

RETURN TO TRAINING PROTOCOL

This Return to Training Protocol provides guidance on policies and procedures for our Training Centers in Monroe Township, NJ and Newark, DE. The purpose is to outline how we will address health and safety issues related to the coronavirus while also providing members quality classroom and hands-on instruction. CCLTAFNJDE will lead the way in providing safe facilities for every staff person, trainee, and visitor at either Training Center.

To support the safe return of staff and trainees to our training centers, three main areas of focus must be addressed:



PERSONAL PROTECTIVE EQUIPMENT



ADMINISTRATIVE CONTROLS



TARGETED TRAINING

These are designed to help minimize exposure to the novel coronavirus while also considering traditional work practices and existing available PPE.

ENTRANCE INTO BUILDING

- ▶ The building will be limited to one entrance to monitor who is entering the building.
- ▶ Anyone entering the building will need at minimum a cloth face covering. One can be provided if necessary.
- ▶ All students and guests will be subjected to a temperature check using an infrared no touch thermometer. Anyone that has a temperature over 100.4 will not be admitted into the building.
- ▶ Any visibly sick employee, trainee or visitor will be advised to immediately return home and reach out to their health care provider.
- ▶ Hand sanitizer will be made available in specific areas and social distancing rule of 6 feet will be practiced inside and outside of the building
- ▶ No one is permitted to enter an office, classroom or room unless directed or invited.
- ▶ Anyone needing to interact with the main office shall do so through the banker's window at the entrance.
- ▶ Only individuals registered for a class may enter.
- ▶ Anyone coming to the building for anything other than training must call in advance.
- ▶ Walk-ins will be turned away.

INSIDE THE BUILDING

- ▶ Wearing of masks is mandatory until further notice, unless an employee is alone at their workstation.
- ▶ Hand washing and sanitizing will be emphasized repeatedly.
- ▶ We will establish all offices to adhere to the 6 foot distance protocol. Where not applicable, barriers will be provided.
- ▶ Class participant size will be limited to maintain proper distancing in classrooms and there will be no congregating in common areas.
- ▶ No food or drink in the classrooms.
- ▶ Morning break will be limited to beverages only.
- ▶ Lunches will be grab and go and seating areas will be designated based on the number of occupants in the building (this will also include staggering lunch times).
- ▶ The designated smoking area is limited to two people maximum.

COURSE REBOOT AND AVAILABILITY OF CLASSES.

The Training Center operations are forever changed due to COVID-19. The Training Center staff has been working offsite, honing their skills for online instructor-led training. As we begin to open our doors, we will be limiting, to the best of our ability, the number of staff onsite at either of our two Training Centers. Some staff will be working remotely conducting online classes.

Moving forward and depending on the class and its course content it can happen in a couple different ways:

- ▶ Self-paced student online course
- ▶ Instructor-led online training
- ▶ A blend of online and hands-on training
- ▶ Hands-on training at the Training Centers



As our courses get restructured, we are utilizing these guidelines to prioritize as we roll out a schedule:

- ▶ Certification refreshers
 - Environmental Refreshers
 - Asbestos, Lead, Hazardous Waste Worker
 - Equipment Refreshers
 - FRACO Mast Climbing Scaffold
 - Rough Terrain Forklift
- ▶ OSHA-30 Hour Construction Industry Safety Training Program to be offered temporarily online. Contact the Training Center for details.
- ▶ Apprenticeship classes
 - General Construction (new member entry)
 - Current Apprenticeship Step-up classes, will be scheduled in this order
 - Scaffold Builder and Mason Tending
 - Concrete Worker
 - Line and Grade
 - Pipe
- ▶ Specific requests from Locals
 - Requests that are job specific for members' employment and will secure our rightful place within our jurisdiction.

We understand the burden that this puts on our Locals and membership both financially and professionally. Please keep in mind that these decisions were not easy and the only and most important guiding principle is the safety of the Training Center staff, membership and anyone who steps through our doors. We continue to monitor the events of the pandemic daily and hope to be able to resume full operations as soon as possible.