

**Plumbers and Steamfitters Local No. 166 JATC Fund  
Coronavirus (COVID-19) Preparedness Plan**

As Set Forth in Indiana Executive Order 20-26

**For the  
Plumbers and Steamfitters Training Center  
2930 W. Ludwig Road, Fort Wayne, Indiana 46818**

**I. POLICY BRIEF & PURPOSE**

The Plumbers and Steamfitters Local No. 166 JATC Fund (“JATC Fund”) is committed to providing a safe and healthy workplace for all our employees, apprentices and journeyworkers. To ensure a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan (“Preparedness Plan”) in response to the COVID-19 pandemic. The JATC Fund is proud to be part of the construction and building trades, which have been deemed Essential Businesses and Operations under Executive Order 20-08.

All JATC Fund staff, including the Training Director, Apprentice Coordinators, instructors and other employees are all responsible for assisting with the successful implementation of this Preparedness Plan. The goal of this Preparedness Plan is to mitigate the potential for transmission of COVID-19 in the Local 166 Training Center (“Training Center”) and throughout the community. This requires the full cooperation from our management, employees, apprentices, journeyworkers and other members and visitors to the Training Center.

All employees, apprentices and journeyworkers are responsible for complying with all aspects of this Preparedness Plan. This Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Indiana State Department of Health guidelines, federal OSHA standards related to COVID-19, IOSHA standards related to COVID-19, and Executive Order 20-26. This Preparedness Plan includes the measures that the JATC Fund is actively taking to mitigate the spread of COVID-19.

**II. COVID-19 SAFEGUARDS**

**A. Employee Health Screening Process**

All apprentices and employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. In addition, all apprentices, journeyworkers, staff, visitors, vendors and other person who seek entrance into the 166 Training Center shall be screened for symptoms of COVID-19 prior to admission to the facility. Each person shall be asked whether they have had any of the following symptoms within the last 72 hours:

- Cough
- Shortness of Breath or Difficulty breathing

- Fever
- Chills
- Muscle Pain
- Loss of Taste and/or Smell
- Sore Throat

Any apprentice, journeyworker or employee who is experiencing or has experienced any of the above symptoms within the past 72 hours must notify the Training Director or his designated representative immediately and should stay home. Sick apprentices, journeyworkers and employees, including those who have tested positive for COVID-19, should stay home and should follow CDC recommended steps, including self-monitoring of symptoms and self-isolation. Sick apprentices, journeyworkers and employees should seek medical attention if they experience any emergency warning signs, such as trouble breathing, pain or pressure in the chest, new confusion, inability to wake or stay awake and/or bluish lips or face.

Apprentices, journeyworkers and employees should not return to the Training Center until authorized by the Training Director and until the CDC's criteria to discontinue home isolation are met, but in no circumstances shall an employee, apprentice or journeyworker return to the Training Center until they have tested negative for COVID-19, or been free of symptoms (including fever) for least 72 hours. Employees who are well but who have a sick family member at home with COVID-19 should notify the Training Director, should stay at home and should follow CDC recommended precautions. Any apprentice, journeyworker or employee with an underlying medical condition that would make them extra susceptible to the symptoms of COVID-19 should notify the Training Director prior to coming to the Training Center so alternative arrangements and/or accommodations can be made.

Any apprentice, journeyworker or employee who has been in close contact with someone with COVID-19 within the past 72 hours should notify the Training Director or his designated representative immediately, should stay at home and should follow CDC guidelines for self-isolation and self-monitoring of symptoms.

**B. Enhanced Cleaning and Disinfecting Protocols**

Enhanced cleaning and housekeeping practices are being implemented to limit the spread of COVID-19. Such enhanced measures include the routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and other areas in the Training Center including restrooms, break rooms, lunchrooms, offices and meeting rooms.

The Training Center will take steps to ensure that all high-touch surfaces are cleaned regularly throughout the day and at the close of the day. All cleaning shall be done pursuant to CDC recommended guidelines. Disposable gloves shall be worn whenever possible by employees/apprentices when cleaning and/or disinfecting. Surfaces shall be cleaned using soap and water, followed by disinfectant. High touch surfaces include

tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, sinks, toilets and other common use objects or surfaces.

