

Elite Welding Academy, LLC
4670 Dues Drive
Cincinnati, OH 45246

Elite Pipe Welding Academy, LLC
7119 Village Way
Houston, TX 77087

Elite Welding Academy, LLC/South Point
1910 Co. Road One
South Point OH 45680

ADDENDUM COVID19 POLICY AND PROCEDURES

Mission

We are a group of professionals that are dedicated to providing our students with solid training programs in the field of welding. Each student will receive quality instruction in the classroom and the lab. We will always strive to operate a program that emphasizes every student's ability and future.

Accredited by Ohio State Board of Career Colleges and Schools
#06-11-1802T

Accredited by Ohio State Board of Career Colleges and Schools
#2098

Approved and Regulated by the Texas Workforce Commission, Career Colleges and Schools #S4526

Accredited by Accrediting Council for Continuing Education and Training
ACCET #1301

Approved for Veterans and their eligible dependents in Cincinnati, OH

Original: April 2020
Amended: 11/2021
Addendum X

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The Executive Director in conjunction with the schools' Directors oversees all described procedures and policies. Each employee has designated responsibilities, but input and extra assistance are readily given by all staff.

Contact information:

Genois Thomas 513.454.3215 office / 513.313.8727 cell
Mike Rice 513.454.3221 office / 513.265.6074 cell
Jackie Montgomery 513.454.3289 office / 513.814.7033 cell

Mask Mandate

Policy:

To remain in compliance with CDC guidance on social distancing and keeping the work/school environment.

*June 2, 2021, Mask Mandate was lifted and is no longer be required.
EWA recommend individuals not vaccinated wear a mask*

Tours

Policy:

To remain in compliance with CDC guidance on social distancing and keeping the work/school environment safe, EWA will accommodate live and virtual tours will be in effect until COVID19 restrictions are lifted.

Procedures:

- 1) Live in-person tours are scheduled
- 2) Consist of three (3) members of the same family

Preparedness/Student Return- ALL Campuses

Policy:

To remain in compliance with CDC guidance on social distancing and keeping the work/school environment safe, EWA will accommodate current students with remaining hands-on training the following procedures will be in effect until COVID19 restrictions are lifted.

Procedures:

- 1) All EWA break/lunchrooms are open.
- 2) Refrain from congregating in large groups.
 - a. Public Water Fountain – Temporary closed
- 3) Staff, Guest, and Students recommended to wear a mask but not require
- 4) Use proper personal hygiene.
 - a. Wash your hands with soap and water frequently.
 - b. Use hand sanitizer, a second option
- 5) Refrain from touching your face.
- 6) Cover your mouth when coughing or sneezing.
- 7) If student or staff have any COVID symptoms or COVID must contact administration before coming to school 513.454.3215
- 8) Day students will not stay for night classes/night students will not stay for day classes
- 9) Everyday staff will **wipe down** common areas throughout the day and login times
 - a. Wipe down common areas
 - b. Door handles
 - c. Snack machines
 - d. Spray
- 10) Documenting times
- 11) Have mask available for guest
- 12) Ask questions every morning, doing safety topic
 - a. Are you sick
 - b. Been around anyone with COVID
 - c. Have a fever
- 13) Safety topics will be held in outdoor areas

Lunch/Breaks

Policy:

- (1) Adhere to breakroom rules, social distance
- (2) Instructors will monitor late returns and report to the administration for corrections when needed

LOAs

Policy:

Students testing positive must contact Executive Director by email, requesting LOA.

