

SOUTH TEXAS ELECTRICAL & TECHNOLOGIES TRAINING CENTER



COVID-19 RESPONSE PLAN

CORONAVIRUS (COVID-19) RESPONSE PLAN

Purpose and Scope

This COVID-19 Response Plan outlines requirements and expectations that the South Texas Electrical JATC staff, administration, committee, apprentices, trainees, applicants, training partners, vendors, or any other guests to the program must comply with and abide by.

The South Texas Electrical JATC is committed to providing a safe and healthy workplace and training environment for all our employees, apprentices, trainees, guests and visitors. To ensure a safe and healthful workplace and training environment, all stakeholders shall adhere to the mandates, directives and provision of this document.

This plan will be produced and distributed to staff, administration, instructors, committee members, apprentices, trainees, vendors and training partners. This plan will likewise be made available for preview by program applicants, guests, and visitors.

The Term “Stakeholder” shall account for JATC employees, staff, administration, committee, apprentices, trainees, applicants, training partners, vendors, visitors, and guests.

The Term “JATC” shall mean the South Texas Electrical JATC.

The Term “Exposure” shall mean contact with someone infected with COVID-19, in a way that increases the likelihood of getting infected with the virus.

The Term “Close Contact” shall mean within 6 feet of a person who has COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period

The Term “Up-to-date” shall refer to an individual who has received primary series of vaccinations and, where applicable, are current on CDC recommended boosters.

Quarantine Period shall be determined treating day 1 as the first full day after last contact with a person who has had COVID-19.

Isolation Period shall be determined treating day 1 as the first full day after your symptoms developed (symptomatic) or your test specimen was collected (confirmed positive).

Recommended Strategies for Prevention

The following is a summary of the CDC’s recommendations and the South Texas JATC’s guidelines to prevent the spread of COVID-19:

General Safety & Health Protocol for Apprentices & Trainees

These protocols shall be adhered to by all apprentices and trainees participating in related training or hands-on training.

Any Violation of these safety and health protocols must be report to the Training Director. Any individual found in violation of these protocols will be refused access to the Training Center and shall be subject to such other disciplinary action as the JATC deems appropriate under the circumstances.

- Any **individual who has symptoms of COVID-19** is not to return to the Training Center until a 5-day isolation period has been satisfied and they fever-free for 24 hours without the use of fever-reducing medication and symptoms, if any, are resolving. Isolation period to end after at least 5 full days from the onset of symptoms.
- Any **individual who has a confirmed case of COVID-19**, is not to return to the training center until a 5-day isolation period has been realized and they are fever-free for 24-hours without the use of fever-reducing medication and symptoms, if any, are resolving. Isolation period to end after at least 5 full days from date contraction was confirmed.
- Any **individual NOT up-to-date on vaccinations who has been exposed to COVID** by way of close contact, shall not return to the training center until a quarantine period of 5-days has been satisfied, and they wear a mask while in the facility for an additional 5 days after the quarantine period.
- Any **individual up-to-date on vaccinations who has been exposed to COVID** by way of close contact, may report to the training center without quarantine provided they are documented and identified as up-to-date on vaccinations and they wear a mask while in the training center for a period not less than 10 days after exposure due to close contact. If an up-to-date vaccinated individual displays symptom, or contracts the virus, they will follow the appropriate quarantine requirements for those experiencing symptoms or those isolation requirements for those who have contracted the virus.
- **Any individual previously confirmed COVID-19 within the last 90 days who has been exposed to COVID by way of close contact**, may report to the training center without quarantine, provided they are documented and identified as having tested COVID-19 positive using a viral test and they wear a mask for a period of 10 days following the exposure event.
- Implementation of enhanced cleaning and housekeeping practices have been established to help reduce the spread of COVID-19. Hand washing and hand sanitizing shall be performed frequently and effectively, training center to ensure capability of both.
- Individuals entering the Training Center are subject to mandatory temperature screenings. Persons with temperature readings above 100.4°F will be sent home.
- Individuals entering the Training Center are subject to mandatory face mask requirements, where posted or directed.
- Workstations and desks will be laid-out to provide minimum of 6 feet between them where possible. To ensure proper social distancing, individuals must remain within their designated location and otherwise stay at least 6 feet apart from other people whenever possible.

