



The Minneapolis Pipefitters Joint Journeyman & Apprentice Training Trust Fund (JAC) is committed to providing a safe and healthy environment for students, faculty, staff, employees, and all members of our local union. This Preparedness Plan is being developed in response to the COVID-19 pandemic utilizing the guidance currently available from the CDC and OSHA, and it is subject to change as additional guidance becomes available. The Training Center may also amend this plan based on operational needs.

Everyone accessing the Training Facility is responsible for implementing this plan to help mitigate the potential for transmission of COVID-19. This requires full cooperation among students, faculty, staff and all other members of our local union accessing the Training Center. Only through a cooperative effort, can we establish and maintain the safety and health of the Trainees.

The apprenticeship training committee trustees, the training director, instructors, employees and students are responsible for implementing and complying with all aspects of this plan.

The safety and health of students and employees are the guiding principles for this plan. Input from our employees, instructors, and students is encouraged to develop and implement the plan successfully. Visit the JAC website www.training539.com to provide your input, or contact the Training Director, Chad Birk 763-533-5514, or cbirk@training539.com. Guidelines from the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) and federal OSHA standards related to COVID-19 are being followed and will address:

- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Housekeeping – cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided for employees
- Management and supervision necessary to ensure effective implementation of the plan

Students with concerns related to campus health and safety and COVID-19-related matters should contact Chad Birk, Training Director 763-533-5514, cbirk@training539.com

SOCIAL DISTANCING AND ONSITE TRAINING ETIQUETTE

Social distancing and wellness etiquette are being implemented at the training center through the following actions:

While in the Training Center, individuals must follow the posted signs aligned with these protocols. Examples may include: social distancing markers, entrance and exit, maximum occupancy, hand washing instructions, temperature check station, etc..

- If you have a fever or symptoms of COVID-19 **DO NOT COME TO THE TRAINING CENTER.** (call your medical provider immediately)
- Any individual who has symptoms of COVID-19 is not to return to the Training Center until the symptoms are gone and the employee / student is fever-free for at least 3 days (72 hours) without the use of fever-reducing medication, and at least 10 days have passed since symptoms first appeared.
- Any individual who has a confirmed case of COVID-19, or who lives with a family member or other person with a confirmed case of COVID-19, may not return to the training center without written clearance by their health care provider.
- Implementation of enhanced cleaning and housekeeping practices have been established to help reduce the spread of COVID-19. Hand washing and sanitizing stations are provided throughout the building.
- Any commonly shared tools, lab equipment will be disinfected by the student **BEFORE AND AFTER EACH USE.**
- Individuals entering the Training Center are subject to mandatory temperature screenings. Persons with temperature readings above 100.4°F will be sent home.
- Individuals entering the Training Center are subject to mandatory pre-screening evaluation form. For the apprentices the completion of the pre-screening form will be used to track your attendance for the days training.
- Facial coverings are required at all times while in the Training Center, except when eating lunch or **working alone** in a welding booth, shop, or classroom / office space.
- If an employee or student does not have a face covering, the Training Center will attempt to provide one. For availability, please contact Training Director, Chad Birk, 763-533-5514, cbirk@training539.com.
- 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 sanitizer with at least 60% ethanol or 70% isopropanol.
- Avoid touching your face (eyes, nose, mouth) with your hands.

- Follow respiratory etiquette.
 - Cover your mouth and nose with a tissue when you cough or sneeze
 - Throw used tissues in the trash
 - If you do not have a tissue, cough or sneeze into your elbow, not your hands.
- Workstations will be laid-out to provide at least six feet of distance between them. To ensure proper social distancing, individuals must remain within their designated workstation and otherwise stay at least 6 feet apart from other people whenever possible.
- Classrooms and labs have been arranged to accommodate appropriate social distancing. Seating and tables in common areas have been spaced six feet apart. Everyone utilizing these spaces must follow appropriate social distancing and follow guidelines for cleaning these spaces.
- Each student is responsible for their own personal protective equipment (PPE) and there will be no sharing of helmets, jackets, gloves, etc.
- Instructors must change out their PPE, wipe down their helmet, hard hat, etc. and wash their hands between each class. The Inventory of supplies needed in the lab space will be controlled by the instructor.
- Start & stop times for lunch & break times will be staggered as necessary to prevent congestion.
- Situations at the training center where face-to-face transactions or social distancing limitations of 6 feet are unavoidable will be set up according to CDC and MDH guidelines.
- Everyone that is onsite at the Training Center is encouraged to remain aware of and to avoid crowded spaces including break or lunchrooms, the elevator, and restrooms.
- Students with medical conditions that prevent them from wearing a face covering should notify Training Director, Chad Birk, 763-533-5514, cbirk@training539.com.

