

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 in the lab. We will always strive to operate a program that places emphasis on 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: ~~05/04/2020-06/05/2020~~ 06/26/2020

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The Vice President of Operations in conjunction with the schools' Directors oversees all described procedures and policies. Each employee has designated responsibilities but input and extra assistance is readily given by all staff.

IMPORTANT:

To ensure the safety of students and staff Elite Welding Academy will not enroll for the May 11, 2020 classes. This will enable EWA to be in compliant with 'social distancing' mandates.

New Classes with start July 6, 2020

Virtual tours for all inquiries and enrollment for all campuses.

Parparedness/Student Return- Cincinnati

Policy:

To remain in compliance with ODH 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/lunch rooms are closed. This includes use of microwaves and refrigerators.
 - a. Use out door areas
 - b. Breaks will be staggered
 - c. Lunches will staggered
- 2) Refrain from congregating in groups.
 - a. Breakroom – temporary closed
 - b. Public Computers – temporary closed
 - c. Public Water Fountain – Temporary closed
- 3) Staff required to wear mask in areas away from isolated booths / Students recommended
- 4) EWA instructors are not permitted to be in weld booths without mask. When students need instruction, it will be encouraged for students to remove their weld coupon and bring it to the instructor for further instructions.
 - a. Instructors will wear face mask for close instructions
- 5) Students will stay at least 6 feet away from any other people (**social distancing**)
 - a. Temperatures are taken prior to entering building
 - b. Safety Topics will be held outside in open areas
 - c. Students will remain in booths with steel walls separating them
 - i. Booths are 5ft
 - ii. Walkways 4ft
- 6) All book modules will be done in separate classrooms doing separate time.
 - a. Students will sit 6ft apart.
 - b. Staff sanitize after each class.
 - c. One class at a time will be allowed in classrooms.
- 7) Use proper personal hygiene.
 - a. Wash your hands with soap and water frequently.
 - b. Use hand sanitizer, second option
- 8) Refrain from touching your face.
- 9) Cover your mouth when coughing or sneezing.
- 10) Everyday staff will **wipe down** common areas throughout the day and login times
- 11) Safety topic will be held in outdoor areas
- 12) Only one person in the bathroom at a time
- 13) There will be no coming in early / no staying late

Parparedness/Student Return- Houston

Policy:

To remain in compliance with ODH 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) Visitors and Vendors are required to wear mask when entering building
- 2) Lunches will be staggered; tables 6ft in length with only 2 person max, one on each end
 - a. Use out door areas
 - b. Breaks will be staggered
 - c. Lunches will staggered
- 3) Refrain from congregating in groups.
 - a. Breakroom – temporary closed
 - b. Public Computers – temporary closed
 - c. Public Water Fountain – Temporary closed
- 4) Staff required to wear mask in areas away from isolated booths / Students recommended
- 5) EPWA instructors are not permitted to be in weld booths without mask. When student need instruction, it will be encouraged for student to remove their weld coupon and bring it to instructor for further instructions.
 - a. Instructors will wear face mask for close instructions .
- 6) Stay at least 6 feet away from any other people. (**social distancing**)
 - a. Temperatures are taken prior to entering building
 - b. Safety Topics will be held outside in open areas
 - c. Students will remain in booths with steel walls separating
 - i. Booths are 5ft
 - ii. Walkways 4ft
- 7) All book modules will be done in separate designated classrooms
 - a. Students will sit 6ft apart
 - b. Staff sanitize after each class
 - c. One class at a time will be allowed in classrooms
- 8) Use proper personal hygiene.
 - a. Wash your hands with soap and water frequently.
 - b. Use hand sanitizer, second option
- 9) Refrain from touching your face.
- 10) Cover your mouth when coughing or sneezing.
- 11) Everyday staff will **wipe down** common areas throughout the day and login times
- 12) Safety topic will be held in outdoor areas
- 13) Only one person in the bathroom at a time
- 14) There will be no coming in early / no staying late

Parparedness/Student Return- South Point

Policy:

To remain in compliance with ODH 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) Breaks will be staggered to prevent social gathering
- 2) Refrain from congregating in groups.
 - a. Breakroom – temporary closed
 - b. Public Computers – temporary closed
 - c. Public Water Fountain – Temporary closed
- 3) Staff required wearing mask in areas away from isolated booths / Students recommended.
- 4) EWASP instructors are not permitted to be in weld booths without mask. When student need instruction, it will be encouraged for student to remove their weld coupon and bring it to instructor for further instructions
 - a. Instructors will wear face mask for close instructions
- 5) Stay at least 6 feet away from any other people. (social distancing)
 - a. Students will remain in booths with additional booths separating them with extra booth between students
 - i. Booths are 5ft
 - ii. Walkways 4ft
- 6) All book modules will be done in separate designated classrooms
 - a. Social distancing students will sit 6 feet apart
 - b. Staff sanitize after each class
- 7) Use proper personal hygiene.
 - a. Wash your hands with soap and water frequently.
 - b. Use hand sanitizer, second option
- 8) Refrain from touching your face.
- 9) Cover your mouth when coughing or sneezing.
- 10) Everyday staff will **wipe down** common areas throughout the day and login times
- 11) Safety topic will be held in outdoor areas
- 13) Only one person in the bathroom at a time
- 14) There will be no coming in early / no staying late

Extended/Additional Hours

Policy:

Current students during the COVID_19 will receive extended hours to assist with refreshing skill set.

