

## PROCEDURES DURING COVID-19

Industrial Insite remains open for remote online training and essential in-person training during the Coronavirus outbreak. The health and welfare of both instructors and students is paramount. We continue to monitor the development of the outbreak closely and are taking the following actions to promote a safe and healthy work environment:



- Ensure a six-foot social distance is maintained at all times; increase training room size and/or reduce the number of students, as necessary
- Everyone is encouraged to “own their own space”; respectfully inform others if someone is within their space
- Hands-on skills demonstrations shall be conducted using document cameras and projectors whenever possible
- Masks and gloves shall be available and used by instructors whenever deemed necessary
- Paperwork and workmanship samples shall be placed in a central location in the classroom and NOT handed directly to others or the instructor
- No sharing of tooling or other equipment
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate
- Wash hands often with soap and warm water for at least 20 seconds
- Avoid touching eyes, nose, and mouth
- Cover coughs and sneezes with a tissue or the inside of the elbow
  
- All participants are to conduct a self-assessment prior to attending training and forego attendance if any of the following are true:
  - Have they, or a member of their immediate household, returned from travels during the previous 14 days
  - Have they been in close contact with someone diagnosed or awaiting COVID-19 test results
  - Are they demonstrating any signs or symptoms of respiratory or flu-like illness
- Instructor is empowered to dismiss any student in the event any symptom is observed (immediately inform training coordinator or supervisor)

### Enhanced Cleaning Procedures

- All stations and equipment/tooling is to be sanitized:
  - 4-hour classes – prior to start and just before dismissal
  - Classes longer than 4-hours – prior to start, mid-way, and just before dismissal
- Also included in cleaning procedure is sanitizing the following:
  - Doorknobs and handles
  - Table surfaces
  - Chairs, including arms
  - Light switches
  - Pens and other office supplies
  - All other touch points in the classroom/workstation
- Classrooms are to be cleaned and sanitized daily by professional cleaning personnel

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