SCREENING PRACTICES FOR THE TRAINING CENTER

The following helps inform employees and students about the need to monitor themselves for COVID-19 symptoms. These practices and protocols are being implemented to assess the health status of employees and students before they arrive at the training center and establish reporting expectations when they are sick or experiencing symptoms. It is expected that everyone involved in each days training activities complete the pre-screen evaluation, this form will be made available on the JAC website www.training539.com. Paper copies of this form will be made available for any person that is unable to complete the form on-line. The use of the on-line form is strongly recommended. **THIS FORM WILL BE USED TO TRACK DAILY ATTENDANCE.** Employees are expected to notify the Training Director if they are sick or experiencing symptoms while at home or work. Students should inform their instructors, or the JAC office if they are sick or experiencing symptoms while at home or at the training center.

HANDWASHING

Infection prevention measures at the training center are being implemented and continually evaluated. Everyone at the Training center is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time in the training facility, prior to eating and after using restrooms. Handwashing information is posted throughout the Training Center. Hand sanitizer with a minimal of 60 percent alcohol content is being made available throughout the Training Center, although supplies might be limited.

AIR QUALITY

The Training Centers Heating Ventilation and Air Conditioning (HVAC) system continually brings in outside air that is heated or cooled and then circulated downward from the ceiling forcing the existing air up and into the air return system. This constant, positive air pressure in occupied spaces prevents return air from entering other adjacent areas. There is no lateral transfer of air in occupied spaces by mechanical means.

The Training Centers HAVC control system has been modified to increase the amount of outside air based on building occupancy level. Although improvements to ventilation and air cleaning cannot on their own eliminate the risk of airborne transmission of the COVID Virus , EPA recommends precautions to reduce the potential for airborne transmission of the virus. These precautions include increasing ventilation with outdoor air and air filtration as part of a larger strategy that includes social distancing, wearing cloth face coverings or masks, [surface cleaning and disinfecting](#), handwashing, and other precautions. By themselves, measures to reduce airborne exposure to the virus that causes COVID-19 are not enough since airborne transmission is not the only way exposure to SARS-CoV-2 could potentially occur.

The Facilities staff continually consults and follows the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) guidelines for operating HVAC systems to reduce COVID-19 transmission. In addition, CDC guidelines are continually monitored for recommendations. For additional information, please contact Training Director, Chad Birk, 763-533-5514, cbirk@training539.com.

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

Anyone is instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, especially mouth, nose and eyes, with their hands. Tissues should be disposed of in the trash and then hands should be washed or sanitized immediately. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available across campus.

Face coverings can help prevent a person's germs from infecting others. This is especially effective in preventing the spread of the virus from those who are not experiencing symptoms.

Wearing a face covering does not provide protection from others who have the virus. Those who wear a face covering must wash hands frequently, cover their cough and practice social distancing.

People who are sick should stay home. Wearing a face covering does not mean people who are sick should go out into the community. Before going to the doctor, call first and wear a face covering.

At this time surgical and N95 masks are not recommended for the public as these supplies are in short supply and are needed for health care and emergency workers.

CLEANING AND DISINFECTING

Cleaning and disinfecting training spaces and surfaces helps slow the spread of COVID-19. Everyone on site at the Training Center shares in the responsibility to clean and disinfect the areas they use.

Additional housekeeping practices have been implemented with a focus on the following areas:

- Classrooms, labs, restrooms, common areas, break rooms, lunchrooms, meeting rooms and entrance and exit locations.
- Work surfaces, equipment, tools, and machinery.
- Phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers, copy machines, credit card readers, delivery equipment, etc.

[CDC guidelines](#) for cleaning and disinfecting are being adhered to whenever possible. In addition, The Minneapolis Pipefitters JAC has purchased and is using Bioesque for disinfecting surfaces on campus. Bioesque is a powerful and versatile disinfecting and sanitizing solution that has been proven to kill Norovirus / COVID-19 in just 4 Minutes.

COMMUNICATIONS AND TRAINING

This plan is being communicated through various channels to all employees and students. This includes email messages, apprentice orientation, the website, and displayed on the campus. It also includes a mechanism for two-way communications allowing the employees, and members receiving training to provide input and share concerns. Feedback and concerns can be submitted by visiting the JAC website www.training539.com to provide your input, or contact the Training Director, Chad Birk 763-533-5514, or cbirk@training539.com.

Necessary training regarding safety protocols will be provided to all employees and students.

Communication strategies and training will be adjusted as needed as the situation continues to change.

This plan has been adopted by Minneapolis Pipefitters JAC and was shared and posted throughout the Training Facility. It will be updated, as necessary.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Birk". The signature is fluid and cursive, with a prominent initial "C" and "B".

Chad Birk, Training Director (763) 533-5514