

Guidelines for Fall 2020 opening of the OLTC

Sunday Evening

- No student can check in till 5:00 pm
- Each person will have their temperature checked before entering.
- Each person will be given a mask upon entering and will be required to wear it.
- Food for trainees arriving on Sunday evening will be pre-made.
- No student will be permitted after 10:00 pm.
- Once the rooms are filled (1 person per room) then everybody else that shows up will be sent to a hotel.
- The lounge will be re-configured to encourage social distancing.

Monday Morning

- All students will be required to enter the building at the foyer entrance. (The office and hallway doors will remain locked till 8:00 am.)
- All people entering the cafeteria will have their temperature checked.
- All people will be given a face mask and must wear it if they are not eating or drinking.
- There will not be any pre-made toast.
- There will not be any oatmeal this winter.
- Once you are done eating, leave the cafeteria immediately.

Orientation

- All new students must attend the orientation.
- All people in the class room will be required to wear a mask.
- Orientation will be as follows:
 - ✓ The rules for the OLTC will be discussed.
 - ✓ The harassment program will be discussed.
 - ✓ The Tri-C application will be filled out.
 - ✓ DEROOC will do a presentation.
- Students will then proceed to their classrooms.

Classroom protocol

- Students and the Instructor must wear their mask at all times.
- LIMIT interaction with the students.
- Instructor shall make sure that all pencils are sharp so that the students won't have to get up to use the sharpener.
- Instructor shall ensure that his/her classroom has a sufficient supply of facemask, hand sanitizer, tissues, and any other necessary supplies on hand before the class starts.

Guidelines for Fall 2020 opening of the OLTC

- The 10:00 am and 2:00 pm breaks will be staggered.
- Students shall be encouraged to keep their distance during ALL breaks.
- If a student needs to go to their dorm room, the Instructor MUST notify the dorm staff that a person is coming over.
- When an Instructor takes their class to do the hands-on portion of the class, the students will be required to wear their mask as much as is feasible.
- The Instructor shall be responsible for cleaning up the labs after their class.

Visitors

- Any and All visitors will be required to wear a mask and use hand sanitizer during their visit.

Commuting students

- Any student that is commuting each day will enter the building at the foyer and have their temperature checked. If any student has a temperature over 100.4°F, that student will be required to leave the facility immediately.
- If a student goes to their car during lunch they will be required to get their temperature checked as well as use hand sanitizer to re-enter the building.

Check out

- Check out through the week (m-th) (This generally consist of one class). Students will maintain their 6' distance as well as wear their facemask.
- All students that are staying here must clean their dorm room out before going to breakfast. NO EXCEPTIONS!
- Students will not be allowed to go back to their dorm room once they have removed their personal belongings.
- Checks will be handed out in the class room by the Instructor. The office will have the checks separated out with a sign-out sheet for each classroom. The Instructor shall pick up the checks and sign-out sheet when they pick up the test for their class.
- Classes will be let out at 3 min. intervals. Instructors will be notified in advance when to release their class.

Dorm Rooms

- The cleaning ladies will only make up one bed per dorm room.
- On Friday, the cleaning ladies will strip one bed and then make the other bed for the next week/day.
- The laundry rooms will be sanitized each morning and after lunch.
- All door handles and panic bars will be sanitized each morning and after lunch.

Guidelines for Fall 2020 opening of the OLTC

Cafeteria

- All tables and chairs will be cleaned and sanitized after every meal.
- The water/ice dispenser and pop machine will be cleaned and sanitized after every meal.
- Use disposable eating utensils as much as possible.
- All salads will be placed in take-out size containers with the description wrote on the lid.
- All salad dressings will be in individual packets.
- All sauces, syrup, and any other similar condiments will be in individual packets.
- Any and all bread will be dispensed at the serving line.
- The juice machine will be shut down and bottled juice will be provided.

Breaks

- There will not be any cookies or pastries served at the 10:00 break.
- All smokers will be required to avoid congregating together during breaks.
- Students will be required to maintain social distancing during all breaks.

Restrooms

- The break room restrooms as well as the classroom restrooms will be cleaned and sanitized:
 - ✓ Before class starts.
 - ✓ After the 10:00 am and 2:00 pm breaks.
 - ✓ After Lunch is over for everyone.
 - ✓ Housekeeping will clean and sanitize the Lounge restrooms after lunch.
 - ✓ If there is a class in the Game room then housekeeping will clean the lounge restrooms after the 10:00 am and 2:00 pm breaks as well.

The Environmental Building

- The cleaning and sanitizing of the restroom will be the responsibility of the Instructor that is assigned to the classroom/s in the Environmental building.
- All breaks will take place in the environmental building. The Instructor shall not come to the cafeteria for break.

Guidelines for Fall 2020 opening of the OLTC

Off-site training

- Sanitizer, face masks and where necessary, gloves will be provided for every student.
- All students will have their temperature checked each morning before class starts. Anyone with a temperature of 100.4° F will be required to leave the class.
- Anyone that self-reports that they are not feeling well, will be required to leave the class.
- All students and the Instructor will be required to follow social distancing as well the wearing of facemask.
- No visitors will be allowed in the class room once a class starts. The off-site administrator will be notified to secure the site from interruption.
- All lunches will be boxed at the restaurant.
- Once class starts, students will not be allowed to leave the site until the end of the class each day.