- Each student is responsible for using their personally assigned personal protective equipment (PPE). There will be no sharing of hardhats, gloves, etc.
- Instructors must wipe down desktops, tools, and materials and wash their hands between each class.
- Start & stop times for lunch & break times will be staggered as necessary to prevent congestion.
- While in the Training Center, individuals must follow the posted signs aligned with these protocols. Examples may include: social distancing markers, entrance and exit, maximum occupancy, hand washing instructions, temperature check station, mask use requirements, etc.

Sick and Exposed JATC Stakeholder

Should a JATC stakeholder become sick they should notify the JATC office and/or their instructor immediately and should **stay home if sick**. They should seek medical care early and stay away from others. Instructors or JATC staff will send home any stakeholder displaying symptoms related to acute respiratory illness. Likewise, the JATC staff will dismiss any other stakeholder should they display symptoms related to acute respiratory illness. The following are guidelines for all stakeholders that are exhibiting symptoms and for stakeholders that test positive for Influenza or COVID-19.

Exhibits Symptoms

- If a JATC stakeholder has a high fever or is experiencing shortness of breath but has not been tested for COVID-19 or has not received the results from a COVID-19 test, the individual cannot be permitted to attend functions at the training center until a 5-day isolation period has been satisfied and they are fever-free for 24 hours without the use of fever-reducing medication and symptoms, if any, are resolving. Isolation period to end after at least 5 full days from the onset of symptoms.

JATC stakeholders are asked to follow the guidance of their health care provider, state, and local health departments. Instructors must immediately notify the Training Director if a stakeholder is sent home, in which case cleaning procedures outlined in the Sanitation and Cleanliness procedure of this document must immediately be followed. Likewise, Instructors shall notify the Training Director if an apprentice or trainee calls out sick because they are experiencing COVID-19 symptoms. Instructors shall coordinate with JATC Administration prior to an apprentice or trainee's return to the training center.

Positive Test

Any JATC stakeholder who has tested positive for COVID-19 is not to return to the training center until a 5-day isolation period has been realized and they are fever-free for 24-hours without the use of fever-reducing medication and symptoms, if any, are resolving. Isolation period to end after at least 5 full days from date contraction was confirmed. JATC administration shall notify the public health authority and follow any additional instructions provided.

If it is determined that an infected (tested positive for COVID-19) JATC stakeholder spent prolonged time at the training center, a third-party cleaning company specializing in biohazard cleanup shall perform an appropriate deep cleaning of the potentially exposed area along with any items handled by the infected stakeholder. An example of companies that could be used should the need arise include: [Eco Care](#), [Clean Harbors](#), [ServPro](#), and [ATI](#). In the event these options are not available standard cleaning crews are acceptable provided that they utilize proper PPE, cleaning products as recommended by the [CDC](#). The area that has been significantly impacted must shall be closed and secured until cleaned and abated as confirmed by the cleaning company.

Exposure

Stakeholders NOT up-to-date on vaccinations who have been exposed to COVID by way of close contact, shall not return to the training center until:

- a quarantine period of 5-days has been satisfied, and
- they wear a mask while in the facility for an additional 5 days after the quarantine period.

Stakeholders up-to-date on vaccinations who have been exposed to COVID by way of close contact, may report to the training center without quarantine provided they are documented and identified as up-to-date on vaccinations provided:

- they wear a mask while in the training center for a period not less than 10 days after exposure due to close contact.

If an up-to-date vaccinated stakeholder displays symptoms, or contracts the virus, they will follow the appropriate quarantine requirements for those experiencing symptoms or those isolation requirements for those who have contracted the virus.

Stakeholders previously confirmed COVID-19 within the last 90 days who have been exposed to COVID by way of close contact, may report to the training center without quarantine, provided:

- they are documented and identified as having tested COVID-19 positive using a viral test and they wear a mask for a period of 10 days following the exposure event.

Travel

The JATC is discouraging all nonessential travel to foreign or domestic locations with ongoing COVID-19 outbreaks. Any stakeholder that has been to a level 3 country or domestic “high risk” location” listed on the [CDC Alert List](#) may be asked to self-monitor at home, and will not be permitted to report to the training center until symptom-free for at least 5 days from the date they returned to the United States or the Central Texas Region from domestic travel.

