

MEMORANDUM

TO: Tim Fox, Local 9 Apprentice Coordinator
FROM: Pellettieri, Rabstein & Altman
RE: REOPENING LOCAL 9 TRAINING SCHOOL
DATE: JUNE 5, 2020

The Governor of the State of New Jersey may soon permit career and technical training schools to reopen for in person classes/training. It is expected that such permission, when given, will be included in an Executive Order. This Order will likely have specific rules upon which the opening and continued operation is conditioned.

While awaiting that Executive Order, we are able to provide some guidance on best practices so that the school may plan for reopening.

Our recommendations below are based on a review of the following: OSHA guidelines; CDC guidelines; NJ Executive Orders; NJ Department of Health and Department of Education guidelines; State of New Jersey COVID-19 Information Hub; USDOL and NJDOL guidelines. Note, some of the guidance is manufacturing/construction/warehousing related, but we felt relevant because of the skills training aspect of the school. Finally,

two re-opening protocol documents for different carpenter apprentice training programs are referenced at the end of this memo so that the Local may see what other unions are doing.

GENERAL GUIDELINES

Everyone need to be instructed to stay home and self-isolate if they feel sick, test positive or have come in close contact with a person with the virus.

On a daily basis, before entering the building , each and every person should (a) have his/her temperature taken and (b) answer a questionnaire designed to determine if he/she is showing symptoms or has come in contact with a person with COVID. A person needs to be designated and trained to perform these daily checks.

Here is a sample questionnaire

- Do you have a **Fever** (temperature over 100.30F) without having taken any fever reducing medications?
- Do you have a **Loss of Smell or Taste**?
- Do you have a **Cough**?
- Do you have **Muscle Aches**?
- Do you have a **Sore Throat**?
- Do you have **Shortness of Breath**?
- Do you have **Chills**?
- Do you have a **Headache**?
- Have you experienced any gastrointestinal symptoms such as **nausea/vomiting, diarrhea, loss of appetite**?
- Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

Entry to non-essential visitors should be prohibited. Visitors must undergo temperature check and fill out questionnaire.

Designate a point person for all COVID related concerns and make all individuals aware who that person is and that anything COVID associated should be brought to that person.

Develop a policy that encourages sick individuals to stay at home without fear of reprisals, and ensure apprentices, instructors and staff are aware of these policies. Offer virtual learning and telework options to the ill persons if feasible.

Provide instructor/staff training on all of the COVID-related procedures school decides to implement.

Keep record of the individuals in each class/training session for at least a month in case a person in attendance turns out to have been infected with the virus.

Provide initial instruction and reminder instruction to all of hand hygiene and respiratory etiquette. Specifically:

Provide soap and paper towels, and recommend and reinforce frequent handwashing with soap and water for at least 20 seconds.

Also provide, recommend and reinforce use of hand sanitizer that contains at least 60% alcohol which should be used if soap is not available.

Provide tissues. Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow.

Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or hand sanitizer.

Post signs regarding the above and use of masks and gloves in highly visible locations.

Masks should be required at all times. Individuals should be initially instructed and frequently reminded not to touch the face covering and to wash their hands frequently while wearing the mask.

Face Shields should be provided for use during hands on training if 6 feet distance cannot be maintained.

NJ Executive Order 142 (effective 5/18/20) requires construction workers to wear gloves. To the extent not otherwise wearing PPE, it is our opinion that during your hands on training, the apprentices and instructors should wear disposable protective gloves which the school should provide.

To the extent possible doors should be open at all times so that touching the door handles can be avoided.

To the extent possible individuals must stay six feet apart.

Stagger classes/ hands on instruction, so as to limit the number of people in the facility at any one time.

Permit only two people at a time in the bathrooms.

NJ Executive Order 142 allows work groups of less than 10. The CDC also recommends this for manufacturing/warehousing concerns. It is our opinion that any group training at your facilities should be with a group of less than 10 people, inclusive of apprentices and instructors.

Hang signage at key locations to remind people of COVID safety protocols.

Encourage apprentices to spend any break time/lunch period outside and to practice social distancing out there.

Prohibit apprentices from all areas of building except where they are required to be for class/training and bathroom.

CLEANING & DISINFECTING

Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, hand railings, bathroom stalls) at least daily but preferably more often.

Discourage sharing of objects and machinery where possible. If shared objects (machinery, tools, computers, desks) are used, use should be limited when possible, and disinfected between each user.

Disinfectant wipes should be available to everyone and everyone should be encourage to use those wipes to wipe down shared surfaces and objects before use.

Develop a schedule for increased cleaning and disinfection.

Encourage everyone to keep their personal items like cell phones clean and disinfected with wipes.

If you have the ability, introduce fresh air ventilation by opening windows, Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.

LAYOUTS/PHYSICAL BARRIERS

Space seating/desks at least 6 feet apart

Host smaller classes in larger rooms.

If possible, provide 6 feet distance between individuals engaged in vocational skill building activities.

Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart

Provide physical guides, such as tape on floors and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

COMMUNAL SPACES

Close shared spaces such as breakrooms if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between each use.

Close communal water fountains, coffee machines, refrigerators.

Clean the bathrooms frequently throughout the day and provide disinfectant spray in the bathrooms for individuals to use. Limit the number of people permitted in the bathrooms to ensure that everyone can stay 6 feet apart- suggest maximum of two at a time.

PROTECTIONS FOR THOSE AT HIGHER RISK FROM SEVERE ILLNESS FROM THE VIRUS

Offer options for those at higher risk that limit their exposure risk

Protect the privacy of the high risk people in compliance with applicable federal and state privacy and confidentiality laws.

WHEN SOMEONE GETS SICK

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting

CDC recommends waiting at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

A staff person should be designated and trained to perform contact tracing in the event that an apprentice, instructor or staff member does contract COVID. The CDC website provides training materials. Protecting health information should be part of the training.

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/index.html>

Individuals who came in close contact with the infected person must be notified ASAP and must self-isolate in accordance with CDC guideline

Notify everyone each time an individual tests positive

Sick individuals should not return to in-person classes/training until they have met CDC's criteria to discontinue home isolation.

Below are helpful resource links re what other training centers are doing:

1. <https://www.ikorcc.com/safety-protocols-for-training-centers-reopening/>
This is regional council of carpenters re opening training center protocols – Indiana, Kentucky and Ohio
2. http://hicarpenterstraining.com/wp-content/uploads/hcatf-plan-for-covid-19.final_.pdf
This is the Hawaii Carpenters and Apprentice Training Fund re opening plan