

SEORTC Plan for all in-person training as of December 13, 2021:

The following precautions will be followed for all on-site trainings at the SEORTC until further notice to help maintain a safe and healthy training environment:

- Trainers and attendees will be sent a copy of the SEORTC Visitor Protocol in advance of their scheduled workshop.
- Participants will be reminded of the information regarding restrooms, lunch breaks, etc. at the beginning of the workshop.
- Class size will remain limited. We recommend that you enroll as soon as possible to ensure your spot.
- Currently, the City of Athens is under a city-wide mask mandate. Staff, trainers, and participants will wear a face covering in the training center in common areas (except for when outside and social-distancing is observed) unless a medical accommodation is necessary. If a participant has a medical accommodation and cannot wear a face covering in common areas, a physician's note will be required. Participants are asked to bring their own face coverings to the training center, however, if someone does not have one, a disposable mask will be provided for them.
- If seated behind a plastic sneeze guard and socially-distanced from other attendees, participants will be permitted to remove their face covering at their seat during the training. When out of your seat in the training room or in a common area, a face covering **MUST** be worn.
- The trainer will have an option to train behind a plexiglass shield and plastic barriers so that no mask is required during training (as long as the trainer stays behind the plexiglass area).
- The RTC will provide sanitizing wipes, gloves, and hand sanitizer at all trainings for the use of staff, participants, and trainers during the day.
- There will be no sharing of office supplies between participants (i.e. pens, markers, pencils, handouts, etc...). Participants are asked to bring their own writing utensils when possible. If you are unable to do so, one will be provided for you and should be taken with you at the end of the day.
- Anyone showing visible signs of illness (i.e. coughing, runny nose/congestion, etc...) will **NOT** be permitted to attend a workshop. If it is suspected that a participant is ill, their temperature may be taken to determine whether they can stay at the training.
- Any items in use by participants (markers, name tents, etc...) will be sanitized at the end of each training day.

- No coffee or snacks will be provided during the training. Participants will not be permitted to use the refrigerator, microwave, or toaster oven without RTC staff permission. The vending machines will be available for participants to use. Participants are encouraged to bring their own snacks, lunches, and beverages to the training.
- The doors to the training room will remain open during the day to provide for additional airflow and to reduce contact with door handles.
- Cleaning staff will sanitize all classroom surfaces before and after each training.
- Staff will sanitize frequently touched surfaces throughout the day.

SEORTC will continue to monitor State of Ohio, CDC, and City of Athens guidance. In person training protocols are subject to change based upon these recommendations.