

MEMA Technical Education Center- COVID-19 Reopen Plan

MTEC Students

We are excited to welcome all faculty and students back to MTEC effective (leave blank)

We are committed to maintaining an environment that promotes the health and safety of all employees and students.

The World Health Organization has declared a pandemic in connection with the respiratory disease, COVID-19, which is caused by the novel coronavirus (SARS-CoV-2). The virus that causes COVID-19 has been found to be easily transmitted from person to person and, therefore, creates a risk of exposure in public spaces.

To address this potential hazard, we have implemented many changes in our process and to our facilities. Before you return to class, you are required to review the information contained in this document to ensure your safety and the safety of your classmates, instructors, and the staff. We are confident that by working together to reduce potential exposure to the coronavirus, we will have a safe and successful semester for all students.

Questions about the Plan or the coronavirus should be directed to the Business Manager.

Our Expectations from Students:

1. Handwashing
 - Hands should be washed frequently and thoroughly throughout the day, after touching surfaces in common or shared areas, upon entering or reentering work area, before/after eating, after using the restrooms, and at other times during the day. Sinks are available in the shop and can be utilized for this purpose.
 - MTEC has purchased alcohol-based sanitizing products with at least 60% alcohol, which are distributed throughout the facilities, and all commonly used rooms.
2. Certification and Temperature Screenings
 - Students' temperature will be taken at entry to MTEC by the instructors and logged. Students with a temperature of 99 degrees or higher will be asked to go home and continue to monitor their temperature and symptoms.
 - Instructors will complete a certification form daily with each employee screening for symptoms prior to entry into the facility.
3. Sick Contacts
 - All students and staff are required to report contact with anyone who has tested positive for COVID-19 or anyone who is suspected of having COVID-19. This should be reported to the Business Manager ASAP and students should stay home until it has been deemed safe for them to return to class.
4. Staying home when sick
 - Students and Staff are required to stay home if they are exhibiting symptoms of COVID-19.
 - All Students and Staff who have been asked to be tested for COVID-19 must report this to the Business Manager and stay home until test results have returned. This includes asymptomatic Students and Staff.

- Students and staff who test positive for COVID-19 must stay home and report the diagnosis to the Business Manager.
 - Reporting – Contact the Business Manager if you receive an order from a state or local public health agency directing them to self-quarantine
5. Face Coverings and Respiratory etiquette:
- Face covering are required when in public spaces, including inside the building, when a six-foot distance is unavoidable. *This does not apply to anyone for whom doing so would be contrary to their health because of a medical condition (inform your instructor if you have a condition that does not allow you to wear a face covering).*
 - Per CDC requirements, face coverings need to be washed daily. Students are expected to wash their face covering at the end of each day, or wear clean face covering each day.
 - MTEC will provide students with face masks rated for up to 15 washes. Students will be provided a new face mask every two weeks.
 - Cover your mouth and nose when coughing or sneezing. Use tissues and throw them away in a no touch receptacle. Wash your hands or use a hand sanitizer every time you touch your mouth or nose.
 - See the following for more information.
<https://www.cdc.gov/oralhealth/infectioncontrol/fags/respiratory-hygiene.html>
6. Keeping workspaces clean and sharing of tools
- You are required to clean and disinfect your desk, tools, and any surfaces you come in contact with before and after you use them. This will help ensure that your workspace is clean for you and the next person.
 - Do not utilize a fellow student's phone, desk, or tools. If sharing tools is unavoidable, sanitize tools between uses.
 - When touching equipment in the classroom, conference room, or shop, please sanitize afterwards.
 - Handouts will be printed ahead of time and distributed to students in advance utilizing gloves.
 - If laptops are needed for testing, they will be wiped and sanitized between students.
 - No food will be allowed in the classrooms. Drinks should be kept in closed containers.
 - Cleaning supplies will be provided. Gloves are available if needed.
7. Physical Distancing
- Each student will have an assigned seat, which they will be responsible for keeping clean and sanitizing before and at the end of each day.
 - Avoid close contact, wear a mask, and maintain 6 feet between yourself and others in the parking lot, building areas shared with other offices or classrooms, and MTEC shop and facilities.
 - Maintain distancing requirements in corridors.
 - The fridge, microwave, and coffee station will not be available. We have set up additional places to sit outside. Lunch and other breaks should take place outside or in your car.
8. Shared Spaces

- Classroom size has been reduced to allow greater physical distancing between students.
 - MTEC has installed plexiglass dividers at desks to further protect employees from exposure.
 - MTEC has installed touchless sinks and soap dispensers in the bathrooms and in the shop. Only one person will be allowed in the bathroom at one time. We have installed signs on the bathrooms to indicate the bathroom is occupied.
 - Meeting rooms have been configured to facilitate social distancing at all meetings.
9. Cleaning of Facility
- MTEC will maintain regular housekeeping practices, including routine cleaning and disinfecting surfaces and equipment, more frequently in shared areas.
 - When exiting bathrooms, please use wipes to wipe down handles and door handles. Dispose of wipe in the designated wastebasket.
 - When using the common areas, avoid touching handles, doorknobs, etc. whenever possible. Wipe down surfaces after using them.