Procedure:

- (1) Students current enrolled during COVID_19 closure receives additional hours to complete welding programs
 - a. Day Classes additional 30 hours
 - b. Night Classes additional 24 hours
- (2) Students can use as many of the extended hours of 24– 30 that exceeds the required scheduled hours to their discretion

Staggered Lunch/Breaks

Policy:

Limiting social distancing during the COVID_19 procedures all lunches/breaks will be staggered.

Procedure:

- (1) Lunches will be documented by administration to limit social distancing
- (2) Instructors will monitor late returns and report to administration for corrections when needed

LOA/WITHDRAWALS

Policy:

Additional hours have been given during the COVID_19 there will be no Leave of Absence (LOA) granted. **If needed will follow the DOE special guidelines for COVID_19*

Procedure:

- (1) Students will follow the current policies and procedures for withdrawal
- (2) For the remainder of current classes during the COVID_19 pandemic there will be no LOAs granted

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Steps to prevent spread / if possible exposure¹

Closely follow CDC guidelines

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

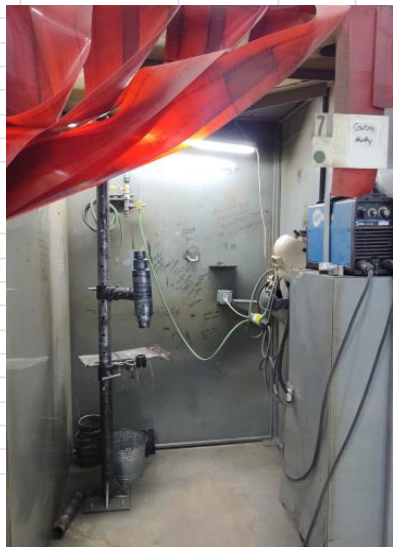
- ✓ **Student(s) removed from population**, during the containment phase, case investigation and contact tracing are needed to stop transmission and prevent a large outbreak from occurring
 - Quarantine for seven days before testing
 - If negative need doctor note to return to class
 - Positive need doctor note to return to class
 - Quarantine for 14 days & retest
 - Placed on LOA with the COVID19 guidelines
- ✓ **Staff(s) removed from population**, Must notify H.R. with safety
 - Quarantine for seven days before testing
 - If negative need doctor note to return to work
 - Positive need doctor note to return to work
 - Quarantine for 14 days and retest
 - Contact H.R. for information regarding benefits
- ✓ **Sanitation**, all areas will be sanitation 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 the 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 prior to 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 a 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>

Parparedness/Student Lab- Cincinnati

		night class 3	night class 3	night class 3	night class 3				
		42	41	40	39				
						38			
54	class 1	class 1	43	1	class 2	class 2	35	37	night class 2
53	class 1	class 1	44	2	class 2	class 2	33	36	night class 2
52	class 1	class 1	45	3	class 2	class 2	31	34	night class 2
51	class 1	class 1	46	4	class 2	class 2	29	32	night class 2
50	class 1	class 1	47	5	class 2	class 2	27	30	night class 2
49	class 1	class 1	48	6	class 2	class 2	25	28	night class 2
									26
									night class 4
									24
									night class 4
									22
									night class 4
									20
									night class 1
									18
									night class 1
									16
									night class 1
									14
									class 3
									23
									class 3
									21
									class 3
									19
									class 3
									17
									class 3
									15
									class 3
									13



Parparedness/Student Lab- South Point

Open	Kionte Bacon	Open	Xavior Price	Open	Brady Schneider	Open	Cody Cartee
	6/16/2020		6/16/2020		6/9/2020		8/9/2020
Open	<div style="display: flex; justify-content: space-around; align-items: center;">   </div>					Open	
Open						Open	
Open						Open	
						Open	
							Open
							Open
							Open
							Open
							Open
							Open
							Open

Parparedness/Student Lab- Houston



Built no Machines						
D	class 1	class 1	class 1	class 1	class 1	class 1
	class 1	class 1	class 1	class 1	class 1	class 1

WASH

A	night class 3	night class 2	night class 2	night class 1	night class 1	class 3
	night class 3	night class 2	night class 2	night class 1	night class 1	class 3

B	class 2	class 2	class 2	class 2	class 2	class 2
	class 2	class 3	class 3	class 3	class 3	class 3