

**San Diego Electrical Training Trust Fund**  
**COVID-19 Prevention Program**  
Updated \_November 15<sup>th</sup>, 2021  
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This Plan is based on currently available information from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Training Center may also amend this Plan based on operational needs. If you have a specific question about this Plan or COVID-19, please ask the Training Center Director. Information is available at the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## **I. Responsibilities of Employees, Trainees and Visitors**

As set forth below, the Training Center has instituted various housekeeping, social distancing, reporting requirements, and other best practices. All employees, trainees, and visitors must follow these practices and the Training Center will provide training and instruction as necessary

Employees, trainees and visitors must familiarize themselves with symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell and headache.

If you are ill, develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT COME TO THE TRAINING CENTER and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away. In addition, you are expected to immediately report to the Training Center Director or Instructor if you have been exposed or experience signs or symptoms of COVID-19. The Training Center will not retaliate against any individual who makes such a report. Additional information may be requested by the Training Center if there is reasonable belief based on objective evidence that a person might have the disease.

The Training Center shall place signs at entrances informing individuals that they should not enter the training center if they are COVID-19 positive or feeling ill and/or experiencing any COVID-19 related symptom.

## **II. Training Center Protective Measures**

The Training Center has instituted the following protective measures.

### *A. General Safety Policies and Rules*

- Trainees must clean their hands by washing them with soap and water for at least 20 seconds. Immediately wash your hands before and after eating, before and after using PPE equipment, after blowing your nose, coughing, sneezing, or using the restroom. The Training Center will provide soap, running water, and single use towels or air dryers for frequent handwashing and will ensure they are replenished throughout the

training day. When soap and water are not available, alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol will be provided.

- Avoid touching your eyes, nose, or mouth with hands. Follow appropriate respiratory etiquette:
  - Cover your mouth and nose with a tissue when you cough or sneeze
  - Throw used tissues in the trash
  - If you don't have a tissue, cough or sneeze into your elbow, not your hands
  - Bend your arm, and make sure you sneeze into, not over, your elbow
- During all in-person training classes, minimize gathering in groups and maintain social distancing when possible. Trainees should avoid physical contact with others and direct others to increase personal space, where possible.
- Trainee breaks and lunches will be staggered, if practicable, to reduce the size of any group at any one time. Trainees should maintain a reasonable distance between each other when possible.
- Shared water sources should be used responsibly. Drinks should be in bottles or cans and sealed. Trainees are encouraged to bring food from home and not share with others. If food is provided by the Training Center, a designated staff member will prepare the food using safe food handling techniques and good hygiene.
- Trainees should minimize sharing other trainees' training materials (i.e., manuals, pens, highlighters, notepads, etc.) and limit the use of other trainees' tools and equipment. All classroom-based equipment and materials will be sanitized as needed.
- Deliveries will be permitted but should be properly coordinated in line with the Training Center's cleaning protocols. Enforce contact-free or minimal-contact deliveries by establishing a location to receive packages away from high traffic areas. Delivery personnel should remain in their vehicles when practical.

#### *B. Personal Protective Equipment and Work Practice Controls*

- Face Coverings
  - Unvaccinated or vaccinated employees and trainees must wear face masks indoors as required while at the Training Center.
  - The Training Center will abide by local mask mandates, if any.
  - The Training Center will make face masks available for use upon request.
- To the extent PPE, tools and equipment must be shared, the Training Center will provide alcohol-based wipes, or other disinfecting materials, to clean PPE, tools and equipment before and after use. All shared Training Center PPE must be cleaned and disinfected after each trainee use.

#### *D. Health Checks and Temperature Screening*

The Training Center may institute health screenings and temperature checks for employees, trainees and visitors:

- If required, any individual who reports any of the COVID-19 symptoms, or who registers a temperature exceeding 100.4 degrees Fahrenheit, or declines to complete the temperature check will not be permitted to enter the Training Center.
- The Training Center is relying on the following CDC source:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

### III. Job Site Cleaning and Disinfecting

The Training Center has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently-used PPE, tools and equipment, and other elements of the environment, where possible.

- Office areas, classrooms, common areas, high contact surfaces, bathrooms and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper PPE, as recommended by the CDC.
- Trash collected from the training center must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable toilets used on-site should be cleaned at least twice per week and disinfected on the inside. The Training Center will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be disinfected at least once per day and before change in operator or rider.
- If an employee, trainee or visitor is known to have tested positive for COVID-19, the Training Center will disinfect those areas of the Training Center that a confirmed-positive individual may have come into contact with before staff and trainees can access that space again.
- The Training Center will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% ethanol or 70% isopropanol; or
  - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Training Center will train employees on the hazards of the cleaning chemicals used in the Training Center in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200). The Training Center will maintain Safety Data Sheets of all disinfectants used on site.

## **IV. Training Center Exposure Situations**

### **1. Training Center Employee or Trainee Exhibiting COVID-19 Symptoms**

If an employee or trainee exhibits COVID-19 symptoms, the employee or trainee must remain away from the Training Center until he or she is symptom free for fourteen (14) days without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Training Center will similarly require an employee or trainee who reports with symptoms to return home until they are symptom free for fourteen (14) days or as otherwise permitted under law. To the extent practical, employees and trainees may be asked to obtain a doctor's note clearing them to return to the Training Center and/or negative COVID-19 test.

