

# Professional & Workforce Training



*EDUCATION • SKILLS • RESULTS*

## COVID-19 Back-to-Campus Preparedness Plan: Forklift Program

Due to the COVID-19 pandemic, the Anoka Technical Colleges Forklift program has implemented the following protocols to protect the health and safety of our campus community. Please review the following guidelines prior to starting the HVAC Course, and reach out to me with any questions or concerns you may have.

Additional information can be found on the Centers for Disease Control and Prevention website at [www.cdc.gov](http://www.cdc.gov), including steps to limit the spread of COVID-19.

Thank you in advance for your cooperation and support in putting health and safety first

Noel Lutsey | [nlutsey@anokatech.edu](mailto:nlutsey@anokatech.edu)

### ATC Forklift COVID-19 Protocols:

- We ask that any students with the following symptoms, and those who have been exposed to COVID-19, stay home. We are implementing a temporary policy for refunding or rescheduling students who cancel due to concerns around COVID-19. Please contact me if you need to discuss cancelling your class.
- COVID-19 Symptoms: Cough, shortness of breath, or two (2) or more of the following symptoms: temperature/fever of 100.4 degrees Fahrenheit or above, chills, headache, sore throat, muscle pain, and loss of taste or smell.
- Mask Requirements: Participants are required to supply their own masks and wear the masks during the indoor classroom session. Students will be unable to enter the classroom space if not abiding by this policy.
- **Visitors must enter the building through the S3 Building main entrance for security** And confirm with security that they have completed the COVID-19 health questionnaire.
- Visitors must either apply hand sanitizer (available next to the check-in sheet and in the classroom) or wash their hands before having any contact with other students or other staff/instructors.
- Use hand sanitizer frequently during class. Hand sanitizer will be available at the building entrance, in the classroom.
- Practice social distancing both indoors and outdoors by keeping at least 6 feet of space between people.
- Students must supply their own classroom, including: paper, pen and pencils for notetaking or tests not online.
- Do not share mobile devices.
- Instructors will wipe down tables, door handles, etc. after class.

## **Onsite/Day-Of Screenings:**

**There will be a check-in sheet and everyone will need to use our online questionnaire for the Covid -19 Screening. NOTE: Use Class ID instead of Star ID**

Link : [PWT Student Health Screening](#).

### **While Onsite**

· Classroom Preparation:

-Upon arrival to the classroom, Instructors must spray down all table top surfaces with the disinfectant provided, allowing disinfectant to sit for 10 minutes, and then wiping down surfaces with the towels provided.

-Talk respectfully about social distancing, and advise students they will need to adhere to social distancing guidelines and mask requirements in the classroom. These rules may not be important to some but will be to others, and if we are going to train, we need to be fully on board with these guidelines for the course.

### **Additional Classroom Guidelines:**

· All Instructors and students must wear masks when inside the classroom. Participants are responsible for supplying their own masks; however, additional masks will be available from security for emergency purposes. If a student refuses to comply due to health or other personal reasons, the Instructor is to ask that the student leave the class and contact the site Coordinator, Noel Lutsey, regarding potential alternative options.

· Practice social distancing by keeping at least 6 feet of space between people

· Wash or sanitize your hands often. Hand sanitizer will be located in the classroom

· Follow Pre-Activity Precautions listed earlier

· If an individual becomes sick during the class, ask them to go home.

### **Follow-Up:**

At the conclusion of in-person, face-to-face activities:

Classroom:

· Instructors must ask students to wipe down any surfaces they may have touched using the disinfectant and towels provided.

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### **Handwashing**

Basic infection prevention measures are being implemented at our campuses at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet. All visitors to campus facilities will be required to wash their hands or use the hand sanitizer provided at the entrance prior to or immediately upon entering the facility.

### **Respiratory Etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Posters and door notices have been placed throughout each campus. Masks or cloth face coverings are to be worn to help control infection from people who may be infected but are asymptomatic. They may provide some protection from being infected if exposed. Employees and students are required to wear a mask or cloth face covering to prevent the spread of COVID-19 during the Forklift class.

If a student refuses to comply due to health or other personal reasons, the Instructor is to ask that the student leave the class and contact the site Coordinator, Noel Lutsey regarding potential alternative options.

[nlutsey@anokatech.edu](mailto:nlutsey@anokatech.edu) (763-576-4108).

Here are a few important things to keep in mind.

- Masks or cloth face coverings can help with preventing your germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a mask or cloth face covering does not protect you from others who may spread the virus. So, whether or not you wear a mask or cloth face covering, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should still stay home. Wearing a mask or cloth face covering does not mean people who are sick should go out into the community.

### **Social Distancing**

Social distancing is required during Forklift classes.

Instructors and students are asked to maintain six feet of distance between one another.

Staff and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones other personal work tools and equipment.

### **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms,

and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, printers and copy machines, delivery equipment, etc.

Towels and Disinfectant in spray bottles is readily available for distribution. Bo towels are stationed in occupied classrooms and labs, throughout the day, facility personnel will disinfect heavy public use areas. Instructors are expected to disinfect classroom table tops prior to class and students are expected to disinfect table tops at the end of class. A thorough cleaning will occur daily at the end of the day.

Facility provided disinfectant works within 30 seconds

Disinfectant for high touch areas, general wipe down of all other areas with a cleaning solution provided (all purpose)

Wipe down of porous materials like rubber or leather.

Please feel free to contact me with any further questions.

Thank you,

Noel Lutsey

[Nlutsey@anokatech.edu](mailto:Nlutsey@anokatech.edu)

763-576-4108