Procedure:

- (1) For the remainder of current classes during the COVID_19 pandemic student must request for LOAs
- (2) Students must be tested positive to be considered for LOA to be granted
 - a. The non-positive test will not be considered for LOA
- (3) Positive tested students must return with a negative result, extensions are sent to Executive Director for approval
- (4) Students can sign the LOA form upon returning
- (5) The student will request LOA with the Executive Director
- (6) School Director will complete LOA paperwork, have the student sign it, and update FAME with LOA information
- (7) Once signed the paperwork will be given to Admissions Rep. and they schedule the LOA end date on a shared calendar system. In the notes, the entire LOA period will be added.
- (8) Once shared the Bursar/Administrative Assistant will update the student's graduation date in FAME

Steps to prevent spread / if possible, exposure ¹

Closely follow CDC guidelines

Highly recommended for testing as soon as positive if anyone show any signs

- ✓ **Student(s) removed from the population**, during the containment phase, case investigation, and contact tracing are needed to stop transmission and prevent a large outbreak from occurring
 - Quarantine for seven days before testing
 - If negative need a doctor note to return to class
 - Positive need doctor note to return to class
 - Quarantine for 7 days & retest
 - Placed on LOA with the COVID19 guidelines
- ✓ **Staff(s) removed from the population**, must notify H.R. with safety
 - Quarantine for seven days before testing
 - If negative need a doctor note to return to work
 - Positive need doctor note to return to work
 - Quarantine for 7days and retest
 - Contact H.R. for information regarding benefits
- ✓ **Sanitation**, all areas will be sanitized immediately
 - Everyday staff will **wipe down** common areas throughout the day and login times
- ✓ **Public Notification** sent in multiple formats, such as emails, SMS, and/or voice messages
- ✓ **Conduct Contact Tracing**, Case investigation and contact tracing can be handled by one properly trained person when anyone diagnosed with COVID-19 and their close contacts can be interviewed by the staff member within 24 hours of being reported
 - *Case Investigation* – Interviewing clients with COVID-19, eliciting their close contacts, monitoring the clients for COVID-19 symptoms, connecting clients to resources to support self-isolation
 - *Contact Tracing* – Notifying close contacts of their potential exposure, referring them to testing, monitoring them for COVID-19 symptoms, connecting contacts to resources to support self-quarantine
- ✓ **Must have ‘negative’ test results before returning**
 - Follow-up, documentation
- ✓ **Confidentiality**
 - All public health staff involved in case investigation and contact tracing activities with access to such information should sign a confidentiality statement acknowledging the legal requirements not to disclose COVID-19 information. Efforts to locate and communicate with clients and close contacts must be carried out in a manner that preserves the confidentiality and privacy of all involved. This includes never revealing the name of the client to close contact unless permission has been given (preferably in writing), and not giving confidential information to third parties (e.g., roommates, neighbors, family members).
 - Maintaining confidentiality during COVID-19 case investigations and contact tracing can be particularly difficult in congregate settings. Prior discussions with the client can generate solutions for safeguarding confidentiality. Onsite administrators/employers who already know confidential information regarding a client or contacts can be asked to respect confidentiality, even if they are not legally bound to do so

ALL PRIOR PROTOCOLS PUT IN PLACE WILL CONTINUE

¹ <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/overview.html>

***SEE PAGE 8
COVID MATRIX***

COVID CASE DECISION MATRIX



Is Student sick or had close contact* to a confirmed COVID case?



COVID Related



COVID Related



- Recommended that Student take a COVID test at the start of their symptoms.
- Quarantine for 7 day if employee provides a negative test at the end of the 7 day period.
- Quarantine for 10 days, no negative test required
- Fever free for 24 hours (with no medication to mitigate fever)

- Because COVID has a large number of symptoms, employee must contact HR to determine if symptom is "COVID Related" per CDC Guidelines** and if so, Employee needs to have a written doctors release or negative test to return.

- Quarantine for 5 days
- Must take COVID test (between day 5 and 7) to return to work. If test result is positive follow procedure "Sick". If negative, employee may return to work.
- If employee does not take test, they will need to quarantine for full 10 day period.

- Student placed on watch list for 4-5 days

*Close Contact is defined as being within 6 feet of a person for 15 minutes or more. This also includes continuous contact for individuals residing within the same household.
 **The CDC has acknowledged the following symptoms as being related to COVID: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion, or runny nose, nausea or vomiting, Diarrhea