

Plumbing Heating Cooling Contractors of the Greater Los Angeles Area Training Program
COVID-19 Safety Protocols Update: 03/2021

Building Safety Upgrades and Sanitizing Schedule:

1. We have upgraded to the highest quality filters on all air conditioning units. Even with these new systems installed we will still be requiring masks and limiting occupancy.
2. Social distancing has been defined in the classrooms by spacing seating/desks at least 6 feet apart, and turning desks to face in the same direction.
3. Reduced classroom set up to ten seats per classroom, increasing the feasibility of social distancing.
4. Physical barriers in the classrooms, such as clear plexiglass partitions, have been placed in between seats in areas where it is difficult for people to remain at least 6 feet apart.
5. Guides, such as tape or paint on floors and signs on walls, have been placed to ensure that staff and students remain at least 6 feet apart in the entrance and hallways.
6. Hand sanitizing stations installed throughout the building.
7. Restrooms, snack machine, and frequently touched surfaces such as door knobs, will be sanitized daily with an EPA approved disinfectant.
8. Classrooms, labs, and hallways will be sanitized daily with the use of sanitizing foggers with an EPA approved disinfectant.
9. Regular cleaning schedule has been increased.
10. When weather conditions allow, increase fresh outdoor air by opening windows and doors and fans will be used to increase the effectiveness of open doors in areas like the lab space.
11. Hybrid learning model (in-person and online).

Entry Procedures and Flow for Inside the Building:

1. Students will line up socially distanced outside the front entrance for check-in.
2. Students will get a thermal, no touch temperature check and must sign a covid health questionnaire before entering the building. Any person with a temperature 100.4 or higher will not be permitted to enter the building.
3. Hand sanitizing as they enter the building.
4. Classes begin at 6:30 pm. Due to having to do the additional check-in we have granted a 15-minute grace period allowing students to sign in as late as 6:45 pm. Doors will be locked at 6:45 pm for entrance.
5. No gatherings in the parking lot.
6. If a student leaves the building before class is over, they will not be allowed to re-enter.
7. Students are required to bring material needed for class including books, notepad, and pen/pencil. Sharing of material will not be allowed.
8. All persons entering the PHCC facility are required to wear a mask at all times and practice social distancing in the hallways, parking lot, classrooms, and labs.
9. No visitors are permitted inside the classrooms without the express permission of the Executive Director.
10. All students must check-in and check-out with the Staff member on duty.

Faculty/Staff Procedures:

1. Faculty/staff must sign covid health questionnaire daily. If experiencing any signs of illness listed on the questionnaire they will be told to not come to work.
2. A thermal, no-touch temperature check will be taken on ALL STAFF, FACULTY and STUDENTS entering the building. Any person with a temperature 100.4 or higher will not be permitted to enter the building.
3. ALL STAFF, FACULTY and STUDENTS must wear masks in the building at all times.
4. Hand sanitizing as they enter the building.
5. Faculty may be asked to assist in escorting students before class from the front entrance into the classroom, or from the classroom to the lab, and after class to the exit.
6. Faculty must remain socially distanced from the students. Please no physical contact for corrections.
7. Each staff member is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: copiers, fax machines, printers, telephones, keyboards, staplers, shared work stations, etc. with a cleaner appropriate for the surface.
8. Staff/Faculty must sanitize desks in classrooms and tools used after every class session. Cleaning and disinfecting supplies are available in every classroom and lab.
9. If anyone in the same household or workplace as the staff, or with whom they have had close contact, has tested positive for COVID-19 please do not come to the class. Staff must be tested 5-7 days after exposure and notify the PHCC GLAA training office immediately once results are known.
10. Hybrid teaching (in-person and online).

Student Responsibilities:

1. Each student must have a complete a covid health questionnaire before entering the building.
2. If showing any signs of illness listed on the questionnaire, contact the PHCC GLAA training office to inform them.
3. A thermal, no-touch temperature check will be taken on all students entering the building. Any student with a temperature 100.4 or higher will not be permitted to enter.
4. Anyone – students, faculty or staff - displaying COVID-19 Symptoms will not be allowed to enter the building.
5. If anyone in the same household or workplace as the student, or with whom they have had close contact, has tested positive for COVID-19 please do not come to the class. Student must be tested 5-7 days after exposure and notify the PHCC GLAA training office immediately once results are known.
6. No visitors are permitted inside the building.
7. Please arrive with everything required for class including books, notepads, tools, pens/pencils, etc. If a student leaves the building before class is over, they will not be allowed to re-enter.
8. We recommend students bring their own water. Vending machine access will be limited to one person at a time.
9. Pants and work boots are required. Students showing up in shorts, tank tops, and sandals will be sent home and be marked absent for the night.
10. Students must wear a mask inside the building at all times.

Return to Work or School Policies:

1. Persons infected with SARS-CoV-2 **who never develop COVID-19 symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive test.
2. Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who **have had symptoms**, may return to work or school when at least 10 days have passed since symptoms first appeared, and 24 hours without a fever or other symptoms.
3. Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.
4. People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared.
5. If you've been infected or exposed a negative test result must be submitted in order to schedule a return to work or school date.
6. Anyone who has had close contact with someone with COVID-19 and who has been fully vaccinated and isn't showing symptoms, or has recovered from covid-19 within the last 3 months and isn't showing symptoms does not need to stay home.
7. If you need to provide care to a family member infected by COVID-19, you'll only be permitted to return 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues or students during this time.
8. If you are planning to travel, we'll ask you to stay home for 14 calendar days upon your return. You will also be asked not to come into physical contact with any colleagues or students during this time.