



COVID-19 EXPOSURE PREVENTION GUIDELINES

We all need to be vigilant and thoughtful. These are strange times and we need to keep EVERYONE—parents, grandparents, brothers, sisters, neighbors, etc.—safe. The science and medical communities are studying the virus and learning new things regularly. Information is changing as we learn more about it. We are putting forth these guidelines to ensure classes are conducted as safely as possible with the information and guidelines available. Everyone needs to be on board if we are to be successful in our 2020-2021 school year.

All instructors, students and staff must be familiar with these guidelines, as well as any additional guidance from the CDC and Oregon Health Authority (OHA). Everyone must set a good example by following the guidelines at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Please take the safety precautions outlined below seriously.

** Guidelines are subject to change as new information and guidance is provided by the CDC, OHA, and other governing and licensing bodies.*

RESPONSIBILITIES OF INSTRUCTORS, STUDENTS, AND STAFF

NWCOC has instituted housekeeping and social distancing guidelines, policies, and practices to minimize the risk of COVID-19. Everyone is responsible to adhere to the following:

- If you test positive for COVID-19 call your instructor or coordinator, and healthcare provider immediately.
- If you experience any of the symptoms of COVID-19 contact your healthcare provider immediately.

Symptoms of COVID-19 include:

- Coughing
- Fever
- Shortness of breath, difficulty breathing
- Chills
- Sore throat
- Headache
- Diarrhea
- Nausea/vomiting
- Runny nose
- Body aches

GENERAL SAFETY POLICIES AND GUIDELINES

- Only scheduled instructors, students and staff will be permitted on campus.
- Everyone must maintain at least six (6) feet distance from one another at all times.
- Respect and follow the modified physical layout of classrooms, labs, shop and offices as well as markings and/or signage to maintain at least six (6) feet distance from one another at all times.



- A plexi-glass barrier is installed across the front desk window. Those standing in line at the front window must adhere to the markings and keep six (6) feet apart.
- All students will bring their own pen to sign in on their class on sign-in sheet.
- Anyone entering the building must have their temperature taken before being allowed to enter. Anyone showing a temperature above 100 degrees will not be permitted inside.
- Anyone entering the building must wash or sanitize hands.
- Upon entering the building, disinfect any contact points that you touch using the provided disinfectant wipes (or any other disinfectant that meets the EPA's criteria for use against SARSCoV-2, the cause of COVID-19).
- Before leaving the building, clean your space and wipe down contact points on the way out.
- All Instructors, students, staff and visitors are required to wear a face covering over nose and mouth at all times while on campus and during all class training, including:
 - Classrooms
 - Hallways
 - Shop
 - Restroom
 - Lunchroom
 - Demonstrations in the building or parking lot
 - Any work sites or training sites we may visit
- Choose a mask that fits appropriately, maintains a tight seal on the mouth and nose, and is comfortable enough to wear for the duration of your time on campus. Store reusable masks in a container with a lid and wash before each use.
- Every person on campus is required to provide their own face masks. The office will have a few daily use masks available for purchase when an office staff person is present.
- It is recommended that everyone participate in regular safety trainings regarding COVID-19.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes, and washing hands afterward.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use the provided hand-sanitizer. Wash your hands for a minimum of 20 seconds:
 - After having used the restroom
 - Before and after eating
 - Before and after entering shared space
 - After sneezing, coughing or touching your face
 - After touching or removing cloth face coverings
- Refrain from sharing items or equipment. Any shared items must be disinfected between uses.
- Keep campus doors locked, as required.
- Compliance of all guidelines and policies will be monitored by NWCOC management.

DAILY RESPONSIBILITIES

- Everyone must disinfect their individual tables, chairs, tools, computers, phones, copiers and workspaces at the end of their time on campus, and additionally as needed throughout the day.
- Please do what you can to minimize your footprint while on campus. Manage personal items and food thoughtfully and carefully. Leave unnecessary items at home or in your vehicle.



- Janitorial staff will sanitize all high-touch areas as well as clean and disinfect regularly scheduled areas.

NWCOC COVID-19 CLASSROOM EXPOSURE POLICY

The Centers for Disease Control defines exposure to COVID-19 as close contact that occurs when you are within six feet of someone who is showing symptoms of COVID-19, for at least 15 minutes, when neither person is wearing a mask, and the infected person later tests positive for COVID-19.

NWCOC adheres to strict protocols to minimize the risk of exposure as defined in the COVID-19 Exposure Prevention Guidelines.

If NWCOC is notified by an apprentice or instructor that they have tested positive for COVID-19, the following notifications will take place:

1. NWCOC will contact the apprentices who may have been exposed to COVID-19 by email to inform them that someone in their class has tested positive. They will be advised to determine if they may have been exposed as per the CDC definition for exposure and to contact their employer and their doctor to determine a course of action.
2. NWCOC will contact the Training Agents of the apprentices in the class by email to notify them that their employee may have been exposed.

At no time will NWCOC release the name of the apprentice or instructor who tested positive. This policy applies only when an apprentice or instructor contacts the school directly to report the positive test. Notification will only be made to the apprentices and instructors in the same class as the person who tested positive.