

SEORTC Plan for all in-person trainings:

The Southeast Ohio Regional Training Center is planning to re-open to some limited training activities. The following precautions will be followed for all **on-site trainings at the SEORTC until further notice to help prevent the spread of COVID-19:**

- 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.
- No more than 9 participants, 1 trainer, and 1 RTC staff will be in the building during active training hours.
- 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).
- Seating is restricted to one participant per table (unless a two-parent foster couple) with a minimum of 6 feet distance between participants.
- The RTC will provide sanitizing wipes, gloves, and hand sanitizer at all trainings for the use of staff, participants, and trainers during the day. All participants and trainers will be encouraged to sanitize their areas often 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. 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.
- If there are small group activities, participants are required to stay 6 feet apart; no small group activities that would require participants to move their chairs to be closer to one another are permitted.
- Participants will be asked to bring their own laptops/devices if their workshop requires it (i.e. SACWIS labs, etc...). Handouts will be provided to participants or accessed electronically.
- Trainers and participants must take all items with them at the end of the day (even for a multi-day training) to ensure that proper sanitization of the area can occur.
- Signage will remind visitors of distancing and hygiene expectations.
- Attendance sheets will be completed by staff, not participants.
- Markers – the trainer will be able to use markers for flip charting (stands and markers will be sanitized before and after training). Trainees should not use markers.
- No coffee or snacks will be provided during the training. Participants will NOT be permitted to use the refrigerator, microwave, or toaster oven. The vending machines will be available for participants to use and will be sanitized regularly. Participants are encouraged to bring their own 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.
- Staff will sanitize all classroom surfaces before and after each training.
- Staff will sanitize restroom surfaces after each break and after lunch.
- Deep cleaning by contracted professionals will occur on a weekly basis.
- The office side of the building is restricted to staff use only. The doors to this side of the building will remain closed during the day.