



The Machinists Institute COVID-19 Phase 1 Exposure Control Plan

The following Covid-19 exposure control plan is to be adhered to by all employees and apprentices and shall be used in addition to the college plan of the campus you are attending, Bates Technical College South Campus or North Seattle College.

Covid-19 Supervisor

- Instructors will be designated as the Covid-19 Supervisors for our classes at each training location.
- Responsible for:
 - Enforcing the MI COVID-19 Safety Plan and adhering to plan.
 - Monitoring the health of employees and students.
 - Employees and students are required to take their temperature prior to arriving to class and Anyone with a temperature of 100.4° or higher is considered to have a fever and SHALL stay home.
 - Screening all employees and students at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of tastes or smell.
 - Record all information taken each morning and file for at least 4 weeks including names of all employees/students/and or visitors at each training location.
 - Remain flexible in the execution of this plan as recommendations may change rapidly and require a revised plan.

COVID-19 Safety Training

- Safety Training shall be conducted at all training locations on the first day of returning to work/class and weekly thereafter, to explain the protective measures in place for all workers and students. Social distancing must be maintained at all gatherings and PPE must be worn.
- Safety Training will include the following:
 - COVID-19 Safety Video - COVID-19 Safety Video - <https://youtu.be/n7wUu-3fLvc>
 - Discussion about COVID-19 symptoms per OSHA 3390-03 2020
 - Discussion about how COVID-19 Spreads per OSHA 3390-03 2020
 - Demonstration on cleaning tools properly with bleach solution.
 - Demonstration and discussion of importance of COVID-19 Daily Attendance log and temperature checks.

- Cover locations where wash stations, bathrooms, and hand sanitizer stations are located around each training facility.
- CDC Posters containing COVID-19 safety requirements shall be visibly posted at each training location.

Social Distancing

- Social distancing of at least 6 feet of separation must always be maintained by every person and enforced by the COVID-19 Site Supervisor.
- Only one entrance to the training facility will be available to visitors to allow screening and temperature checks.
- Class sizes have been reduced to no more than 8 students to address 6 feet separation between students and Instructors.
- Only 1 person at a time shall be allowed in the restrooms to maintain social distancing.
- Tables have been arranged in classrooms to meet 6-foot social distancing guidelines.
- If more than one class is in the facility, rotation for lab and classroom work must be communicated between instructors and each lab and classroom must be disinfected with bleach solution before the rotation may commence.

Personal Protective Equipment (PPE) –

- Personal protective equipment (PPE) shall be provided such as gloves, goggles, face shields and face mask as appropriate, or required for the activity being performed.
- Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor and Industries (L&I) safety rules, must always be worn by every employee and visitor/student at each training location.
- NOTE: Face coverings, surgical masks, etc. are not to be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Instructors will provide PPE to students who do not have their own.
- If appropriate PPE cannot be provided to employees/students, then the activity must be shut down.

Sanitation and Cleanliness

- All restrooms have adequate soap and running water at each training location.
- Soap and hand sanitizer will be replenished when supplies are low.
- Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol have been set up in multiple locations around the training facility.

- Posters have been placed in areas visible to all workers and students, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers of Disease Control (CDC).
- If an employee or student reports feeling sick and goes home, the area where that person worked shall be immediately disinfected.
- All tools and equipment shall be cleaned and disinfected after each use and each class shall disinfect shop area upon completion of shop activities.

Employee and Student Health/Symptoms

- Workers or students are encouraged to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their instructor or coordinator.
- Students are required to inform their supervisor/instructor if they have a sick family member at home with COVID-19. If a student has a family member sick with COVID-19, that employee/student must follow the isolation/quarantine requirements as established by the State Department of Health.
- Screening of all students will be conducted at the beginning of each day and recorded. Any student with a temperature of 100.4 degrees Fahrenheit will be asked to go home.
- Employees who do not believe it is safe to work shall be allowed to remove themselves from the location and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.
- If an employee or student is confirmed to have COVID-19 infection, the Apprenticeship shall inform fellow employees/students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Location Visitors

- A COVID-19 Daily Attendance Log of all workers and visitors/students will be kept for at least 4 weeks. The log includes the name, phone number, and email address of all workers/ student/ and visitors.
- All visitors will be screened to access the training facilities.