



Dear SSPC Training Participants:

As business activity slowly begins to resume during the COVID-19 pandemic, we understand that you may have concerns about the safety of participating in an in-person training course. SSPC shares your concerns and we are making plans to ensure that our students, instructors and host facility workers are properly protected.

Please see the guidelines below, set forth by SSPC for all in-person training individuals. In addition to this, SSPC will continue to follow the recommendations of the CDC and WHO where applicable, as well as recommendations of the local governing entities regarding the safety and viability for holding our regularly scheduled courses.

Your safety is our utmost concern and we will not proceed with any live courses, in any region, until local authorities deem it safe to do so.

Thank You,

A handwritten signature in black ink, appearing to read 'Jennifer Merck', is written in a cursive style.

Jennifer Merck  
SSPC: The Society for Protective Coatings  
Director of Training and Certification  
800 Trumbull Dr.  
Pittsburgh, PA 15205  
Phone: 412-281-2331 ext 2221  
Email: merck@sspc.org

## Maintain a Healthy Learning Environment through COVID-19

### Mandatory Items:

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| a) Any student or instructor displaying any signs of COVID-19 is not be permitted to take the course.   |
| b) All students and instructors must sign a waiver prior to being allowed into the training facility.<br><i>(SSPC will send this form to the students and instructors.)</i>   |
| c) Host must check CDC, State, County and City Sites for updates on Safety Protocol prior to starting any class in addition to following the SSPC COVID-19 related guidelines in this document.   |
| d) Host must ensure that the facility is clean and disinfected prior to any students or trainers are permitted onsite. The host must purchase the training products.<br><a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html</a>   |
| e) Host and Instructors must disinfect all equipment, gauges and common areas used specifically for training on a daily basis or more frequently as needed.   |
| f) All shared gauges and equipment must be disinfected between uses from prior to first use and after the last person is done.  |
| g) Host must instruct all students and instructors to regularly wash their hands.   |
| h) Both Students and Instructors are required to practice social distancing while at the same time utilizing either an N95 type mask/respirator or other face covering.   |
| i) All students and instructors will have their temperature taken prior to entering the building each day and a daily log will be maintained by the host. <ul style="list-style-type: none"><li>• Any employee with a temperature reading of <math>\geq 100.4^{\circ}</math> F will not be allowed to enter the building or attend the class.</li></ul>   |
| j) Hosts must have signage at the facility in regard to social distancing and how to not spread the virus. The following print-only materials are developed to support COVID-19 recommendations. All materials are free for download. They may be printed on a standard office printer, or you may use a commercial printer.<br><br><a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a> |

### SSPC Host Facilities Detailed Guidance:

#### **Establish policies and practices for social distancing:**

- Social distancing, avoiding large gatherings and maintaining a distance of approximately 6 feet or 2 meters from others when possible (e.g., breakrooms and classrooms), must be implemented when an SSPC course is being held at your facility.

- Assess the essential functions and the reliance that students and instructors have on your services and facility.

**Improve the engineering controls using the building ventilation system:** This may include, but not be limited to, one or both the following activities:

- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.

**Support respiratory etiquette and hand hygiene for students, instructors, and staff:**

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the facility. If soap and water are not readily available, alcohol-based hand sanitizer that is at least 60% alcohol must be. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Hang posters or signs that encourage hand hygiene and help stop the spread, at the entrance to your facility and in other areas where they are likely to be seen.
- Masks must be worn at all times for all individuals in the building.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.

**Perform routine environmental cleaning and disinfection:**

- Routinely clean and disinfect all frequently touched surfaces in the facility, such as workstations, tables, chairs, handrails, and doorknobs.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Please see the list of products that are EPA-approved for use against the virus that causes COVID-19, in the link at the bottom of the page.
  - Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, tables, chairs, remote controls, and/or other work tools and equipment) can be wiped down by students and instructors before each use.
- Link to CDC on Cleaning and Disinfection for Households:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

## **Educate Students and Staff to Reduce the Spread of COVID-19:**

- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces – workstations, keyboards, telephones, handrails and doorknobs.
- Students are discouraged from using other students' pencils, pens, books, chairs, workspace, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Students should visit the coughing and sneezing etiquette and clean hands webpage for more information. ([https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html))

## **Students and Instructors of SSPC Courses Must Follow these Guidelines to Reduce Transmission Among Students and Staff**

- Students who have symptoms (fever, cough, shortness of breath) should notify the instructor and SSPC immediately. You will not be permitted to attend class under these conditions.
- If a student becomes sick while in class, they should be immediately removed from the rest of the class and sent home for the remainder of the course.
- If a student is confirmed to have COVID-19, SSPC will inform fellow students of their possible exposure to COVID-19 in the classroom, maintaining confidentiality as required by the Americans with Disabilities Act (ADA). All students should proceed based on the CDC Public Health Recommendations for Community-Related Exposure
- Sick students will not be permitted back to class and should follow the CDC recommended guidelines.
- If a sick student is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.
- Be aware that some students may be at higher risk for serious illness, such as older adults and those with chronic medical conditions.
- Students who have a family member who is ill should notify SSPC and their instructor and follow CDC recommended precaution guidelines.
- Avoid contact with individuals who are sick.
- Stay home as much as possible.
- Maintain 6' social distancing.



**Illness Reporting:** Students are to report to the training host contact or the instructor if they are experiencing signs or symptoms of COVID-19, or if they have been exposed to or in contact with someone who has symptoms, as described according to CDC guidelines. The training host contact and or instructor should then contact Jennifer Merck at SSPC: 412-281-2331, ext. 2221 or [merck@sspc.org](mailto:merck@sspc.org).

**See the links below to review CDC Guidelines for Social Distancing:**

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**Please note:** Local conditions will influence the decisions that public health officials make regarding community-level strategies. The CDC has guidance for mitigation strategies according to the level of community transmission or impact of COVID-19.

**Important note:** To ensure that no one is fined because of inadequate COVID 19 polices being followed by your facility, it is imperative that you read and understand the requirements stated above.

Questions or clarifications should be directed to:

Jennifer Merck,  
412-281-2331, ext. 2221  
[merck@sspc.org](mailto:merck@sspc.org)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

By my signature above, I certify that I have read and understood the COVID 19 requirements.