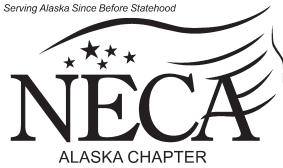


ALASKA JOINT ELECTRICAL APPRENTICESHIP AND TRAINING TRUST



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COVID-19 Mitigation Plan

This policy applies to all AJEATT employees, facilities, and to any person entering AJEATT premises. This policy is effective May 30, 2020 and supersedes the previous plan. Employees will be trained to follow procedures required by this policy, including hygiene, social distancing, and cleaning procedures for AJEATT facilities.

Employees

Employees are expected to attend work as normal at AJEATT facilities. However, if an employee is affected by COVID-19, options are available such as work-from-home and paid leave. Staff shall be aware that paid leave for coronavirus-related reasons is available under the Families First Coronavirus Response Act (FFRCA). FFRCA posters shall be posted in all AJEATT locations. Requests to work from home for coronavirus-related reasons will be granted on a case-by-case basis.

Any employee who enters AJEATT facilities shall undergo a pre-shift screening for COVID-19 symptoms using this form: https://ConstructionAcademy.formstack.com/forms/covid19_screen. Each employee shall be evaluated according to the AJEATT COVID-19 Employee Screening Policy prior to entering AJEATT premises.

While on AJEATT premises:

- Employees shall wear face coverings at all times, and shall require all visitors to do so. The following exceptions apply:
 - Employees working alone in an office, classroom, shop room or outdoors may forgo a face covering. The employee shall not permit anyone to enter the room until the employee has donned a [face covering](#). Employees working outdoors shall wear a face covering if consistent social distancing of 6' cannot be maintained.
 - The two administrative desks in the Anchorage location are considered individual offices for the purposes of this policy – staff can forgo a face covering while alone at one of these administrative desks. The employee shall not permit anyone to enter the area marked with yellow tape until the employee has donned a face covering.
- Staff shall maintain 6' social distancing with each other and with the public at all times.
- At office service windows, employees shall stand behind the closed portion of the service window, unless a physical barrier has been installed (for example, an acrylic sheet).

It is each employee's responsibility to understand this policy, follow it, and enforce this policy for AJEATT visitors.

Visitors

Visitors means anyone entering AJEATT facilities other than employees. This includes, but is not limited to, apprentices, applicants, committee members, employers, and the general public.

Visitors should be kept to a minimum. AJEATT staff shall seek ways to conduct business without in-person contact to the extent possible. This means encouraging applicants to use our online application system and payment portal, and taking textbook or other payments over the phone, by e-mail, or by mail, and directing apprentices to our use online forms instead of signing the out-of-work list in person.

- The AJEATT is open to walk-in traffic at this time.
- All visitors shall be required to undergo screening (using this form: https://ConstructionAcademy.formstack.com/forms/covid19_screen) prior to entering the premises. Visitors will be informed by signs on the door, and employees will remind visitors upon entry.
 - This form also serves as a log and informs visitors of AJEATT requirements regarding face covering and social distancing.
- The AJEATT shall maintain disposable masks to give to visitors who are unable to provide their own.
- Any visitor not wearing a face covering will be required to immediately leave the premises.

Facility Operations

- Hard copies of this plan shall be maintained at each AJEATT facility.
- Maximum capacity is 25% of total facility capacity.
- Interior doors that may be used by visitors shall be propped open during business hours. Examples: Arctic entry door, bathroom main doors.
- Hand sanitizer shall be available to visitors at the service counter.
- Touch points shall be sanitized at least daily, and if possible between each visitor – credit card machines, countertop, writing utensils, door handles, using CDC protocols:
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- A table shall be positioned in front of the service window to create a 6' separation between employee and visitor

Signage:

At each entryway, the following signs will be posted:

- Notification of AJEATT COVID-19 mitigation plan
- Statement that anyone with COVID-19 symptoms may not enter premises
- Notification that that all visitors must wear face coverings at all times while in AJEATT facilities
- Maximum capacity

Post COVID-19 Cleaning:

If an employee or apprentice tests positive for COVID-19 and was present at the school in the two weeks prior to the positive test, the affected facility will be closed immediately and will undergo thorough cleaning and disinfecting according to CDC guidelines.

