




# The Alameda County Joint Apprenticeship and Training Committee for the Electrical (Inside Wireman) Trade

14600 Catalina Street ▪ San Leandro, CA 94577  
Telephone (510) 351-5282 ▪ Fax (510) 351-2949



## COVID-19 In-Person Instruction Exposure Control Plan (ECP)

Document Number: OFF-ECP-1	Origination Date: 11/4/2020	Revision Date: 1/3/2022	Revision: F
<b>Approvals:</b>			
	9/29/2021		
Training Director	Date	JATC Board	Date

### Contents:

- 1. Purpose.....1
- 2. Scope.....2
- 3. Classroom Sizes and Capacities.....2
- 4. Responsibilities.....3
- 5. General Requirements.....3
- 6. Social Distancing Requirements.....4
- 7. COVID-19 Exposure Control Job Hazard Analysis.....5
- 8. COVID-19 Required Signage.....10
  - i. Bay Area Health Officials Joint Release
  - ii. When to Wear a Mask in Alameda County
  - iii. CDC: Did you Wash Your Hands?

1. **Purpose:** The ZNEC has developed this plan to provide JATC staff, instructors, and apprentices with necessary guidelines to prevent the spread of the COVID-19 virus while at the JATC. The following recommendations are derived from the guidance issued by the Center for Disease Control (CDC), the World Health Organization (WHO), the Occupational Safety and Health Administration (OSHA) and Cal-OSHA, and the Alameda

County Public Health Department (ACPHD). This plan is subject to change to reflect updates in guidance from public health and worker safety agencies. In its discretion, the JATC may set standards for Covid-19 prevention that are more stringent than those required by public health and safety guidance.

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. However, people with COVID-19 have experienced a wide range of symptoms -- ranging from no symptoms to severe illness or death, even in young and healthy individuals. Even people who are asymptomatic may spread the coronavirus. While people who are fully vaccinated against COVID-19 may still be infected with the coronavirus, they have a very low risk of severe illness, hospitalization, or death.

The best way to prevent and slow the transmission of COVID-19 is to be well informed about the virus, the disease it causes, and how it spreads. The COVID-19 virus is a respiratory illness that spreads primarily through aerosolized droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Protect yourself and others from infection by getting vaccinated against COVID-19, using masks, washing your hands or using an alcohol-based hand sanitizer frequently, and not touching your face.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you are experiencing any of the following symptoms, you should seek emergency medical attention:

- Difficulty breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake up or stay awake
- Bluish lips or face

2. **Scope and Responsibilities:** This ECP shall be implemented while any office staff, instructors, or executive personnel are present, at the ZNEC. The ECP will encompass

procedures for all aspects of general instructional and clerical work at the ZNEC. Any procedures of expected work not listed in the ECP will be directed to the ZNEC Executive Leadership Team (ELT). There is to be no deviation from this plan without the expressed written approval from the ELT. This ECP is intended to operate as the ZNEC's Covid-19 Prevention Program (CPP).

The ELT has overall authority and responsibility for implementing the provisions of this ECP throughout the ZNEC and for ensuring that employees and students receive answers to questions about the program in a language they understand.

All JATC employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. JATC employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by raising potential COVID-19 concerns with the ELT.

Students enrolled at the ZNEC are expected to comply with the policies outlined in this ECP. Any questions regarding procedures should be directed to their instructor. Any questions from instructors will be forwarded to the ELT.

Training will be provided to all JATC employees regarding this ECP and Covid-19 prevention. This training will cover:

- JATC ECP and how to participate in identifying and evaluating Covid-19 hazards
- Covid-19-related benefits to which employees may be entitled
- Information regarding the transmission of Covid-19 and methods of preventing that transmission, and that people can be infectious even if they are not experiencing symptoms of Covid-19
- Face covering requirements and the proper use of respirators (N95/KN95)
- Covid-19 symptoms
- Expectations regarding reporting Covid-19 symptoms or close contacts, and staying away from the ZNEC in connection with symptoms or close contacts
- The effectiveness of vaccination against Covid-19
- How to access vaccination and testing.

3. **Office/classroom Sizes and Capacities:** Capacity controls are not required in the Training Center except if there is an outbreak of Covid-19. An "outbreak" is defined as three or more Covid-19 cases at the same time in the same class. For information regarding social distancing during outbreaks, see section 5.

4. **Instruction:**

This plan has been structured to provide ZNEC instructors and students with guidelines and precautions to take, based on activities most common to a classroom setting. Instructors are to be provided with this plan before any in-person instruction occurs.

