Reopening Plan – Electrical Training Center, Inc dba Electrical and HVAC/R Training Center

Non – Residential Facility

**Reopening**

**Capacity**

**Phasing and quantity of students**

1) The Electrical and HVAC/R Training will be using a staggered schedule approach to instruction in regard to phasing and quantity of students. All students are required to wear face coverings at all times. All students are supplied a face covering by the Electrical and HVAC/R Training Center.

2) Depending on the number of students in a class, if the class size and classroom do not allow for 6ft social distancing between students, the class will schedule a time to be in a larger classroom that even with the maximum number of students allowed in the class will allow social distancing between students. The other classes will be in the lab for the time not in the large classroom. The labs are designed and marked to allow for social distancing.

3) This will allow for less capacity of students to prevent congestion.

4) Students in the lab shall wear proper PPE (Face Mask, Safety Goggles) and maintain social distance of 6 ft. to the extent possible unless safety or the core activity requires a shorter distance.

**Faculty and staff to return to campus**

1) Faculty will return to school as per their scheduled classes. Faculty must wear proper PPE (Face Mask) and maintain social distance of 6 ft. to the extent possible unless safety or the core activity requires shorter distance.

2) Faculty meetings are held in a large classroom E3 that allows 6 ft distance between employees and face coverings are worn.
3) Staff will return to campus on a schedule that includes working remotely at least one day a week. In addition, plexiglass has been installed in the main lobby for protection and in offices that do not allow 6 ft distance. All staff is required to wear face masks and gloves when handling certain administrative functions such as the making copy’s or taking payments.

4) Staff Meetings are held in a large classroom E3 that allows 6 ft distance between employees and face masks are worn.

**Considering factors such as ability to maintain social distance in public spaces and residence halls.**

1) There are no areas open for students, staff and faculty to congregate including cafeteria, conference rooms and classroom with the exception of classroom E3 that allows 6ft social distancing.

2) Decals and signage shall be posted to indicate where certain policies apply such as bathroom usage, social distancing, and requirement to have face coverings on at all times.

3) Staff shall be entering through the main lobby only. Prospective students and visitors will be entering through the main lobby and can only bring one guest with them for the tour. Students shall be entering and exiting in a designated area depending on what module they are in (i.e. garage door or side door entrance). Students are not permitted to enter into main lobby.

4) The main lobby is locked from the outside and can only be opened by the receptionist.

5) The student entrances are guarded by the instructor who will be waiting to temperature screen the students daily.

**Personal Protective Equipment**

1) Electrical Training Center, Inc. requires a mask on at all times while at the school. The school is supplying all face coverings to staff, faculty and students. In addition, gloves are available at the front desk but are not mandatory unless handling high touch surfaces such as the copy machine.

**Testing Capabilities**

Electrical and HVAC/R Training Center policy for testing mandates the following:

1) Staff is required to have their temperature check in beginning of shift everyday
2) Staff is required to fill out a Symptom Self Check Form (See attached) every 14 days
3) Faculty is required to have their temperature check in beginning of shift everyday
4) Faculty is required to fill out a Symptom Self Check Form (See attached) every 14 days
5) Students are required to have their temperature check in beginning of class by instructor.
6) Students are required to fill out a Symptom Self Check Form (See attached) every 14 days.
7) All visitors and prospective students are required to have a face covering when entering the school and have their temperature checked. In addition, they are required to fill out Symptom Self Check Form.

If a student, faculty, staff, visitor or prospective students displays symptoms and a temperature reading of 100.4 degrees or greater, they will be sent home and advised to see a doctor and be tested for COVID-19. They will be required to quarantine for 14 days and be retested in order to return to the school.