If it is more practical to do so, then instead of CDC cleaning, the affected AJEATT facility will close for a minimum of 72 hours followed by a comprehensive disinfection of all common surfaces before reopening.

COVID-19 Employee Screening Policy

For those employees who must report to AJEATT facilities:

All employees shall fill out the screening form each day before arriving at AJEATT facilities.

- Each employee should take their temperature taken each day, and if they have a fever at or above 100.4 degrees Fahrenheit, that employee shall not enter AJEATT premises. If an employee does not have a home thermometer, then they shall assess whether they are experiencing fever-like symptoms, and shall not report to work if experiencing those symptoms.
- The employee should monitor their symptoms and call a doctor or use telemedicine if their symptoms concern them.
 - An employee who has had symptoms listed on the screening form can return to work when:
 - They have had NO fever for at least three (3) days without taking medication to reduce fever during that time; AND
 - There is improvement in their respiratory symptoms (cough and shortness of breath) for three (3) days; AND
 - At least seven (7) days have passed since their symptoms began.
 - If an employee presents with a fever and has recently traveled to an area with community spread of COVID-19, or has traveled outside Alaska, they are required to stay home for 14 days from the time they were exposed to COVID-19.
 - They can return to work after meeting the same qualifications, after their 14-day quarantine, or if a doctor determines the cause of their fever is not COVID-19 and approves their return.

An employee will be evaluated according to the following criteria, to determine whether they can enter AJEATT premises:

- Do you have symptoms of respiratory infection (cough, shortness of breath) or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 - No – proceed to work.
 - Yes, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.) – proceed to the next question.
 - Yes – Employee shall stay home. Employee is required to stay home for at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath).
- Have you been exposed to someone with confirmed COVID-19 or an impacted area?
 - No – proceed to work.
 - Yes, and not experiencing symptoms – employee will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19 or left the impacted area.
 - Yes, and exhibiting symptoms – employee is required to stay home for at least 14 days from the time they were exposed. Employee can return to work after their quarantine when it has been 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have

improvement in their respiratory symptoms (cough, shortness of breath).

- If at any time a doctor confirms the cause of their fever or other symptoms is not COVID-19 and approves them to return to work, then employees can return.

COVID-19 Employee Privacy Policy

All employee health information is confidential, including screenings, documentation of observations, discussion or other correspondence related to symptoms, and any other health records that come into the possession of the AJEATT, regardless of source.

Employee health related information shall be kept confidential, except that

1. Supervisors and managers may be informed regarding restrictions on the duties of persons with certain injuries or illnesses and regarding necessary accommodation;
2. Medical, first-aid and safety personnel may be informed when emergency or special medical treatment may be required; and
3. Government officials investigating compliance with state and federal law may be informed.
4. The AJEATT also reserves the right to disclose information from an employee's health record to anyone other than the employee when failure to disclose such information might place others at risk.

Additional Resources:

Employee Screening Guidance

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/general-resources/Screening-Employees-for-COVID-19>

How to Take your Temperature

<https://my.clevelandclinic.org/health/articles/9959-thermometers-how-to-take-your-temperature>

Anchorage Municipality Emergency Order EO-07

<https://www.muni.org/covid-19/documents/emergency%20order%2007%20easing%20up%20final.pdf>

Municipality of Anchorage Phase 1 Operating Requirements for Non-Critical, Public Facing Businesses

<https://www.muni.org/covid-19/documents/final%20operating%20criteria%20-%20non-critical%2c%20public.pdf>

State of Alaska Guide to Cloth Face Coverings

<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/coveryourface.aspx>

CDC COVID-19 Symptoms

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html

Hand Hygiene

<https://openwho.org/courses/IPC-HH-en>

Prevent Getting Sick

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Six Steps to Prevent COVID-19

<https://youtu.be/9Ay4u7OYOhA>