



This protocol is subject to change as NEORTC / SCCS receives information and/or directives from local, State and Federal authorities.

Visitors and Trainees will be permitted in the Northeast Ohio Regional Training Center by advanced registration only (primarily E-Track enrollment). The following protocols are in place to ensure the safety and well-being of all employees and visitors. A copy of this protocol will be emailed to each trainee approximately one week in advance of his/her scheduled training which will also serve as an additional confirmation of attendance.

Beginning Monday, July 27 and until further notice, any visitor to SCCS or any NEORTC training site that is traveling to or returning to Ohio from the states reporting positive testing rates of 15% or higher for COVID will be required to quarantine away from all NEORTC training locations. You can keep updated on impacted states at the following link:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory>

Beginning Friday, September 11 and until further notice, wearing face coverings during training will be determined by the Ohio Public Health Advisory System map. <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/public-health-advisory-system> For trainings in NEORTC counties where the risk Level is 3 (Red) or higher, face coverings will be required to be worn all day while attending training. Strong consideration will be given to cancel in person training when the county where the training is being held is Level 4 (Purple).

It is recommended that trainees and trainers check for any changes to this protocol on the NEORTC page on the OCWTP web site <http://ocwtp.net/NEORTC.htm>

Training Calendar / Schedule

1. Beginning in July 2020 and until further notice, NEORTC in person trainings on site at the SCCS Education Center will be limited to two trainings a day. Some trainings will continue to be offered virtually.
2. Foster Parent training will resume on site and can also be hosted by NEORTC counties at their sites. Counties will be asked to follow the **COVID-19 Training Protocol at NEORTC** when hosting training at their sites. Counties can determine additional restrictions as needed for their training rooms/buildings.

Building Environment

1. Social Distancing - Trainees and trainers are to maintain 6-feet of social distance at all times while in the building as well as in the restrooms and outside (ie. smoking areas and benches).
2. Front desk – A sneeze guard has been installed at the front desk. There will be no sign in sheet or visitor badges given out; trainees should proceed directly to the training room to sign in.
3. Coffee, tea and water will not be provided.
4. Kitchen – In an effort to reduce/limit community spread, the kitchen doors will be closed, and no access given to trainers or trainees; the refrigerator and microwave will not be available.
5. Vending machines – A hand sanitizer dispenser has been installed by the vending machines and a sign posted asking trainees to sanitize their hands before and after using the machine.
6. Copy machine/printers are restricted to NEORTC staff use.

Training Room Environment

1. Class size will be limited to allow for 6 feet of distance between trainees. Rooms 136/139 have been opened into one larger training room and can accommodate 18 trainees. For caregiver trainings, there are four (4) areas where a couple (who are living together) can sit together to allow for 22 trainees in the room. These 4 areas will be on a first come, first served basis. Should more than four (4) couples attend a particular training, they will need to sit separately.
2. Handouts, name tents and visitor badges will be put on the tables ahead of time; this will also indicate where trainees should sit in the room. Only one trainee will sit at each table except as noted above.
3. Trainers and trainees will be asked to take all materials home at the end of the day so that the room can be properly sanitized.
4. When there is more than one training scheduled, each training room will have their own schedule for breaks/lunch times so that large groups are not interacting in the lobby/bathrooms. Schedules will be posted in the rooms so there is no confusion. Example: Room 136/139 would break from 10:30-10:45am, lunch 12-1 and break 2:30-2:45. The Roetzel/Hunsicker training room would break from 10:15-10:30am, lunch 11:45-12:45pm and break 2:15-2:30.
5. Small group activities – If there are small group activities, trainees would be required to stay 6 feet apart; no small group activities that would require trainees to move their chairs to be closer to one another. No breakout groups will be allowed in other rooms or in the library.
6. Markers – Trainers will be asked to bring their own markers, but if not, we will provide them. Flip chart stands and markers will be sanitized before and after training. Trainees should not use markers.
7. For learning labs, trainees are asked to bring their own devices.
8. Trainers are asked to bring their own laptop computers. If they don't have one, one will be provided.
9. Trainers are asked to not provide any fidget toys, food or candy.
10. Chairs and tables will be sanitized by the cleaning company every night and in between day/evening training sessions.

Trainee / Trainer Guidelines

1. Trainers and trainees will be asked to follow all COVID-19 screening protocols that have been set for NEORTC staff.
 - a. **Temperature Checking** – It is recommended that all trainees and trainers take their temperature prior to coming to NEORTC for training. Individuals with a temperature in excess of 100.4 are prohibited from attending training at any NEORTC training site.
 - b. **Stay Home When Sick** – Trainers and trainees exhibiting any symptoms (including coughing and/or having trouble breathing) or who are ill are asked to stay home to protect others.
2. **Face Coverings** – All trainers and trainees are required to wear a face covering while in common areas on the SCCS campus and in the Education Center. For trainings in NEORTC counties where the risk Level is 3 (Red) or higher, trainers and trainees will be required to wear face coverings at all times while attending training. For Level 1 and 2 counties, face coverings are not required while sitting in the training room so long as others are not within 6 feet. If ample social distancing (a minimum of 6 ft) cannot be assured, face coverings must be worn in the training rooms. Face coverings may be in the form of surgical masks, purchased or home-made reusable masks, scarfs, etc. If trainers or trainees do not have a face covering, one will be provided for them.
3. Trainers should stay in the front of the room and keep 6 feet distance from trainees.
4. Trainees are asked to bring their own pens.
5. Although there is hand sanitizer placed around the building, it is suggested that trainers and trainees bring their own hand sanitizer.
6. Lunch – If trainers and trainees pack their lunch or pick up lunch and bring it back, they should eat lunch outside (maintaining social distance), in their car or in their seat in the training room.