

Minneapolis Plumbers Joint Journeyman and Apprentice Training Committee:

COVID-19 Plan for Training Center

4 June, 2020

The Minneapolis Plumbers J.J.A.T.C. and the Training Center take the health and safety of our instructors and staff very seriously. With the spread of COVID-19, we all must remain vigilant in mitigating the outbreak. This is particularly true for training centers supporting the construction industry, which has been deemed “critical section workers” during this Declared State Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Plan to be implemented throughout the training center. We have also identified staff to monitor available Minnesota Department of Health, U.S. Center for Disease Control and Prevention (“CDC”), and Occupational Safety and Health Administration (“OSHA”) guidance on the virus. The Training Center may also amend this Plan based on operational needs.

We ask that all of you follow this plan and report honestly to us regarding any health concerns you have.

The purpose of this plan is to outline the steps that every training center employee and trainee can take to reduce the risk of exposure to COVID-19. Our Training Plan follows guidelines from the U.S. Center for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH), as well as the Federal OSHA standards related to COVID-19, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to staff and instructors; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for staff/instructors exhibiting signs and symptoms of COVID-19

Staff/Instructors have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. Symptoms include a fever of 100.4° F. or above, a cough, and/or shortness of breath. The following policies and procedures are being implemented to assess

staff/instructors and trainee health status prior to entering the Training Center and for staff/instructors and trainees to report when they are sick or experiencing symptoms.

Please be advised: If you are diagnosed with COVID-19 during your training or within 14 days of having attended training, that information will be provided to all appropriate government agencies as well as to all other individuals participating in training at the Training Center at the same time as you. We will also notify your employer.

Health Screening

Every individual will complete a health screening at the training center entrance, and answer the questions below. Staff will record answers on the Health Screening Form.

- Do you now, or have you recently had any of the following symptoms?
 - A fever of 100.4° F or higher?
 - A cough?
 - Shortness of breath or difficulty breathing?
 - Chills?
 - Muscle or body aches?
 - A headache?
 - New loss of taste or smell?
 - Fatigue?
 - Sore throat?
 - Congestion or runny nose?
 - Nausea or vomiting?
 - Diarrhea?
- Have you had contact with anyone with confirmed COVID-19 in the last 14 days?

If an individual answers “YES” to any of these questions they will be directed to return home and isolate as required.

Touchless, digital temperature checks will be conducted following the initial health screening questionnaire.

Communication if sick/experiencing symptoms

Staff/Instructors should contact the Training Director.

Trainees should inform their instructor if they are sick or experiencing symptoms of COVID-19. The instructor will then inform the Training Director.

The Training Center will contact local health officials to coordinate a response if needed.

Staff/Instructors and trainees who have exhibited symptoms will be required to remain home until at least three days (72 hours) have passed with no fever without the use of fever reducing medications, have experienced improvement in respiratory symptoms, and at least seven (7)

days have passed since the onset of symptoms. The Training Center also requires that employees and students who have come in close contact with someone who has a confirmed case of COVID-19 self-isolate for 14 days.

The Training Center has also implemented a policy of informing staff/instructors if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. If the Training Center is informed of any individual involved in the program who has been diagnosed with COVID-19, the Training Director will contact all individuals who may have been in contact with the diagnosed person and will require those individuals to quarantine for 14 days.

If you have a specific question about this Plan or COVID-19, please ask the instructors. If they cannot answer the question, please contact Training Office at: 612-374-5262.

Handwashing

Basic infection prevention measures are being implemented at the training center at all times. Staff/Instructors are instructed 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 workday, prior to any mealtimes and after using the toilet. All individuals entering the training center will be required use hand sanitizer immediately upon entering the building. Signage regarding handwashing has been installed at all restrooms in the training center.

Masks

Masks are required to be worn at all times. If you do not have a mask, one will be provided to you.

Respiratory etiquette: Cover your cough or sneeze

Signage instructing staff/instructors and trainees to cover their mouths and noses with their sleeve or a tissue when coughing or sneezing, and to avoid touching their faces, in particular their mouths, nose and eyes, with their hands, have been posted. Tissues should be disposed of in trash receptacles and hands should be washed or sanitized immediately after.

Social distancing

Social distancing is being implemented throughout our training facility through the following engineering and administrative controls:

- Tables, chairs, and equipment have been spread out to provide social distancing in classroom and lab areas.
- Schedules have been arranged to limit the number of individuals at the training center and in specific spaces at any one time.
- Additional sanitization of high-traffic, high-touch areas has been implemented.

- Staff/instructors and trainees are prohibited from gathering in groups and confined areas, including elevators, and from using other staff/instructors' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and areas in the training environment, including restrooms, prep areas, shop areas and classrooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. When exams are administered by computer/laptop the equipment will be disinfecting before and after use.

Communications and training

This COVID-19 Plan was communicated to staff/instructors on June 4, 2020 and necessary training was provided. Additional communication and training will be ongoing as appropriate and provided to all staff/instructors who did not receive the initial training. The Training Director will monitor how effective the program has been implemented by routine check-ins with staff/instructors and the monitoring of spaces and usage. Staff and instructors are to work through this new program together and update the training as necessary. This COVID-19 Plan has been certified by Minneapolis Plumbers Joint Journeyman and Apprentice Training Committee and was posted throughout the workplace on June 4, 2020. It will be updated as necessary.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Training Center may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Training Office at 612-374-5262.