If a stakeholder had close and prolonged contact with an individual that has traveled to a location indicated above (Foreign or Domestic), they may not be permitted to return to the training center until they have been symptom free for at least 5 days from the date they came in contact with the traveler that returned from the high-risk destination.

Risk Mitigation

As a proactive measure to identify and eliminate risk of COVID-19 exposure and infection, the JATC may implement or adopt the following as measures as entry requirements for visitors reporting to the JATC training center.

Temperature checks

Conducted upon entry where required. Performed with a contactless thermometer. Visitors registering temperatures under 100.4 degrees Fahrenheit will be granted entry. Visitors registering temperatures at or above 100.4 degrees Fahrenheit will be dismissed and directed to follow the mandate in this document related to symptomatic persons. Temperature checks will be performed by JATC administration or Instructors.

Questionnaire

Where implemented and required, each visitor is to acknowledge the following, if applicable:

- Experiencing Symptoms
- Currently ill or caring for someone ill
- Suspect Contraction or Exposure to COVID-19
- Tested for COVID-19 and awaiting results
- Currently under Quarantine Orders
- Currently under Isolation Orders
- Recently sent home from a jobsite due to COVID-19
- Recently in direct contact with someone diagnosed COVID-19 positive
- Traveled to and returned from COVID-19 hotspot

Visitors answering any of the questions in the affirmative will be dismissed and directed to follow the mandate in this document as related to symptomatic or exposed persons. If employed, the questionnaire will be issued and collected by JATC Administration and Instructors.

General Social Distancing Measures

Social distancing or physical distancing is a set of infection control actions intended to stop or slow down the spread of a contagious disease. All stakeholders are expected to practice effective Social Distancing Measures to include but not limited to:

- Limit physical contact with others. Do not shake hands, hug, fist-bump, or high five.
- Increase personal space to at least 6 feet where possible. To include break areas, classrooms, lab space, offices, and all common areas.
- Commonly handled items should be avoided. Apprentices and Trainees shall carry a writing pen and/or pencil on their person for individual use.
- Keep group sizes under 19 and maintain proper social distancing of six feet or more.
- When advisable, conduct related training instruction and activities via teleconference (Zoom) and through a JATC approved Learning Management Platform (Canvas).
- Instructors required to coordinate staggered breaks and lunch periods to reduce the number of students in the break/lunch area at any one time.
- When advisable, instructors to broadcast video conferenced related training sessions from the training center; however, remote broadcasting will be considered upon request. Such requests shall be submitted to the Training Director for consideration and approval.

Safety, Sanitization, Hygiene, and Cleanliness

Environmental Cleaning: The JATC shall employ a third-party cleaning company, in conjunction with routine sanitation efforts by JATC staff and Instructors, to conduct sanitization of all frequently touched surfaces (to include tables, doorknobs, light switches, lab tools, reference material, desks, toilets, faucets, and sinks) with cleaners or disinfectants that are appropriate for the surface. Labels shall contain instructions for safe and effective use of the cleaning product including any precautions that should be taken. Safety Datasheets and training will be provided.

Training Center Safety Measures:

These measures shall be implemented in part or full, as needed, to ensure the highest degree of safety is afforded to occupants of the training center.

- Mask and face coverings encouraged. Stakeholders are subject to mandatory mask requirements as requested, posted, or otherwise required as a condition of compliance to COVID-19 response plan process, procedure, protocol and guidelines.
- Avoid touching eyes, nose, and mouth.
- Promote frequent and thorough handwashing with soap & water for at least 20 seconds. Especially before eating, drinking, smoking, or after blowing your nose, coughing or sneezing.
- Promote frequent and through hand sanitizing, with alcohol-based hand sanitizers that contain least 60% alcohol.
- Cover sneeze and coughs with a tissue or inside pocket of elbow.
- Discard used tissues in trash receptacles.

- Avoid common touch points and shared items.
- Do not share food, drinks, and personal items.
- Do not share personal protection equipment (PPE).
- Sanitize reusable PPE per manufacturer's recommendation before each use.
- Social Distancing of not less than 6' where possible.
- Stay home if sick.
- Acknowledge if you become unwell or symptomatic.

