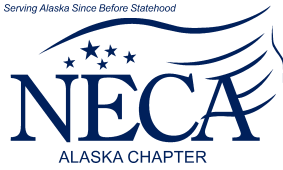


# ALASKA JOINT ELECTRICAL APPRENTICESHIP AND TRAINING TRUST



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## COVID-19 Mitigation Plan

This policy applies to all AJEATT employees, at all AJEATT facilities, and to any person entering AJEATT premises. This policy is effective September 7th, 2021 and supersedes all previous COVID-19 Mitigation Plan versions. Employees will be trained to follow procedures required by this policy.

### Policy for Facility Operations

- Hard copies of this plan shall be maintained at each AJEATT facility.
- Hand sanitizer shall be available to visitors at the service counter, and to students and apprentices in each classroom during use.

### Signage:

Signs will be posted at each entry way stating that all individuals must wear masks at all times while on AJEATT premises, and that no individual experiencing COVID-19 symptoms may enter.

### Post COVID-19 Cleaning:

If an individual tests positive for COVID-19 and was present at the school immediately prior to the positive test, the affected facility will undergo thorough cleaning and disinfecting according to current CDC guidelines. The facility will be closed during this cleaning if indicated by CDC procedures.

### Policy for Individuals Entering AJEATT Facilities

Individuals shall wear face coverings, covering both nose and mouth, at all times. The following exceptions apply:

- Employees working alone in an office, classroom, shop, or other room may forgo a face covering. The employee shall not permit anyone to enter the room until the employee has donned a [face covering](#).
- Individuals are not required to wear a face covering while outdoors unless social distance of 6' cannot be maintained.
- While indoors, a person may briefly remove a mask to eat or drink, as long as social distancing is maintained. Time without a mask will be kept to a minimum.

### Symptomatic Individuals

An individual experiencing any COVID-19 symptoms shall not enter AJEATT premises. These symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- The individual should monitor their symptoms and call a doctor or use telemedicine if their symptoms concern them.

Return to AJEATT Facilities:

- A person who has had symptoms listed above can return to AJEATT facilities when:
  - They have had NO fever for at least 24 hours without taking medication to reduce fever during that time; AND
  - There is improvement in their other symptoms
  - At least ten (10) days have passed since their symptoms began.

Exceptions:

- If a doctor determines that the cause of an individual's symptoms is not related to COVID-19 and approves them to return to work, then the person may return to AJEATT premises after providing documentation to the director/coordinator.
- If the symptoms have a known cause (asthma, COPD, chronic sinusitis, etc), the individual shall contact the director/coordinator to discuss entry to the premises.

### **Close contact with someone with confirmed COVID-19**

An individual who has been in close contact with someone with confirmed COVID-19 shall not enter the premises. Close contact is defined as being within 6' of the individual for 15 minutes or more (cumulative), whether or not masks were worn.

The individual is permitted to return to AJEATT premises when:

- If not exhibiting symptoms: return when 14 days have passed from the last date of exposure. Fully vaccinated individuals may return immediately if not experiencing symptoms. These individuals must provide proof of vaccine to return within the 14-day window.
- If exhibiting symptoms: follow the policy above for those experiencing symptoms.

## **Policy for Employees**

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

Employees are expected to attend work as normal at AJEATT facilities. However, if an employee is directly affected by COVID-19, options may be available to work from home. Requests to work from home for coronavirus-related reasons will be granted on a case-by-case basis.

Each instructor shall provide all of his/her students with a copy of this policy, and ensure that each student reads, understands, and agrees to abide by the student section of this policy before beginning training. The instructor will ensure that each student signs the COVID-19 Mitigation Plan Signature Form, which will be retained by the AJEATT.

Instructors teaching a class of longer than 1 week will require students to complete the Alaska Works Partnership COVID-19 training available at [https://fofcom.com/awp\\_covid19/](https://fofcom.com/awp_covid19/). The instructor may require completion prior to the scheduled training or at the beginning of the scheduled training session. The AJEATT will retain each student's certificate of COVID-19 training completion.

The instructor is responsible for ensuring that each student completes the AJEATT COVID-19 screening form at the beginning of the first day of class.

The instructor will monitor student compliance with this policy, and will take appropriate action to enforce compliance.

## **Policy for Students in Training Classes**

This is a general policy to provide for safe on-site training. Instructors will give additional instructions appropriate to the specific training environment. Students shall follow all additional instructions from instructors and/or AJEATT staff pertaining to COVID-19 safety measures.

Each person attending training at an AJEATT facility ("student") will receive a copy of this policy, and shall read, understand, and agree to abide by the policy before beginning training. Each student will sign the COVID-19 Mitigation Plan Signature Form.

Students attending training classes of longer than 1 work week will complete the Alaska Works Partnership COVID-19 training available at [https://fofcom.com/awp\\_covid19/](https://fofcom.com/awp_covid19/), at the time scheduled by the instructor. The AJEATT will retain each student's certificate of COVID-19 training completion.

Prior to beginning training on the first day of class, a student shall undergo a COVID-19 Screening using this form: [https://ConstructionAcademy.formstack.com/forms/covid19\\_screen](https://ConstructionAcademy.formstack.com/forms/covid19_screen). Each student shall be evaluated according to the AJEATT COVID Mitigation Plan.

A student shall not enter AJEATT premises if prohibited by this Plan. The student shall promptly inform his or her instructor of any symptoms or close contact. The AJEATT will work individually with a student who misses class for COVID-related reasons to develop a plan for making up missed class time, in order to minimize the impact on the student to the extent possible.

Students shall be aware that close contact means being within 6' of another person for 15 minutes or more, regardless of whether masks are worn.

A student who fails to adhere to this Plan, including any additional safety instructions from AJEATT staff, will face potential disciplinary action, up to and including immediate removal from the training class. Students removed from a training class for failure to follow these policies will not be afforded opportunities to make up missed training.

### **Apprentice disciplinary policy:**

An apprentice who fails to adhere to this Plan may be sent home for the day, and in such cases he or she must make up 8 hours of class time. Further infractions or egregious situations may result in appearance before the apprenticeship committee for disciplinary action.

## COVID-19 Privacy Policy

All personal 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.

Health related information shall be kept confidential, except that

1. Supervisors, managers, or instructors 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 individual's health record to anyone other than the individual when failure to disclose such information might place others at risk.

### Exceptions to this Plan

This policy does not cover all possible situations. In instances where this policy is silent, the AJEATT will abide by the following:

- Guidance from the Center for Disease Control
- Federal, state, or local government mandates
- In a situation involving a specific individual, written instructions from his/her doctor

In situations where AJEATT policy conflicts with the above official sources, then the above sources will apply.

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Serving Alaska Since Before Statehood



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## **COVID-19 MITIGATION PLAN**

### **SIGNATURE FORM**

I HAVE READ THE COVID-19 MITIGATION PLAN FOR THE ALASKA JOINT ELECTRICAL APPRENTICESHIP AND TRAINING TRUST.

I UNDERSTAND AND AGREE TO ABIDE BY THE CONTENTS OF THE PLAN.

I UNDERSTAND THAT FAILURE TO COMPLY WITH ANY OF THE POLICIES INCLUDED IN THE PLAN COULD MEAN AN IMMEDIATE DISMISSAL FROM THE TRAINING PROGRAM.

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SIGNATURE

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DATE

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PRINTED NAME

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TRAINING CLASS