



# COVID-19 Prevention & Safety Protocols for Classroom Training

**UPDATED: June 10, 2020**

## **PRIOR TO CLASS**

Class sizes will be limited to allow for social distancing. All students **MUST** pre-register online and pre-pay for training prior to the start date of class. Please be sure to register with your complete name and information as this is what will be printed on your certificate. Upon arrival to class, students may be asked to verify their identity, so please be sure to have an ID.

If students have been feeling ill or showing any signs of illness prior to the class (fever, cough, difficulty breathing, shortness of breath, or other symptoms) or been in direct contact with anyone positive for COVID-19 in the last 14 days they should **NOT** attend class and reschedule for a later date. Temperature will be taken upon entry to the building. Individuals with a temperature at 100.4 or higher will not be permitted into class and asked to reschedule.

Please be assured that all desks, classroom surfaces and any equipment used have been pre-cleaned prior to the start of class following CDC guidance, using an EPA registered product for cleaning and disinfecting.

The break room at OTS will not be open at this time, coffee and breakfast items will not be served. During meal breaks you may bring a lunch and eat at your desk or may leave the building.

## **DURING CLASS**

Your instructor will review the procedures we take during all classes to minimize the risk of infection. Upon entry/exit to the building and classroom all students must wear face coverings and perform hand hygiene using an alcohol-based hand sanitizer that contains at least 60% alcohol.

In addition, at a minimum hand hygiene should be performed at the following time:

- Beginning and end of class
- Before and after breaks, including meal breaks, restroom breaks or any other break away from seat
- Before and after skill practice/hands-on sessions (When wearing gloves, hand hygiene should be done before putting on gloves and after removing them.)

Every student must wear a face covering and gloves during all skill practices and hands-on sessions. There will always be at least 6 feet of separation of students and instructors, as well as no physical contact for the skills. We ask that there is no congregating at any time.

## **EXAMS**

When feasible, exams may be taken online using individual's phones/tablets. Please bring a device that can connect to the internet. A link to the exam will be displayed in class. The closed-book exam will be monitored by the instructor during the entirety of the exam.

## **AFTER CLASS**

Each student must take all OTS provided materials with them (books, folders, paper, pens) and dispose of their own garbage or trash. Appropriate cleaning of all class materials and surfaces, based on CDC guidance and the manufacturers' approved processes for those cleaning products.