Identification and Isolation of Sick People

1. Students are required to self-monitor for signs and symptoms of covid-19. People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

Symptoms may appear 2-14 days after exposure.

Most patients experience mild symptoms and can recuperate at home, but others, particularly those with underlying medical conditions, may experience more severe respiratory illness. Learn more about COVID-19 symptoms.

2. Symptomatic employees and students
 - Employees and students with symptoms (fever included) will be required to leave the facility
3. If employee or student becomes infected
 - MTEC will determine timeline of when infected individual was in the facility.
 - MTEC will determine close contacts of infected individual when in facility and notify individuals.
 - MTEC will notify CDC of exposure and will follow CDC guidance at all times.

Following a positive COVID-19 Diagnosis

In the event that a student or staff member becomes ill and/or is diagnosed with COVID-19 MEMA and MTEC will take the following actions:

1. Separate sick employees
 - Students or staff who appear to have symptoms upon arrival at the facility or who become sick during the day will immediately be separated from other individuals and sent home.
2. Issue notification and updates
 - Once notified, MEMA will issue proper notification to all impacted students and staff regarding diagnosis, school protocols for closure, and cleaning/disinfecting procedures.
 - Notification to Maine CDC will occur if needed.
3. Cleaning and Disinfecting
 - Following a report of illness or positive test MEMA/MTEC will shut down facilities for 24- 48 hours.
 - Organization will wait 24 hours before cleaning and disinfecting to minimize potential for cleaning personnel of being exposed to respiratory droplets.
 - During this waiting period all outside doors and windows will be opened to increase air circulation in impacted areas.
 - MEMA/MTEC will insure that the CDC [cleaning and disinfection recommendations](#) are followed and that appropriate products which meet EPA criteria for use against SARS-Cov-2 are utilized.
 - According to CDC, if it has been 7 days or more since the sick individual used the facility, additional cleaning and disinfection is not necessary. MEMA and MTEC will continue routine cleaning and disinfecting of all high-touch surfaces in the facility.

Returning Following a Positive COVID-19 Test

MTEC is following CDC guidance regarding discontinuing home isolation

If, per healthcare provider, employee or student will not have a COVID-19 test to determine if they are still contagious, then the individual can return only after:

- No fever for at least 72 hours (3 full days of no fever without the use of medicine), and
- Respiratory symptoms have improved, and
- At least 10 days have passed since symptoms first appeared

If, per healthcare provider, employee or student will have a COVID-19 test to determine if still contagious, then the student can return only after:

- The individual no longer has a fever (without use of medicine), and
- Respiratory symptoms have improved, and
- The individual received two negative tests in a row, at least 24 hours apart

Doctor's note – The EEOC permits MTEC to require a doctor's note certifying fitness for duty following positive COVID-19 diagnosis

When applicable students, should discuss refunds with Business Manager.

Travel Restrictions Applicable to Students

MTEC will follow all State of Maine guidelines in regarding to travel and quarantine.

Reporting positive COVID-19 tests

Employees and students who test positive for COVID-19 are required to report the diagnosis to the Business Manager within 24 hours. Employees are expected to cooperate with the Company in determining timeline of presence in the facility and assessing close contacts. All records regarding the diagnosis and report to MEMA and MTEC will be maintained as a confidential medical record

If you have any questions about the Plan, please contact the Business Manager.

If you see anything that causes you concern or if you believe the Plan should be modified in any way, please contact the Business Manager.

MEMA and MTEC are committed to reducing exposure to the coronavirus. Therefore, all students are required to comply with the requirements listed above at all times. Failure to do so may result in disciplinary action up to and including suspension or separation from MTEC.

I acknowledge receipt of MEMA and MTEC Reopen Plan (the "Plan"). I understand that I am required to review the Plan and consult with the Business Manager if there is anything that I do not understand or cannot comply with. I further understand that my failure to comply with the Plan may lead to disciplinary action up to and including dismissal from MTEC.

Signature

Date

Please print name