**Quarantine and Isolation Capacity**

1. What happens if a staff, faculty and student have a temperature 100.4 F or greater?
   a. CDC confirms that employees found to have a temperature of 100.4 degrees or higher should be sent home immediately and instructed to promptly contact their doctor to be tested for COVID-19.
   b. The individual must quarantine at their home for 14 days before returning to school or work.
   c. The individual must supply supporting documentation that they are COVID-19 negative after the 14-day quarantine before returning back to work.
   d. If an individual test positive for COVID-19, Electrical and HVAC/R Training Center will contact Suffolk County Dept. of Health and New York State Dept. of Health.
   e. In conjunction with reporting a positive case to the local and state health departments, Electrical and HVAC/R Training Center will work with the health departments in relation to the NYS Contact Tracing Program.

**Local medical capacity, and availability of safe transportation;**

Electrical and HVAC/R will refer staff, students and faculty to their Primary Care Physician, nearest urgent care or contact the Copiague Fire Dept at 631-226-1212.

The staff, faculty or student will be personally using their own transportation or if needed the school will setup transportation other than mass transit.

**Personal Protective Equipment**

All staff, students and faculty will receive a face covering supplied by Electrical and HVAC/R Training Center.

All staff, students and faculty are required to wear face covering at all times and will be trained on how to wear them.

Prospective students and visitors are required to wear a mask when entering the building and are given one at the conclusion of the tour.

Gloves are required when handling high touch surfaces such as the copy machine and mail machine for employees.
**Testing**

Electrical and HVAC/R Training Center policy for testing mandates the following:

1. **Staff** is required to have their temperature check in beginning of shift every day.
2. Staff is required to fill out a Symptom Self Check Form (See attached) every 14 days.
3. **Faculty** is required to have their temperature check in beginning of shift every day.
4. Faculty is required to fill out a Symptom Self Check Form (See attached) every 14 days.
5. **Students** are required to have their temperature check in beginning of class by instructor.
6. Students are required to fill out a Symptom Self Check Form (See attached) every 14 days.
7. All visitors and prospective students are required to have a face covering when entering the school and have their temperature checked. In addition, they are required to fill out Symptom Self Check Form.

If a student, faculty, staff or visitor and prospective students displays symptoms and a temperature reading of 100.4 degrees or greater, they will be sent home and advised to see a doctor and be tested for COVID-19.

They will be required to self-quarantine for 14 days and have a negative COVID-19 test to return to the school.

If a student, faculty or staff member advises the school of traveling to an area where the virus is spreading, they will be required to self-quarantine for 14 days and have a negative COVID-19 test to return to the school.

**Residential Living – Not applicable – No on Campus Housing.**

**Operational activity**

1) The Electrical and HVAC/R Training will be using a staggered schedule approach to instruction in regard to phasing and quantity of students. All students are required to wear face coverings at all times. All students are supplied a face covering by the Electrical and HVAC/R Training Center.

2) Depending on the number of students in a class, if the class size and classroom do not allow for 6ft social distancing between students, the class will book a time to be in the classroom that even with the maximum number of students allowed in the class will allow social distancing between students. The other classes will be in the lab for the time not in the large classroom. The labs are designed and marked to allow for social distancing.

3) This will allow for less capacity of students to prevent congestion.
4) Students in the lab shall wear proper PPE (Face Mask, Safety Goggles) and maintain social distance of 6 ft. to the extent possible unless safety or the core activity requires a shorter distance.

5) In regard to appointment only – use of shared space, admissions will be conducting tours while wearing a face covering and maintaining social distance. The interview portion will be in a classroom that allows for 6 ft social distancing.

**Restart operations**

1) ETC is committed to follow all CDC guidelines on cleaning school. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, door handles, shared electronic equipment (like tablets, touch screens, keyboards and remote controls), focusing especially on frequently touched surfaces.

2) ETC is committed to provide proper ventilation to workspace. This will be accomplished by keeping fans on and changing filters monthly. HVAC instructors shall maintain a monthly schedule. Also, UV lighting in AC units.

3) Promote frequent and thorough hand washing, including by providing employees, students, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, ETC will provide alcohol-based hand rubs containing at least 60% alcohol and wipes. ETC will provide posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. Rather than air drying after washing hands, the school will supply paper towels in each restroom.