The instructors will explain the requirements of this ECP to apprentices before any class begins. This ECP will also be posted at the office for review at all times. A digital copy of this ECP can be made available upon request.

All students are given a personal key fob to enter the building. Students should enter and exit the building at their designated entry point. Students should avoid large group settings outside before and after class.

All classes will be conducted in person, subject to the following exceptions. If the ZNEC becomes aware of a Covid-19 case or positive Covid-19 test in any person who was present in the ZNEC within the 48 hours prior to the positive test, the ZNEC may temporarily teach a class remotely and/or require the person to exclude themselves from the ZNEC during the infectious period (defined as the period from two days before the onset of the person's symptoms through 5 days after the person is no longer experiencing symptoms). Apprentices and instructors will be given advance notice of such instructional changes.

## 5. Control of Covid-19 Hazards

### Vaccination

- The vaccines approved by the U.S. Food & Drug Administration for protection against Covid-19 have been proven to be highly effective and safe. Vaccination will be required of all apprentices effective with spring semester 2022 unless the person has received an exemption based on a medical condition or sincerely held religious belief that precludes receiving the vaccine. JATC employees are subject to vaccination policies as agreed to in collective bargaining, if applicable.

### Prescreening and Reporting of Covid-19 Symptoms or Exposure

- Students, instructors, and staff members are expected to self-screen before coming to the ZNEC in person.
- Students, instructors, and staff members should not come to ZNEC in person, including to attend an in-person class, if any of the following conditions apply:
  - The person has experienced any Covid-19 symptoms within the past 5 days;
    - See Section 1 for common symptoms of Covid-19.
  - The person has received a positive Covid-19 test within the past 5 days;
  - The person has been in close contact with anyone with Covid-19.
    - See Section 7 for COVID-19 Exposure Control Job Hazard Analysis
    - "Close contact" means being within 6 feet of another person for a total of at least 15 minutes within a 24-hour period.
- A student who cannot attend class in person on a particular day for reasons relating to Covid-19 must notify the JATC before class time, in accordance with the JATC's Policies and Procedures.
- Staff members and instructors must notify the ELT before the start of their class or scheduled work period if they are unable to attend work for reasons relating to Covid-19.

- **Any person (apprentice, staff member, or instructor) must provide the reason relating to Covid-19 that prevents them from coming to the ZNEC in person.** The person may be asked to provide, among other things, the date of exposure, event of exposure, date of any symptoms, date and type of any test performed, and vaccine status. Documentation of the Covid-19 test may also be required. This information is necessary so that the ELT can determine whether other individuals should be notified about possible exposure to the person while at the ZNEC, and such steps that may be necessary to respond to a Covid-19 case at the ZNEC. If other individuals should be notified, the person's name will not be disclosed. **There will be no retaliation against any person for reporting that they have tested positive for Covid-19 or have been in contact with someone who has Covid-19.**

### **Mask Requirement**

- Each person (including instructors, staff members, apprentices, and visitors) entering the building will wear a 2-layer cloth mask, surgical mask, or N95/KN95 mask at all times while inside the building, except when working alone in private workspaces. Masks must be worn regardless of vaccination status.
- Masks must be clean and undamaged.
- If someone does not have a mask, the JATC will provide one. The JATC will make surgical masks available.
- The following are NOT acceptable face coverings: scarf, bandana, ski mask, balaclava, turtleneck, collar, or a single layer of fabric.
- Signs will be posted at building entrances regarding the mask requirement.

### **Hygiene and Sanitation**

- The JATC will ensure that all areas of the ZNEC are maintained in clean, disinfected, and sanitary conditions. This may be accomplished through use of a contract cleaning crew.
- Students should bring all related learning material to class, including pens and textbooks.
- Instructors and students should not share any equipment. Items include, but not limited to:
  - Pens and pencils
  - Hand tools
  - Shared learning textbooks
  - NEC Manuals
  - Calculators and other learning technology devices
- All ZNEC instructors will be responsible for disinfecting their work area both before and after instruction.
- All persons are encouraged to use approved hand sanitizer stations throughout the building on a regular basis.
- There shall be no consumption of food or beverages in the building, except water.
- Break room areas will remain closed until further notice.

### Ventilation

- JATC staff and instructors will keep windows open whenever possible to increase air flow, except in circumstances where the amount of outside air needs to be minimized due to other hazards, such as wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant. The HVAC system should be kept running at all times when the building is occupied.

