



COVID-19 Exposure Prevention, Preparedness, and Response

Columbia Safety LLC. (hereinafter “Company”) takes the health and safety of our instructors and students very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus; the Company must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our courses. The Company has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All management and instructors must be familiar with this Plan and be ready to answer questions from students. Management and instructors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Management and instructors must encourage this same behavior from all instructors and students.

II. Responsibilities of Instructors and Students

The Company is asking every one of our instructors and students to help with our prevention efforts. In order to minimize the spread of COVID-19 at our school, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices for our school. All instructors and students must follow these. In addition, instructors and students are expected to report to management, or if a student to their instructor if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please contact:

Michael Hendricks (509) 820-3883, Michael@ColumbiaSafety.net

OSHA and the CDC have provided the following control and preventative guidance for all instructors and students, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, instructors and students must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT COME TO CLASS/WORK and call your instructor/supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

III. Classroom Protective Measures

The Company has instituted the following protective measures.

A. *General Safety Policies and Rules*

- Any instructor/student/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- Instructors and students must avoid physical contact with others and shall direct others (co-workers/students/visitors) to increase personal space to at least six (6) feet, where possible.
- All in-person classes will require that all students and instructors will wear a mask that will cover their nose and mouth while in the building.
- All in-person meetings/classes will be limited. To the extent possible, meetings/classes will be conducted by telephone or online meeting platform.
- Instructors will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Instructors/Students should limit the use of equipment. To the extent equipment must be shared, the Company will provide alcohol-based wipes to clean equipment before and after use. When cleaning equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Instructors will divide classes as needed to maintain physical distancing.

- Students are encouraged to minimize ride-sharing. While in vehicles ensure adequate ventilation.
- In lieu of using a common source of drinking water, such as a cooler, instructors/students should use individual water bottles.

B. Instructors & Students

- The number of instructors and students per classroom will be limited to only those necessary for the class.
- All instructors and students will be screened as they enter the building. If the instructor/student answers “yes” to any of the following questions, he/she should not be permitted to stay at the facility for the class:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Instructors and students will also be required to sign in answering the above listed questions, as well as taking their temperature with a no-touch thermal thermometer. Any reading of 100.4 degrees Fahrenheit will result in the instructor/student being dismissed for the day.

C. Personal Protective Equipment and Work Practice Controls

- The Company will provide the following PPE for any instructor or student if they wish to wear it:
 - Gloves: The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - Surgical Masks: One will be provided to each instructor or student to use during their course at Columbia Safety.
- The Company will provide the following PPE for any instructor or any student assisting in cleaning and disinfecting activities.
 - Eye protection
 - Masks: N95 and/or Surgical masks.

IV. Classroom Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used equipment, and other elements of the work environment, where possible. Instructors/students should regularly do the same in their assigned work areas.

- Classrooms and break/lunchroom areas will be cleaned at least once per day.

- Instructors/Students performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the classrooms must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Restrooms should be cleaned and disinfected by the company at least twice per week. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Equipment should be cleaned at least once per day and before change in operator or rider.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

V. Classroom Exposure Situations

- **Instructor/Student Exhibits COVID-19 Symptoms**

If an instructor or student exhibits COVID-19 symptoms, the instructor/student must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an instructor/student who reports to class with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, instructors/students are required to obtain a doctor’s note clearing them to return to work.

- **Instructor/Students Tests Positive for COVID-19**

An instructor or student who tests positive for COVID-19 will be directed to self-quarantine away from class. Instructors/Students that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Instructors/Students who test positive and are directed to care for themselves at home may return to class when: (1) at least 72 hours (3 full days) have passed since recovery and (2) at least seven (7) days have passed since symptoms first appeared. Instructors/Students who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company may require an instructor/student to provide documentation clearing his or her return to work.

- **Instructor/Student Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Instructor or student who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that another instructor or student has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive instructor/student in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive instructor/student to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company will also notify any clinical sites who may have had close contact with the confirmed-positive instructor/student. If an instructor/student learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

V. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed instructor/student has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other instructors/students that an unnamed instructor or student has been diagnosed with COVID-19 if the other instructors/students might have been exposed to the disease so the instructors/students may take measures to protect their own health. The Company also reserves the right to inform other clinical locations that an unnamed instructor/student has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

VI. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact: **Michael Hendricks (509) 820-3883, Michael@ColumbiaSafety.net**

COVID-19 Checklist for Instructors and Students

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO CLASS** and call your supervisor/instructor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Columbia Safety Management Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings by phone if possible. If not, instruct instructors/students to maintain 6-feet between each other.
- Access to the classrooms will be limited to only those necessary for the class.
- All instructors and students will be pre-screened to ensure they are not exhibiting symptoms.
- Instructors or students will be asked to leave the classroom and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any instructor or student, and ensure they are being worn during cleaning/disinfecting tasks.

Instructor/Student Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
- Sign in and complete temperature checks when entering the facility.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used equipment on a regular basis. This includes other elements of the classroom where possible.
- Clean shared spaces such as classrooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing equipment with other students. If not, disinfect before and after each use.
- Restrooms are to be cleaned and disinfected by the company at least twice per week.
- Trash collected from the classrooms must be changed frequently by someone wearing gloves.

COVID-19 Classroom Talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Practice Controls:

Instructor/Student Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Instructors/Students who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT COME TO CLASS.
- Sick instructors/students should follow [CDC-recommended steps](#). Instructors/Students should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

General Classroom / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used equipment on a regular basis.
- Clean shared spaces such as classrooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing equipment with co-workers if it can be avoided. If not, disinfect before and after each use.
- Restrooms are to be cleaned and disinfected by the company at least twice per week.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.