measures for anyone participating in safety and health training offered by the CRSC and/or MAOTIEC. To date, we have not experienced any person having contracted COVID-19 in our training facilities. Based on guidance from the Occupational Safety and Health Administration (OSHA) as well as changes to State and Local Mandates to allow for reopening of businesses, we are revising the CRSC and MAOTIEC *COVID-19 Prevention & Preparedness Plan*.

CRSC and MAOTIEC staff will notify all Host Training Organizations (HTOs), clients, and instructors to this revised *Plan*. However, it is the responsibility of all HTO and/or client training sites to understand and follow their State and Local COVID-19 Mandates. Our goal is to continue to mitigate the potential for transmission of COVID-19 during all training sessions. Full cooperation of our instructors; staff; HTOs; and clients is essential. Only through this cooperative effort can we continue to establish and maintain the safety and health of all persons attending our training sessions.

This revised CRSC and MAOTIEC *COVID-19 Prevention & Preparedness Plan* follows guidance from OSHA to address key elements of a COVID-19 Prevention Program which include conducting a hazard assessment; identifying a combination of measures that limit the spread of COVID-19; and adopting measures to ensure that anyone infected or potentially infected are separated and sent home. This revised Plan is intended to inform everyone attending training sessions, the appropriate protocols and control measures to prevent exposure of COVID-19 through addressing the following controls:

1. **Hazard Assessment** - conducting hazard assessments to identify potential workplace hazards related to COVID-19.
2. **Facility Control Measures** – maintaining ventilation systems; air filtration systems using HEPA filters and/or ionizing systems; daily cleaning and disinfecting protocol for sanitation of all classrooms and training areas.

3. **Prompt identification and isolation** - persons exhibiting symptoms of COVID-19 must be identified and immediately isolated from others.
4. **Practice Physical Distancing** – staff, instructors, and students following physical distancing whenever possible.
5. **Face Coverings and Necessary PPE** - wearing face coverings when physical distancing is not possible and other necessary personal protective equipment (PPE).
6. **Communication and Training Practices** – train staff, instructors and students on best practices and protocols of this *Plan*.

Hazard Assessment

Each management team of every HTO and/or client training facility must conduct a thorough hazard assessment to identify potential hazards related to COVID-19 and implement control measures that will limit the spread of COVID-19 while in line with the hierarchy of controls. It is critical to prioritize controls, from most to least effective, to protect instructors, staff, and students from COVID-19 hazards. The hierarchy of control measures, from most to least effective, include: (1) eliminating the hazard; (2) engineering controls; (3) workplace administrative policies; and then (4) personal protective equipment (PPE) as a last resort.

Facility Control Measures

All training facilities must implement infection prevention measures. Ensure proper ventilation and air filtration of all classrooms and common areas. Ensure regular sanitation 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 and/or client training facilities best practices:

- maintain ventilation systems and encourage the use of air filtration systems using HEPA filters and/or ionizing systems.
- set up the training space to accommodate physical distancing.
- training rooms must have adequate temperature control and good air circulation.
- implement protocols for managing maximum student occupancy.
- training rooms must be disinfected and cleaned daily and prior to the next training session.
- ensure hand-sanitizer dispensers are in the training facilities so they can be used for hand hygiene.
- encourage respiratory etiquette, including covering coughs and sneezes.

- 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.

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 Physical Distancing

To mitigate the transmission of COVID-19, CRSC and MAOTIEC encourages physical distancing protocols. Training facilities should implement the following protocols:

- Set up the classroom layout to encourage physical distancing between attendees.
- Use signage and any other visuals which encourage and promote physical distancing.
- If possible, designate separate entrances and exits for the training facility.
- Provide directional signage, as social distancing reminders, to indicate one-way traffic flow.
- Refrain from direct physical contact with students and instructors.
- Create floor markings designating acceptable social distancing.
- 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.

Face Coverings and Necessary PPE

Many State Governors, such as Maryland and Virginia, have changed the “Mask Mandate” (mandatory requirement to wear a face covering). According to OSHA, cloth face coverings or surgical masks, are simple barriers that may help prevent respiratory droplets from your nose and mouth from reaching others. Wearing a face covering is complementary to and not a replacement for physical distancing. However, when physical distancing cannot be maintained, cloth face covers or surgical masks are encouraged.

- Face coverings are encouraged for anyone not comfortable with the physical distancing of students in classrooms.
- Individuals should wash their hands before putting on a face covering.
- Frequent hand washing with soap and water is encouraged and will help combat the spread of any virus.
- Reusable face covering should be worn no more than twice, then washed or replaced with a fresh face covering.
- Other Personal Protective Equipment (PPE) such as gloves, face shields, etc., may be optional or required based on the hazard assessment.
- Students are encouraged to comply with all OSHA regulations regarding necessary PPE. Instructors and staff are required to follow OSHA regulations when there is a need for PPE.

Communications and Training Practices

This *COVID-19 Prevention & Preparedness Plan* must be communicated to all HTOs and/or client training facilities; instructors; students; contractors; and vendors.

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 and control measures 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 they are symptom free.
- Provide facility information to students on safe and healthy practices, including but not limited to disinfection procedures, disinfecting frequency, noncontact methods of greeting, physical distancing and necessary PPE.
- 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 a student is sent home with symptoms.

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

- Hazard Assessments and completion of the *COVID-19 Self-Assessment Questionnaire*
- Facility Control Measures
- Prompt identification and isolation
- Physical distancing practices
- Face coverings and necessary PPE

Training facility staff and instructors are expected to:

- monitor how effectively this *COVID-19 Prevention & Preparedness Plan* is being implemented by monitoring the control measures.
- take an active role and collaborate in carrying out the various aspects of this *COVID-19 Prevention & Preparedness Plan*.

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