### Social Distancing Requirements

- Social distancing is mandatory only in the case of a COVID-19 outbreak at the ZNEC. An “outbreak” is defined as three or more COVID-19 cases at the same time in the same class. Students and JATC staff are strongly encouraged to socially distance at other times.
- If social distancing is required, the ZNEC may modify class schedules and impose capacity controls in classrooms.

## 6. **Response to Known Exposures at the ZNEC (Employees and Students)**

- A. Limiting Transmission. Where we have a COVID-19 case at the ZNEC, we will limit transmission by:
  - a. Ensuring that COVID-19 cases are excluded from the ZNEC until our return-to-work criteria are met (see p. 9).
  - b. Excluding employees and students who had a close contact in the ZNEC until our return-to-work criteria have been met (see p. 9), with the following exceptions:
    - i. COVID-19 cases who returned to the ZNEC per our return-to-work criteria and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms do not need to be excluded from the ZNEC.
    - ii. COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test do not need to be excluded from the ZNEC.
  - c. To the extent practicable, a JATC *employee* excluded from work **due to a workplace exposure** may work remotely and will continue to receive their earnings, wages, seniority and other employment benefits. For JATC employees who cannot work remotely, the JATC will continue and maintain the employee’s earnings, wages, seniority, and all other employee rights and benefits until the employee satisfies the return-to-work criteria (see p. 9). This will be accomplished by Covid-19 supplemental paid sick leave (if required by State or federal law) or employer-provided employee sick leave benefits, to the extent such benefits are available. We will provide affected employees with information on available benefits at the time of exclusion. An employee who is excluded from the ZNEC for reasons other than a workplace

exposure (e.g., close contact with a person with Covid-19 outside the workplace) may use any available accrued paid leave during the exclusion period if the employee is unable to work remotely.

B. Investigation of Covid-19 Cases at the ZNEC

An employee or student who tests positive for or is diagnosed with Covid-19 should contact the ELT immediately. If the employee or student is at the ZNEC, they should leave as soon as possible. If the employee or student is not at the ZNEC, they should not go into the ZNEC. Employees or students who are experiencing Covid-19 symptoms are strongly encouraged to seek testing and medical treatment, and to isolate themselves.

The ELT will cause an investigation to be conducted regarding all known Covid-19 cases at the ZNEC. This investigation will include, at a minimum, the following information:

- Dates/times when the person was last present at the ZNEC
- Locations where the person was last present at the ZNEC
- Identifying other employees/students with whom the person may have been in close contact while at the ZNEC
- Identifying areas in the ZNEC that may require additional cleaning or disinfection protocols or ventilation.

All personal identifying information regarding the person who has tested positive or been diagnosed with Covid-19 will be treated as confidential medical information and will not be shared with any person outside the ELT, except as required by public health officials.

C. Notification

Within one business day after the ELT is aware of a Covid-19 case (defined as a person who has a positive Covid-19 test or diagnosis, or is subject to a Covid-19-related order to isolate or quarantine, or who has died of Covid-19) at the ZNEC, the JATC will notify all employees who were at the ZNEC with the Covid-19 case during the high-risk exposure period. Students will also be notified if they were in the same class as the Covid-19 case. The JATC may, in its discretion, give notice to additional employees and students.

Notice will be provided to the authorized employee representative(s) of JATC employees in accordance with applicable law.

All personal identifying information regarding the person who has tested positive or been diagnosed with Covid-19 will be treated as confidential medical information and will not be shared with any person outside the ELT, except as required by public health officials.

D. Access to Testing

The JATC makes Covid-19 testing available to *employees* at no cost, during work time, under the following circumstances:

- When an employee has been in close contact with a Covid-19 case at the ZNEC.

Testing is provided regardless of the employee’s vaccination status.

E. Hazard Correction

Any area(s) of the ZNEC occupied by the Covid-19 case during the person’s high exposure period will be thoroughly cleaned and disinfected.

Any additional Covid-19 risk factors identified in the investigation of a Covid-19 case at the ZNEC will be corrected as soon as practicable. This may include, but is not limited to, taking additional steps to limit the number of persons working or attending class in that area, providing additional PPE, providing additional ventilation, or restricting access to common areas of the ZNEC.

F. Return to Work/School Criteria

Please refer to COVID-19 Exposure Control Job Hazard Analysis for return to Work/School Criteria at the ZNEC.

