

# Sheet Metal Workers' & Roofers' Local 30 Training Centre Coronavirus (COVID-19) Policy

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## **Policy Statement:**

Sheet Metal Workers' & Roofers' Local 30 Training Centre is committed to taking every reasonable precaution for the protection of its instructors, members of Sheet Metal Workers' & Roofers' Local 30 ("members") and the general public in relation to the coronavirus (COVID-19).

## **Application:**

This policy applies to all instructors, members and the general public while they are on the premises of the Training Centre.

## **Information:**

A coronavirus causes infections to the nose, throat and lungs. COVID-19 is most commonly spread from an infected person through:

- respiratory droplets generated when you cough or sneeze
- close, prolonged personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

Symptoms of COVID-19 include the following:

- fever
- cough
- breathing difficulty (in some cases)
- pneumonia in both lungs

It may take up to 14 days for symptoms to appear after exposure to the coronavirus that causes COVID-19. If you are concerned about your symptoms and you have travelled to a region where severe coronaviruses are known to occur, you should consult your health care provider as soon as possible. If you become ill due to COVID-19 you should isolate yourself within your home as quickly as possible and call your health care provider or a public health authority.

## **Precautions:**

Instructors, members and all visitors to the Training Centre are encouraged to:

- use the hand sanitizer provided at the main entrance to the premises
- wash your hands often with soap and warm water for at least 20 seconds
- avoid touching your eyes, nose or mouth with unwashed hands
- cover your mouth and nose with your arm or tissues when coughing or sneezing to reduce the spread of germs
- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- stay home if you are sick

### **Health & Safety Requirements:**

The following health & safety practices shall be observed within the premises of the Training Centre:

- physical distancing of at least 6 feet at the point of entry to the premises
- mandatory temperature checks and screening at point of entry to the premises
- physical distancing of at least 6 feet in hallways, classrooms, washrooms, shop
- suitable face coverings shall be worn
- gloves shall be worn
- all commonly used surfaces shall be regularly disinfected
- equipment shall be disinfected after each use
- regular hand washing with soap and warm water for at least 20 seconds
- where possible no sharing of writing instruments and materials

Any unsafe conditions must be reported to the Training Administrator as soon as possible.

June 17, 2020