

## Healthy@Work Protocols For REE Training Classes

*In use during the COVID-19 pandemic.*

*Drafted July 30, 2020*

Due to the COVID-19 Pandemic, Kentucky Housing Corporation (KHC) is outlining the following safety protocols for KHC staff who perform in-person training at the Residential Energy Efficiency Training Center (REE) as part of their employment at KHC. All KHC staff must follow the Healthy@Work procedures on [KHC's internal COVID-19 Response page](#). The following guidelines are aimed at keeping KHC staff, partners, and customers healthy by reducing the risk of spreading COVID-19.

- 1. Daily temperature checks.** Every day a KHC employee is working outside of the employee's home, that employee must check his or her temperature at home and email a completed [Self-Certification Form](#) to [Teresa Tyler](#). This applies any time staff will be on-site at a KHC building including the REE training center.  
  
If the employee's temperature is 100.5° or higher, or if the employee answers "yes" to any of the Self-Certification Form's questions, the employee shall NOT enter any KHC building, must get tested for COVID-19, and shall provide to KHC written clearance by a physician before resuming on-site services.
- 2. Symptoms of Training Students.** KHC staff will ask Training Students if they would be willing to answer health check questions (those on the [Self-Certification Form](#)). Refusal by any Training Student to answer health check questions or complete the Self-Certification Form shall not affect the Training Student's scheduled class attendance. If Training Students report a temperature of 100.5° or higher, or answer "yes" to any of the form's questions, the Training Student will be instructed not to report to the REE training center and KHC staff shall not permit them to attend the scheduled class.
- 3. On-site temperature checks for Training Students.** The Training Student will be required to check the Training Student's temperature upon arrival at the REE training facility using an infrared thermometer provided by KHC. If the Training Student has a temperature of 100.5° or higher, the Training Student must immediately leave the building and will not be permitted to attend a training class for at least 2 weeks. The Training Student may choose to provide documentation of clearance by a physician in order to attend a training class before the end of the 2-week waiting period.
- 4. Travel Advisory.** KHC staff and Training Students must adhere to the Kentucky Department of Public Health issued travel advisory that recommends a 14-day self-quarantine of travelers who visited [states](#) with a positive coronavirus testing rate equal to or greater than 15%. KHC staff and Training Students who travel to a state that has over a 15% COVID-19 positivity rate may not return to KHC facilities for 14 days once they return to the state.
- 5. Limited number of people on site.** There will be no more than four Training Students per class and one Instructor per class and there will be no more than ten people in the building at one time. All training classes conducted in classroom 2 (the large classroom) will be limited to four Training Students and all classes held in classroom 1 (the small classroom) will be limited to two Training Students. All hands-on application of training concepts will be conducted in the Whole-House Lab and will be performed with one Training Student and one Instructor in the lab at the same time. The remaining students may observe the Instructor and Training Student through the observation windows of the Whole-House Lab while still maintaining the required social distance. Each Training Student will cycle through the hands-on application process in the lab with the Instructor while the remaining students observe from the exterior of the lab.
- 6. Personal Protective Equipment (PPE):**
  - a. Masks.** Masks MUST be worn by KHC staff AND Training Students at all times while on KHC premises. KHC staff should notify Training Students of this requirement prior to the class date.

Training Students will be asked to provide their own masks during class attendance but KHC may provide a mask if the Training Student is unable to do so.

- b. **Gloves.** KHC staff can wear gloves while performing hands-on lab training and dispose of these after each lab session. If gloves are worn during lab sessions, the Instructor should change gloves each time a different Training Student cycles through the practice lab.
  - c. **Hand sanitizer** will be provided. KHC staff should, and Training Students are advised to, use this often, especially after touching any surfaces that may have been touched by another person.
7. **Hand washing.** KHC staff will, and Training Students are advised to, wash and/or sanitize hands often, especially after touching any surfaces.
  8. **Social distancing.** KHC staff and Training Students should remain 6 feet apart from all persons.
  9. **Cleaning and sanitizing equipment.** KHC staff will sanitize all equipment used for training after each training session. Equipment will be cleaned with a solution of one tablespoon of bleach per one quart of water or with pre-packaged disinfectant wipes.
  10. **Changing clothing.** KHC recommends changing clothes upon returning home.

Additional information for KHC employees is posted on [KHC's internal COVID-19 Response page](#).

Information for KHC's partners may be found on [KHC's external COVID-19 Response page](#).

Governor Beshear's guidance is available at [kycovid19.ky.gov](http://kycovid19.ky.gov), including [Healthy at Work](#) guidelines.