



COVID-19

Safe Back to School

Plan

Updated September 1, 2020

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The policies and procedures outlined in this plan are subject to change. This is a living document and will be updated as a new information is made available.

COVID-19 Plan

Overview

This plan is intended to guide Northwest HVAC/R Association and Training Center for continuation of campus operations during the 2020 COVID-19 Pandemic. Education Classes with Northwest HVAC/R are considered an essential service under the Washington Governor's State Home, Stay Healthy Order. Proclamation 20-12.1 Higher Education, list the minimum protocols that higher education institutions must follow to resume in-person instruction and services. This plan is based on those requirements and on information available from the Centers for Disease Control (CDC), Washington State Department of Labor and Industries, Washington State Department of Health and the Spokane Regional Health District and is subject to changes based on those same entities or on operational needs. Any revisions to this plan will be communicated to staff, association members and students. The current version of this document is available on the Northwest HVAC/R website <https://www.inwhvac.org> and in the Main Office.

Responsibilities

It is the responsibilities of all employees and students to assist with prevention efforts while on our campus. If students have specific questions about this plan, they should ask their Training Coordinator. Your Training Coordinator will be available during all working and class hours, as well as any activities.

Training Coordinator – Diana Zartman

Personal Protective Equipment (PPE) and Engineering Controls

Is Northwest HVAC/R requiring all students/employees/visitors to wear appropriate PPE while on campus. PPE will be provided at the Main Office if you do not have one.

- Face coverings must be worn at all times on campus by every employee, student and visitor.
- If you do not have the correct PPE or you refused to wear the required PPE, you may be required to leave the campus.
- Full-time HVAC/R students are provided face masks, gloves, and safety glasses.

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Physical Distancing

Physical Distancing of at least 6 feet of separation must be maintained by every person whenever possible. Students and Employees will take lunch and break times in shifts. Arrival and departure has been staggered to assist employees and students in following social distancing guidelines. Northwest HVAC/R has identified areas that pose a higher risk as those where people would normally congregate when not in the classroom and lab. Applications of markings are placed in the lab, breakroom, classrooms and bathrooms. All in-person meetings should be limited. For example, no sharing tools, mask and gloves must be worn at all times

Hygiene and Sanitation

Soap and running hot water will be provided throughout campus bathrooms for frequent handwashing. Alcohol-based sanitizers are provided but are not a replacement for soap and warm running water. Additional hand sanitizing stations have been brought in to meet needs. Those sanitizing stations can be found in the following locations: Main Office, hallway, each classroom, lab and boardroom. Northwest HVAC/R has posted signage displaying proper guidelines for hygiene. Disinfectant will be made available throughout the campus. Staff and students are required to sanitize their desk, work area and breakroom after each use. Staff and students may request items for special accommodation if deemed necessary.

Symptom Monitoring and Reporting

Northwest HVAC/R has developed a policy for employees and students specific to COVID-19. This policy governs staying home when sick, leaving school/work when sick, what to do if an individual has been in contact with a confirmed positive case and what to do if one develops specific symptoms. Failure to comply with this policy may result in disciplinary action. Those who refuse to come to school/work due to concerns related to campus safety will need to contact your Training Coordinator to make alternative arrangements.

All Students must check in with instructors upon arrival to the school and have their temperature taken. Anyone with a temperature over 100.4 degrees or higher will be considered to have a fever and sent home or not allowed to enter campus until symptom free (72 hours - 3 full days) without the uses of symptom-altering medications and until at least 10 days have passed since symptoms first appeared, or after symptom free (72 hours - 3 full days) and then to provide documentation of a negative Covid-19 test result.

Self-reporting of positive COVID-19 test are required. Reporting of a positive case will allow us to inform others of possible exposure and will provide information for contact tracing. Report positive COVID-19 testing by contacting the Training Coordinator for Northwest HVAC/R at (509) 747-8810 or via email staff@inwhvac.org.

Exposure Response Protocol

Employee/Student/Visitor Exhibits Symptoms: If an employee/student/visitor exhibits COVID-19 like symptoms they should not come to the campus. They should seek medical guidance and remain home until symptom free (72 hours – 3 full days) without the use of symptom-altering medications and until at least 10 days have passed since symptoms first appeared or after symptom free (72 hours - 3 full days) and then to provide documentation of a negative Covid-19 test result.

Employees and Students must contact their Training Coordinator to inform them of symptoms. Employees may be required to obtain a doctor's note clearing them to return to work. If the symptoms appear at work/on campus, the Training Coordinator will direct the individual to leave. In both instances (symptoms before and after arrival), the Training Coordinator will advise the Executive Director.

Remote video classroom learning will be made available, on an individual basis, to those students who are required to quarantine until they are cleared to resume on campus learning. Remote video access will be through Zoom and/or Facebook Portal Chat.

Testing Positive for COVID-19: Employees or students who test positive for COVID-19 will be directed to self-quarantine or isolate away from campus. They may not return to campus when at least 10 days have passed since the first positive test and they have not suffered subsequent illness. They must contact their Training Coordinator of their positive test. Documentation will be required for returning to work or school. After notification to Northwest HVAC/R by the positive individual, we will notify Spokane Regional Health District and begin contact investigation. Northwest HVAC/R will also review recommendations from the Spokane Regional Health District for additional COVID requirements.

Potential Exposure/Close Contact: If employees or students come into contact with a positive individual or one exhibiting symptoms but awaiting test results, they will be directed to self-quarantine for 14 days from the last day of close contact with the individual.

Investigation Process: The Training Coordinator and Executive Director will coordinate with Spokane Regional Health District regarding workplace communication and contact tracing.