

WORKPLACE READINESS ESSENTIALS

Great Lakes Safety Training Center has continued to conduct instructor-led courses to support work at our member clients who are deemed “essential.” Essential business functions and essential employees were identified. Essential employees continued to work on-premise, remotely, or a combination of both. The measures listed below have been ongoing and will continue throughout the next phases of return to work, as we welcome all employees back to on-premise work.



FACILITY

- ✓ Follow and update as appropriate Pandemic Business Continuity Plan
- ✓ Develop a written protocol for confirmed or suspected COVID cases
- ✓ Ensure safety of all staff
- ✓ Engage vendors in back-to-work plan
- ✓ Review and prepare plans regarding changes to cleaning scope or any additional services
- ✓ Install commercial grade air purifiers throughout building
- ✓ Install air scrubber for downstairs classrooms area
- ✓ Provide face coverings to all employees for use in common areas or when 6 foot social distancing may not be possible
- ✓ Identify alternate supply chains for critical goods and services



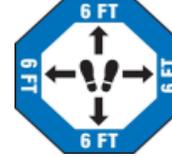
COMMUNICATION

- ✓ Communicate the steps the company is taking to ensure safety
- ✓ Maintain frequent communication with employees
- ✓ Respond to specific employee concerns promptly
- ✓ Prepare and post reminders of social distancing and cleaning protocols
- ✓ Educate our employees regarding best hygiene practices
- ✓ Promptly respond to any safety related concerns
- ✓ Communicate extra safety steps GLSTC has implemented to ensure safety
- ✓ Constantly reinforce hand washing, social distancing and staying home when ill
- ✓ Inform employees of possible exposure to Covid-19 in the workplace and instruct how to proceed based on current guidelines



CONTROL ACCESS

- ✓ Control the entry points including deliveries
- ✓ Reconfigure gathering and lobby areas for social distancing
- ✓ Install plexiglass shields where appropriate
- ✓ Clearly communicate building protocols through signage and other communications
- ✓ Provide sanitizer, wipes, PPE as appropriate
- ✓ Create temporary live webinars with secure online testing for 2- and 4-hour trainings
- ✓ Close student lobby when trainings are not in session



SOCIAL DISTANCING

- ✓ Support and implement social distancing/6 feet of office protocols
- ✓ Monitor space usage - limit class sizes and total number of building occupants
- ✓ Redesign spaces for social distancing when possible
- ✓ Enforce stringent cleaning protocols for shared spaces
- ✓ Reduce capacity of classrooms by removing chairs
- ✓ Use videoconferencing, emails or teleconferencing (Microsoft Teams) when possible for work-related meetings and gatherings, limiting in-person traveling throughout the building
- ✓ Minimize non-essential travel for work



REDUCE TOUCH POINTS & SUPPORT HYGIENE

- ✓ Maintain enhanced cleaning and disinfecting practices
- ✓ Install extra hand sanitizer stations throughout building
- ✓ Offer individual 1oz. hand sanitizers to employees, students and visitors.
- ✓ Supply disinfectants near or on each desk or work area
- ✓ Remove food/beverages from common areas
- ✓ Enable DIY cleaning through hand sanitizer, disinfectant wipes and other such products
- ✓ Limit in-person meetings
- ✓ Request all background paperwork to be emailed or faxed



EMPLOYEE RESPONSIBILITIES

- ✓ Stay home if sick
- ✓ Notify supervisor or HR Manager if you have been exposed to or have symptoms of Covid-19 and follow protocol directions
- ✓ Maintain social distancing at all times
- ✓ Wear a face covering when in common areas or 6 foot social distancing may not be possible
- ✓ Do not bring visitors (family/friends) into the workplace
- ✓ Contact HR Manager for information regarding new leave options, eligibility and other concerns
- ✓ Reach out to EAP provider when you need to
- ✓ Wash your hands often and maintain good personal hygiene

Preparing people to live and work safely every day