

EEI Training Planning and Responding to COVID-19

1. What can staff and students do to prevent the spread of COVID-19?

- a. Encourage students and staff to take everyday preventive actions to prevent the spread of respiratory illnesses. These actions include staying home when sick; appropriately covering coughs and sneezes; cleaning and disinfecting frequently touched surfaces; and washing hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if they are visibly dirty.

2. Travel

- a. If a student is traveling from out of state, have them pre-answer the COVID-19 related questions on Survey. Have the student and their Manager/Supervisor sign stating they have read our protocol and that the student is safe to travel. Travelers should refer to the following CDC notices - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

3. Class Room Setting – EEI has implemented Spacing and smaller class sizes

- a. Lowest Risk: instructors and students engage in virtual-only learning options, activities, and events.
- b. More Risk: Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).

4. Wear Face Coverings – REQUIRED

- a. COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arms lengths).
- b. Students are notified in advance of the FACE mask requirement. Students will not be allowed in the facility without a face covering. (We will make masks available if student does have one).

5. Conducting Temperature Checks –

- a. Advise Instructors and students to take their own temperatures before coming to the facility. If their temperature is above 100.4o F (38.0o C), and if they are experiencing coughing or shortness of breath they should stay home.
- b. EEI will follow the CDCs recommended enhanced monitoring guidelines to include Pre-Screening by taking daily temperature checks for all employees and guests upon entering the facility. Entry will be denied if the individual's temperature is above 100.4o F (38.0o C), and if they are experiencing coughing or shortness of breath.

- If a student’s temperature becomes elevated is above 100.4o F (38.0o C), and if they are experiencing coughing or shortness of breath during their stay, they will be asked to return at a later date.
 - EEI will not be responsible for reimbursing travel expenses should this occur. EEI will offer a credit for unused class time.
6. **Respiratory etiquette and hand hygiene by all employees and students:** Employees and students should clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. • Soap and water should be used preferentially if hands are visibly dirty. •Avoid touching eyes, nose, and mouth with unwashed hands. Soap and water and alcohol-based hand rubs should be conducted regularly. We will ensure that adequate supplies are maintained.
 7. **We perform routine environmental cleaning:** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

Provide adequate supplies so that commonly used surfaces can be wiped down or sprayed with alcohol by students before each use;

Shared Objects (Conference Room & Throughout the facility)	Breakroom / Bathrooms	Manufacturing/W/H
Doorknobs	Doorknobs	Doorknobs
Fridge handles	Sink Knobs (bathrooms & break rooms)	Shared Hand Tools
Keyboards/Mouse	Microwave buttons	Equipment Controls
Remote controls	Chairs – arm rests	Keyboard/Mouse
Desks	Tabletops	
Chairs – arm rests	Countertops	
Tabletops	Water Cooler knobs	
Countertops	Fridge handles and individuals’ containers	
Copier controls and lid		

8. **Friday June 5th we had the Facility treated for virus disinfection, including the training center on a quarterly basis. The protection on all surfaces is effective for 90 days. This is safely used in hospitals, hospitality, food service and other environments. This will enhance our own sanitization measures currently implemented.**