Soft surface areas such as couches, chairs and carpets should be cleaned regularly using soap and water or with appropriate cleaners for such surfaces and vacuumed frequently. All electronics shall be cleaned following the manufacturer's instructions for cleaning and disinfecting. In the absence of manufacturer instructions, electronics shall be cleaned using alcohol-based wipes or sprays containing at least 70% alcohol.

Apprentices, journeyworkers and employees should sanitize their workstations upon arrival, throughout the day and immediately before departure. The JATC Fund will provide alcohol-based wipes for this purpose.

**C. Enhanced Handwashing and Personal Hygiene**

Basic infection prevention measures should be followed by apprentices, journeyworkers and employees at all times. Employees, journeyworkers and apprentices should wash their hands for at least 20 second with soap and water regularly throughout the day, including but not limited to after using the toilet, coughing, sneezing, after touching or using "high touch" equipment or other surfaces, before eating, and any other time that the hands become soiled. Employees, journeyworkers and apprentices are also encouraged to regularly use the hand sanitizers throughout the Training Center.

Employees, journeyworkers and apprentices are encouraged to cough/sneeze into their sleeve/elbow whenever possible. If a tissue is used, it should be discarded immediately, and a break should be taken to wash hands or use sanitizer. All employees, journeyworkers and apprentices should avoid touching their face, particularly eyes, nose, and mouth if possible. Breaks will be made available to employees, journeyworkers and apprentices to allow for appropriate handwashing and sanitizing.

**D. Compliance with Social Distancing Requirements**

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are put into the air and come into contact with others nearby. Social Distancing, for purposes of this Plan, shall mean keeping adequate space between yourself and other people whenever possible. To ensure proper social distancing, employees, journeyworkers and apprentices are encouraged to stay at least 6 feet apart from other people whenever possible. Employees, journeyworkers and apprentices should avoid unnecessary large groups and other gatherings where social distancing is not possible. Apprentices, journeyworkers and employees should cover their mouth and nose with a face covering whenever possible, but especially when others are within six feet. Eye protection and other PPE should be worn when appropriate. The Training Center may install barriers and/or other separation measures to limit the spread of COVID-19. Additionally, employees, journeyworkers and apprentices will be encouraged

to stagger breaks and lunches when possible to reduce the size of groups in the lunchroom or breakroom.

### **III. COMMUNICATIONS AND TRAINING**

This Preparedness Plan was communicated to all employees and apprentices via electronic mail and is posted throughout the Training Center and available for review on the JATC Fund web site. Hard copies of the Preparedness Plan will be provided to apprentices, journeyworkers and employees upon request. Additional communication and training will be ongoing to all employees, journeyworkers and apprentices. Instructions will be communicated to vendors about how drop off materials and equipment, and all deliveries will be conducted to ensure social distancing. JATC Fund employees and instructors shall monitor how effective the program has been implemented and provide recommendations for improvement to the Training Director. JATC Fund staff, with the assistance of legal counsel, shall update this Preparedness Plan as necessary to comply with new laws, orders or other developments.

### **IV. CONFIDENTIALITY**

In compliance with the ADA, HIPAA and other state and federal regulations, the JATC Fund will keep all medical information confidential, including information related to symptoms of COVID-19, a diagnosis of COVID-19, and all other medical information solicited from employees, journeyworkers and apprentices. The JATC Fund will limit this information to only those employees who need to know the identity of an individual who is diagnosed with or exhibiting symptoms of COVID-19 and will ensure that the employees understand that such information must be kept confidential. The JATC Fund will maintain all medical information separately from the employee, journeyworker or apprentice personnel files as required by applicable law.

### **V. NON-DISCRIMINATION**

This Preparedness Plan shall be implemented and administered without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or against any person because they are an individual with a disability or a person 40 years old or older.

### **VI. UPDATES TO PREPAREDNESS PLAN**

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

### **VII. GENERAL**

Any questions relating to this Preparedness Plan that are not specifically covered herein shall be resolved by the Training Director. This Preparedness Plan may be altered, amended, updated or revoked at any time.