**7. Reporting and Recordkeeping**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report information about Covid-19 cases at our workplace to the authorized representative(s) of our employees as required by law.
- Report workplace-related Covid-19 cases on our OSHA 300 log.
- Maintain records of the steps taken to implement our written COVID-19 ECP in accordance with CCR Title 8 section 3203(b).
- Keep a record of and track all known COVID-19 cases at the ZNEC.
- Make our written COVID-19 ECP available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.

7. COVID-19 Exposure Control Job Hazard Analysis		
General Safe Practices	Potential Hazard	Required Action or Procedure
ALL	COVID-19	Individuals should self-screen for Covid-19 symptoms before entering the building.  No person (including students, instructors, and staff members) shall report to the JATC in person if they have experienced any symptoms associated with COVID-19 within



		<p>the past 5 days, tested positive for Covid-19 within the past 5 days, or been in close contact with any person with Covid-19 in the past 5 days.</p> <p>All persons entering the building, including visitors, must wear a 2-layer cloth mask, surgical mask, or N95/KN95 mask. The JATC will make surgical masks available to any person who needs one.</p> <p>All persons are encouraged to wash their hands regularly with soap and water, and/or use an alcohol-based hand sanitizer. Hand sanitizer is available throughout the building.</p> <p>All persons are asked to wash their hands with soap and water before and after using the restroom.</p> <p>There will be no mealtime in the building. Breakrooms will remain closed.</p>
Class Time	COVID-19 Spread	<p>Face coverings should remain on while in occupied areas.</p> <p>Consumption of food and drink are not allowed in the building during class time.</p> <p>Students will use the pencil or pen they have brought to use. New, unused pens and pencils will be made available upon request.</p> <p>Students and instructors should not share equipment or materials (for example, hand tools, lab materials). All lab equipment should be cleaned after use.</p> <p>Disinfectant bottles will be dispersed throughout the building, to clean any surfaces they come into contact with.</p> <p>All classrooms used for instruction, by a different class, will be sprayed with</p>

		disinfectant using the Protexus PX300ES backpack sprayer
Toilet & Hand Washing Facilities	COVID-19 Exposure	<p>The building restrooms are available for general use by all persons working or attending classes in the building.</p> <p>Handwashing with soap and water should occur both before and after using the facilities</p>
Break Time	COVID-19 Exposure	Break areas and water fountains will be closed to all students until further notice.
COVID-19 Positive	COVID-19 Outbreak	<p><b>Persons <i>testing positive with Covid-19 symptoms</i> should stay away from the ZNEC until:</b></p> <ul style="list-style-type: none"> <li>• At least 24 hours have passed since a fever of 100.4 °F or higher has resolved without the use of fever-reducing medications.</li> <li>• COVID-19 symptoms are resolving; <i>AND</i></li> <li>• at least 10 days have passed since COVID-19 symptoms first appeared. <i>OR</i></li> <li>• at least 5 days have passed. <i>AND</i></li> <li>• a negative antigen tests.</li> </ul> <p><b>Persons <i>testing positive without Covid-19 symptoms</i>:</b></p> <ul style="list-style-type: none"> <li>• should stay away from the ZNEC until 5 days after the specimen was collected for the person’s first positive test. <i>AND</i></li> <li>• if symptoms are not present or are resolving, can return after a negative antigen test.</li> </ul> <p><b>Persons <i>testing negative for Covid-19, but who have symptoms</i>, should stay away from the ZNEC until the “positive test with symptoms” criteria (above) have been met.</b></p>

<p>COVID-19 Exposure</p>	<p>COVID-19 Outbreak</p>	<p><b>Unvaccinated or non-boosted persons who have been in close contact with a person with Covid-19, but never developed symptoms,</b> should stay away from the ZNEC until 5 days have passed since the last known close contact. That person can return to class:</p> <ul style="list-style-type: none"> <li>• after 5 days <i>AND</i></li> <li>• a negative antigen test <i>OR</i></li> <li>• 10 days since last contact.</li> </ul> <p><b>Fully vaccinated persons who have been in close contact with a person with Covid-19, but never developed symptoms:</b></p> <ul style="list-style-type: none"> <li>• do not have to quarantine <i>AND</i></li> <li>• must wear a mask indoors for at least 10 days since last contact.</li> </ul> <p><b>Persons who have been in close contact with a person with Covid-19 and developed symptoms</b> should stay away from the ZNEC until the “positive test with symptoms” criteria (above) have been met.</p> <p>A person who is subject to an isolation or quarantine order issued by a local or state public health official should not return to the ZNEC until the expiration of the order. If the order does not have an expiration date, the person should return in accordance with the</p>

		return to work/school criteria set forth above.
--	--	---