### **2. Training Center Employee or Trainee Tests Positive for COVID-19**

A Training Center employee or trainee who tests positive for COVID-19 will be directed to self-quarantine away from the Training Center. Employees or trainees who test positive and are symptom free may return to the Training Center when at least fourteen (14) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees or trainees who test positive and are directed to care for themselves at home may return to the Training Center when: (1) at least 72 hours (3 full days) have passed since recovery;<sup>1</sup> and (2) at least fourteen (14) days have passed since symptoms first appeared or as otherwise permitted by law. Employees or trainees who test positive and have been hospitalized may return to the Training Center when directed to do so by their medical care provider. The Training Center will require an employee or trainee who tested positive to provide a doctor's note clearing them to return to the Training Center and/or negative COVID-19 test.

### **3. Training Center Employee or Trainee Has Close Contact with a Tested Positive COVID-19 Individual**

- A. Unvaccinated employees or trainees that have come into close contact with a confirmed-positive COVID-19 individual, will be directed to stay away from the Training Center for 14 days from the last date of close contact with the carrier. Close contact is defined as within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period, regardless of mask usage. Unvaccinated employees or trainees may reduce the quarantine to ten (10) days if they have no symptoms during daily monitoring, or seven (7) days if diagnostic testing resources are negative and no symptoms during monitoring or as otherwise permitted by law.
- B. Fully vaccinated employees or trainees do not need to quarantine or be tested following a COVID-19 exposure unless they are symptomatic. Fully vaccinated employees or trainees who are symptomatic will need to abide by the requirements of this section. To be considered fully vaccinated, employees or trainees need to attest to vaccination status, which shall be documented by the Training Center. Any employee or trainee who does not wish to disclose their vaccination status must abide by the requirements of an unvaccinated individual.

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<sup>1</sup> Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

## V. COVID-19 Outbreaks

Cal/OSHA has instituted requirements in instances of workplace multiple outbreaks and major outbreaks.

### A. Multiple COVID-19 Outbreak

In instances of 3 or more cases within a 14-day period, the Training Center shall:

- Exclude employees and trainees as set forth in Section IV above.
- Provide required COVID-19 testing at no cost to employees in the exposed group, except for employees not present at the Training Center during that period.
- Require exposed group to wear face masks while indoors.
- Provide notice to employees within the exposed group of their right to request a respirator\* for voluntary use if they are not fully vaccinated.
- Immediately perform an investigation of COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
- Notify the local health department.

### B. Major COVID-19 Outbreak

In instances of 20 or more COVID-19 cases within a 30-day period, the Training Center shall:

- Perform all requirements under Multiple COVID-19 Outbreak, above.
- Provide respirators\* to employees in the exposed group.
- Require employees in the exposed group not wearing respirators to be separated by physical distancing and/or barriers.
- Evaluate whether to halt some or all operations until COVID-19 hazards are corrected.

\* For the purposes of this section, respirator means a protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 mask.

**VI. Confidentiality/Privacy** Except for circumstances in which the Training Center is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee or trainee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care and to detect situations where the potential for transmission may increase. A sample notice is attached to this Plan. The Training Center reserves the right to inform employees and trainees that an individual (without disclosing the person's name) has been diagnosed with COVID-19 if they might have been exposed to the disease so they may take measures to protect their own health.

  
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Kevin Johnson  
Training Director

11/15/2021  
Date

## **COVID Notification**

DATE:DATE

TO: CLOSE CONTACT EMPLOYEE

FROM: TRAINING DIRECTOR

We have been informed by one of our employees/trainees/vendor/etc working/training/visiting at TRAINING SITE that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on DATE. Per Training Center policy, this employee/trainee/vendor/etc has been directed to self-quarantine until permitted to return to work or prohibited from entering the training center until they provide documentation clearing their return.

We are alerting you to this development because, based on the Training Center’s investigation, we believe that you may have come into contact with the confirmed-positive case, on or about DATE. Based on Training Center policy we are directing you not to report to school or work(depending on employer’s policy) (i.e., self-quarantine) until, at least, 14 days from last contact with confirmed case. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus. Alternatively, if you do not have any symptoms, you may reduce your quarantine to 10 days, or 7 days if you have a negative COVID-19 diagnostic test.

If you are fully vaccinated, you do not need to quarantine or be tested unless you are symptomatic. To be considered fully vaccinated, you need to provide proof of vaccination status to the Training Center.

If you do not test positive for COVID-19, or experience symptoms, following the required quarantine period, you may return to school and work(depending on employer’s policy) . However, please inform TRAINING CENTER CONTACT if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our employees and a safe environment for our students. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a training center is respect for and among our employees. We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Training Center policy, we will not tolerate harassment of, or discrimination or retaliation against, employees or anyone.

Please contact TRAINING CENTER CONTACT AWARE OF APPROPRIATE PROTOCOLS at PHONE NUMBER if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:  
<http://www.cdc.gov/coronavirus/2019-ncov/index.html>