Per the CDC, the following is in regard to a positive COVID-19 case and cleaning and disinfecting.

**Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility**

**Timing and location of cleaning and disinfection of surfaces**

- At a school, daycare center, office, or other facility that does not house people overnight:
  - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
  - The school will operate virtually until disinfection is complete.
**Extracurriculars**

1) All extracurriculars including graduation, advisory board meetings, alumni meetings and open houses will be done virtually through Zoom.

**Vulnerable Populations**

1) Students: If a student does not feel comfortable returning to school using the staggered schedule, they will have the ability to take a leave of absence.

2) Faculty: If a faculty member does not feel comfortable returning, the Electrical and HVAC/R Training Center has additional instructors who can cover for them.

3) Staff – If a staff member does not feel comfortable returning to school, they will have the ability to work from home.

**Hygiene, Cleaning and Disinfection.**

Please see restart operations***

1) The school is cleansed and disinfected daily by janitorial staff in accordance with CDC and DOH Requirements. Hand Sanitizers and wipes are available in every classroom, office, lab and lobby. All staff, students and faculty are required and given a face covering to promote respiratory hygiene.

2) Janitorial staff will log on their “Weekly Cleaning Checklist”, each task they completed including the date, time and the scope of cleaning and disinfection for each day.

**Monitoring**

**Testing responsibility**
For staff – the receptionist is responsible for taking temperatures when entering the school at the beginning of the shift every day. Test results will be reported to the office manager. The office manager will take the temperature of the receptionist.

For faculty – the receptionist will be taking temperatures of all faculty every day. Test results would be reported to the assistant director as that is the instructor’s supervisor.

For students – the instructor will be taking temperatures of students every day. Test results will be reported to the assistant director.

For visitors and prospective students – the receptionist is responsible for taking temperatures of visitors and ensuring they are wearing a mask. The admissions assistant is responsible for taking temperatures of prospective students and ensure they are wearing a mask.

All temperatures will be checked with a contactless thermometer.

**Testing frequency and protocols**
From testing section

Electrical and HVAC/R Training Center policy for testing mandates the following:

1. Staff is required to have their temperature checked in the beginning of shift every day.
2. Staff is required to fill out a Symptom Self Check Form (See attached) every 14 days.
3. Faculty is required to have their temperature checked in beginning of shift everyday.
4. Faculty is required to fill out a Symptom Self Check Form (See attached) every 14 days.
5. Students are required to have their temperature check in beginning of class by instructor every day.
6. Students are required to fill out a Symptom Self Check Form (See attached) every 14 days.
7. All visitors and prospective students are required to have a face covering when entering the school and have their temperature checked. In addition, they are required to fill out Symptom Self Check Form.

If a student, faculty, staff, visitor or prospective students displays symptoms and a temperature reading of 100.4 degrees or greater, they will be sent home and advised to see a doctor and be tested for COVID-19.

They will be required to self-quarantine for 14 days and have a negative COVID-19 test to return to the school.

If a student, faculty or staff member advises the school of traveling to an area where the virus is spreading, they will be required to self-quarantine for 14 days and have a negative COVID-19 test to return to the school.

**Early warning signs:**

If an individual has symptoms, they will be sent home immediately and are required to self-quarantine for 14 days. In addition, they are required to have a COVID-19 test that is negative to return.

If within a 2-week period, an additional student becomes symptomatic, the school will automatically go into self-quarantine for its entire population in order to slow the spread of infection.

**Tracing**

If staff, students or faculty test positive for COVID-19 and cannot return to school, the Electrical and HVAC/R Training Center will advise the individual they should be contacted by a contact tracer. In addition, we will advise the local and state health department. We will advise the student to contact anyone they have been in contact with and advise those individuals to self-quarantine and tested for COVID-19.

**Screening**
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3. Faculty is required to have their temperature checked in beginning of shift everyday.
4. Faculty is required to fill out a Symptom Self Check Form (See attached) every 14 days.
5. Students are required to have their temperature check in beginning of class by instructor every day.
6. Students are required to fill out a Symptom Self Check Form (See attached) every 14 days.
7. All visitors and prospective students are required to have a face covering when entering the school and have their temperature checked.

