

## May 27 – IEC ED Covid-19 Sharing Session

Below are resources and quick notes discussed on the zoom meeting.

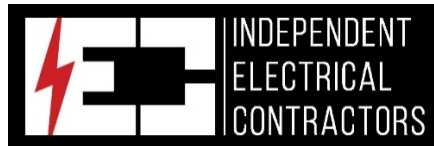
### Resources

- Decision Tree on Reopening a School - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- IEC Georgia's Building Safety Protocol (See Below - Pg. 3)
- COVID-19 Exposure Prevention, Preparedness, and Response Plan (See Below - Pgs. 4-9)

### Notes

- **Any new ideas?**
  - Providing information on PPP for those contractors who received it
  - Providing creative ways on how to use it if work is slow
    - Have contractors work on projects at the IEC office
    - Have contractors work on marketing in teams whether they reach out to previous clients, create and build a database, social media 101 (Facebook, Instagram)
  - To follow social distancing requirements in Memphis, Mid-South IEC had its apprentices take their final exam in their cars
  - One contractor reached out to their chapter for CEU training this week from 7-9 am as a way keep their contractors productive while work is slow
- **Members Greatest Needs?**
  - Workers-Contractors are busy and looking for people
  - Hosting virtual Job Fairs and have asked contractors for videos in an interview format
  - Other chapters are doing videos and sharing information in the format of "A Day in the Life of" to focus on a typical day and not the glamorous side such as waking up early, spending days outdoors, being it the Fetch-it guy, dressing for the weather, working in small spaces, etc.
  - A lot of contractors are looking to borrow manpower, but none are loaning them out at the moment
  - Public Works projects has not slowed down
  - As contractors go back to work, they are looking for COVID information in small chunks or in a step-by-step format
  - There is pressure on market prices and jobs are going for cheap. Even bids that have already been won, company come back and ask for a price reduction
  - Helping contractors figure out how to look for business where before business had just been coming in
  - Prefab is another way to increase productivity
- **Reopening**
  - Some chapters are opening with minimal students to wrap up the school year
  - Other chapters are opening to finish up labs and prepare for the wire-off
  - One chapter is opening for CPR classes, but each attendee will have its individual equipment
  - One chapter is offering summer school as an opportunity for apprentices to improve their final grade and pass the year

- Chapters are planning to do a hybrid approach next school year and still use the CMS and BBB
- With regards to attendance, some chapters are letting students take make-up classes via zoom and to notify the chapter prior to class if they do not feel well
- Some chapters have an attendance policy where the apprentices can miss a class, but with a two-week quarantine, an apprentice would miss 4 classes
- One chapter will have a scheduled BBB classes to keep up the skill set
- Chapters are considering loading labs upfront in case there is a second wave stay at home orders
- **Other**
  - One chapter has a 4-day orientation before classes start and goes over the following:
    - Math with an exam at the end and must pass. If apprentice does not pass, then the contractor will get a full tuition refund aside from a \$75 fee
    - How to succeed? / How to study?
    - Testimonials
  - ED asked for the cancellation policy for IEC Convention and Expo



## IEC BUILDING SAFETY PROTOCOL

1. If you are not feeling well, have a consistent cough or temperature, you may not enter the building
2. A waiver and release must be signed before proceeding beyond the front entrance
3. You must hand sanitize or wash your hands with hot water and soap upon entry
4. All staff, students and visitors are subject to an IR Thermometer test and may not proceed past the entrance if not within the acceptable range - 100.4 (note records are not kept of individual test results)
5. Use of a mask is **STRONGLY** encouraged
6. You **MUST** maintain 6' distance at all times, which includes standing in line for the restroom
7. Please follow all directional arrows and spacing designations
8. No students or visitors may enter any staff member's office
9. No handshaking or other forms of bodily contact are permitted

5/21/2020

## **COMPANY NAME**

### **COVID-19 Exposure Prevention, Preparedness, and Response Plan**

(Insert your company name) takes the health and safety of our employees, students, and members very seriously. With the spread of the coronavirus, or COVID-19, a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to be safe, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and while on client sites. We have also appointed our Human Resources Manager to monitor available U.S. Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

#### **I. Responsibilities of Managers**

All managers and team leads must be familiar with this Plan and be ready to answer questions from employees. Managers and team leads must consistently set a good example by following this Plan at all times. This involves practicing good personal hygiene, facility and on-site safety practices to prevent the spread of the virus. Managers and team leads must encourage this same behavior from all employees.

#### **II. Responsibilities of Employees**

We are requiring every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our office and on client sites, we all must play our part. As set forth below, (Company) has instituted various housekeeping, social distancing, and other best practices at our facility and our jobsites. All employees must follow these. In addition, employees are expected to report to their manager if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or team lead. If they cannot answer the question, please contact the Human Resources Manager.

The following is a preventative guidance to all employees, regardless of exposure risk:

- Stay home if you are sick or not feeling well.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- No handshaking.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Sneeze or cough into the inside of your elbow or use a tissue and discard tissue into a trash receptacle.
- Practice social distancing – maintain 6 feet between coworkers.
- Clean frequently touched surfaces and/or personal workstations.
- Avoid close contact with people who are sick or who may have been exposed to someone with COVID-19.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- New loss of taste or smell.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

### **III. Facility Cleaning and Disinfecting**

(Company) provides alcohol-based hand sanitizers throughout the workplace and in common areas. Disinfected wipes are also provided to clean and disinfect frequently touched objects and surfaces such as telephones, keyboards and doorknobs.

- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, (Company) will clean those areas that a confirmed-positive individual may have come into contact with before employees can access that workspace again.

#### IV. Client Site Protective Measures

(Company) has instituted the following protective measures at all client sites.

##### A. General Safety Policies and Rules

- Before reporting to a client site, employees must take their temperature. Take a picture of it and submit to their manager.
- If your temperature registers at or above 100.00 degrees Fahrenheit or is showing symptoms of COVID-19, you will be instructed to stay home.
- Any employee/contractor/visitor experiencing symptoms of COVID-19 must leave the site and return home.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Employees are encouraged to minimize ridesharing. While in vehicle, employees must ensure adequate ventilation.

- Never use a common source of drinking water, such as a cooler, employees should use individual water bottles.

#### B. Employees entering Occupied Buildings (Client Sites)

- When on client site, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Employees should wash or sanitize hands immediately before starting and after completing their workday.

### V. Office Cleaning and Disinfecting

(Company) has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently touched surfaces, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- (Company) will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (these can be used if appropriate for the surface).

### VI. Exposure Situations

#### • Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). IEC will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

#### • Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;<sup>1</sup> and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If Company learns that an employee has tested positive, we will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

## VII. OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, IEC will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

<sup>1</sup> Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications; and (2) improvement in



respiratory symptoms (e.g., cough, shortness of breath).

If an employee has a confirmed case of COVID-19, Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would *not* be work-related, and thus not recordable.

Company assessments will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

### **VIII. Confidentiality/Privacy**

Except for circumstances in which Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

### **IX. General Questions**

Given the fast-developing nature of the COVID-19 outbreak, Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Human Resources Manager.