



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. Beginning **Monday, November 8, 2021** and until further notice, the following protocols will be in place at the Northeast Ohio Regional Training Center. 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>. It is also recommended that trainees check their e-mail and voice mail before coming to NEORTC for any possible last minute cancellations.

### **Training Calendar / Schedule**

1. A combination of in person and virtual trainings will continue to be offered.
2. Counties will be encouraged to follow the **COVID-19 Training Protocol** when hosting training at their sites. Counties can determine additional restrictions as needed for their training rooms/buildings.

### **Building Environment**

1. Trainees should proceed directly to the training room to sign in.
2. Coffee, tea and water will not be provided.
3. Kitchen – Trainees will have access to the kitchen, including the refrigerator and microwave. Appliances should be wiped down with disinfectant wipes after use.

### **Training Room Environment and Trainee/Trainer Guidelines**

1. Although restrictions on social distancing have been removed, NEORTC will limit capacity in the training room to 50% capacity.
2. 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** that covers the mouth and nose while attending training at any NEORTC sponsored training site, including county hosted trainings. This includes the common areas on the SCCS campus and in the Education Center. 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.