If a student, faculty or staff displays symptoms and/or temperature reading of 100.4 degrees or greater, they will be sent home and advised to see a doctor and be tested for COVID-19. They will be required to self-quarantine for 14 days and have a negative COVID-19 test to return to the school.

If a student, faculty or staff member advises the school of traveling to an area where the virus is spreading, they will be required to self-quarantine for 14 days and have a negative COVID-19 test to return to the school.

**Containment**

**Isolation**

If a staff, student, faculty displays symptoms of COVID-19 such as a fever or answering a question on the “Symptom Self Check Form”, the following policy will be followed regarding isolation.

1) Staff, Staff or faculty will be sent home and be required to quarantine for 14 days. In addition, they must have a COVID test done that is negative to return to school after the 14 days.
2) For students, the Electrical and HVAC/R Training Center will provide support services such as granting a student a leave of absence until they are cleared to return. The school will provide additional support needed such as assisting the student with locating a food bank or mental health services.
3) For faculty or staff, the Electrical and HVAC/R Training Center will provide support such as a remote work environment to work from home or support on human resources related questions and services. The school will provide additional support to assist the faculty or staff member such as locating a food bank or mental health services.

**Quarantine**

Exposed staff, students or faculty must quarantine for 14 days and provide a negative COVID-19 test in order to return to school.
The Electrical and HVAC/R Training Center will provide support throughout the time of quarantine.

For students,

1. Granting a Leave of Absence
2. Provide guidance of obtaining support services in their geographic area.

Staff and Faculty,

1. Setup of remote work environment to work from home
2. Provide guidance of obtaining support services in the geographic area and human resource related questions and services.

Students confirmed or suspected to have COVID-19

The Electrical and HVAC/R Training Center is not a residential institution and individuals must follow the school’s policy for returning after display symptoms of COVID-19.

Hygiene, cleaning and disinfection

The Electrical and HVAC/R Training Center is not a residential institution.

Per the CDC, the following is in regard to a positive COVID-19 case and cleaning and disinfecting.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

Timing and location of cleaning and disinfection of surfaces

- At a school, daycare center, office, or other facility that does not house people overnight:
  - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
  - The school will operate virtually until cleared to return when disinfection is complete.

Communication

Communication to share safety protocols and safety plans by the institution will be done in the following ways.
1. Literature regarding safety protocols and safety plans will be posted around the school including wear face coverings at all time.
2. Emergency notifications will be sent via text and email in case of school closure due to COVID-19 or other related matters.
3. Faculty and staff will have a meeting regarding reopening plans.
4. Faculty will in turn advise students on reopening plans and the mandatory procedures put in place to safeguard their health and safety.

## Shutdown

### Operating Activity:

The following policies apply to operational activity in case of a shutdown of the school because of a COVID-19 emergency.

1. Operations such as hands on training will be decreased to zero.
2. All training will be held remotely until the school is cleared to return.
3. All employees will be required to work from home until the school is cleared to return.
4. Upper management will follow guidance issued by New York State on the phases of the return.

### Move-out

The Electrical and HVAC/R Training Center is not a residential institution.

### Communication

Communication for a shutdown will apply to the entire Electrical and HVAC/R Training Center community.

1. All staff, students and faculty will be sent a text and email regarding the shutdown of on campus instruction and the move to remote learning and remote work.
2. The school’s phone line will be switched to reach the receptionist remotely and will communicate with other staff accordingly.
3. Website will display the notification that the school has switched to a remote environment.
4. Infrastructure for online learning is already online due to the online learning to the programs from the COVID-19 emergency. Staff and faculty will utilize Microsoft Teams for communications and continued workflow.
5. Any changes to the status of the shutdown, as per guidance from New York State will be communicated through the text and email, as well as on the remote learning platforms and remote work platforms.

This reopening will be available in the front lobby of the school and online at www.electricaltrainingcenter.edu