Personal Protective Equipment

When there is potential for occupational exposure, appropriate personal protective equipment shall be provided to JATC staff and instructors. Including, but not limited to gloves, latex gloves, face coverings, face shields, eye protection, and respiratory protection when appropriate. During an outbreak of an infectious disease, recommendations for PPE specific to occupations or job tasks may change depending on updated risk assessments for workers and information on PPE effectiveness in preventing the spread of disease. All PPE shall be consistently and properly worn, regularly inspected, maintained, and replaced as necessary. PPE should also be properly removed, cleaned, and stored or disposed of to avoid contamination. Appointed persons shall be responsible for reporting PPE inventory quantities. Such persons shall submit timely material requests, as necessary, to avoid absolute depletion of any single PPE stock item. Material requests shall be submitted to the Training Director.

Reporting Protocol

If a JATC stakeholder tests positive for COVID-19, they should immediately inform the JATC. Should a stakeholder become aware of their being COVID-19 positive while at the training center, they should remove themselves from the Training Center and contact the JATC office to disclose. Administration should isolate and interview the infected stakeholder immediately. The interview shall determine what area of the training center the stakeholder was occupying, establish a timeline to hours before symptom onset, if possible, identify any common property that was handled by the infected person, and make a list of any persons they have been in close and prolonged contact within the past 10 days. The JATC representative will then speak with each person on that list. If they agree that they have been in close and prolonged contact with the infected or presumptively infected person, they will be required to quarantine for 5 days. While under isolation or quarantine, and prior to receiving a negative test result, if any, the exposed person(s) will not be allowed to report to the training center. Instructors will develop and enforce a seating chart for related training classes or lab activities.

The JATC will inform stakeholders of possible exposure to infectious disease to include COVID-19 at the training center but maintain personally identifiable information confidential. Additional considerations for communication include the following:

- Method of transmission is unknown
- Detail what we are doing to ensure the health of employees, trainees and guests
- Deep cleaning of affected areas
- Daily cleaning of common areas
- Remind employees to self-monitor for any illness and report all symptoms to their supervisor immediately

You may report symptoms, illness, exposure or pose questions related to COVID-19 to the following:

Contact Name	Title	Contact Number	Email Address
Valerie Wood	Admin Assistant	210-225-8900	valerie@sotxjatc.org
John Martin	Training Director	919-480-3336	jmartin@sotxjatc.org

Training

The JATC will provide training to all affected and potentially affected employees and trainees, ensuring knowledge of:

- Health hazards associated with infectious respirable exposures. To include risk factors, proper hygiene and cough / sneeze etiquette.
- Specific activities that could expose employees and trainees.
- Education and training on preventing transmission of infectious diseases (specifically COVID-19) including initial and routine / refresher training when needed.
- Proper PPE usage, reporting protocol, sanitization and cleanliness of the training center.

Classes/Activities Cancelled

In the event of a cancelled class or activity, the JATC office will immediately notify the affected instructors, apprentices and trainees of such cancellation. The details related to rescheduled dates, time and location will be announced as soon as established, which may or may not be known at the time the cancellation notice is given.

Absenteeism and Makeup

Apprentices and trainees unable to report to the training center due to isolation, quarantine, or other restrictions related to the coronavirus, will be given the option, where possible, to attend and participate remotely without incurring an absence. While testing and lab activities cannot be performed remotely, they may be rescheduled by the JATC. Upon satisfying the conditions of rescheduled tests and labs, apprentices will be credited as meeting the requirements of attendance and no attendance penalty shall be incurred. Rescheduled tests and/ or lab activities must be satisfied before apprentices can return to the jobsite. This provision will be applied retroactively for the 2021-2022 school year.

Time missed from class due to COVID-19 will be documented. If remote class and/ or rescheduled test lab opportunities are not satisfied, as provided and arranged by the JATC, the apprentice shall be counted absence. This absence shall be treated as any other absence from related classroom training. Makeup time, for absences incurred for failure to satisfy the requirements and conditions of a rescheduled event, must be satisfied before apprentices can return to the jobsite.

Program Responsibility, Review and Maintenance

The South Texas Electrical JATC is responsible for the development, review, revision, implementation, and dissemination of plan requirements. Plan review and lessons learned updates will be conducted annually or more frequently following infectious outbreaks and / or CDC, City and State guidance. Plan will be reauthorized annually each July by formal action of the JATC.

Additional Information and Resources

- <https://www.cdc.gov>
- <https://www.osha.gov/>

This policy was revised on January 26, 2022 by action of the South Texas Electrical JATC.