

Missouri LTAP Agency Workshop COVID-19 Preparedness Checklist

HOST RESPONSIBILITIES

- ✦ Facility (building entry areas, meeting space **and** restrooms) must be thoroughly cleaned and disinfected prior to each session. These items include tables, doorknobs, light switches, and all other common areas that may be accessed during the workshop.
- ✦ Any participants that are sick should be instructed **NOT** to attend the workshop.
- ✦ All participants are strongly encouraged to wear a face mask, covering their nose and mouth, at all times. Anyone who refuses to wear a mask may be asked to leave the session.
- ✦ Tables and seating in the facility must be spaced such that social distancing, of at least 6 feet, be maintained in every direction. Max class size is 10 attendees and social distancing **MUST** be maintained. This could result in multiple training sessions.
- ✦ Sanitizing wipes and/or hand sanitizer must be available for the participants and instructor to use throughout the session. MO-LTAP will send these items with the instructor but asks that host have them available too.
- ✦ Agency (host) must disinfect all equipment provided by the host for class demonstrations, prior to use in the workshop. As an example, this is to include any touch points on heavy equipment.
- ✦ Gloves should be worn by anyone participating in a workshop demonstration.
- ✦ Lunch breaks must be taken outside of the meeting space and social distance must be maintained. MO-LTAP will not provide food.
- ✦ Participants must wash their hands following any breaks.

In advance of the workshop, please communicate all of the above requirements to class participants.

INSTRUCTOR RESPONSIBILITIES

- ✦ Instructors should wear a face mask, covering their nose and mouth, at all times if social distancing cannot be maintained.
- ✦ **IMMEDIATELY** notify MO-LTAP staff and agency (host) contact if the facility does NOT meet the cleanliness and spacing guidelines.
- ✦ Place handouts, pens, etc. on tables so attendees are not gathering around a registration table.
- ✦ Encourage any participants not wearing/utilizing appropriate PPE to follow the guidelines. Notify the agency (host) contact if necessary.
- ✦ At the start of class, explain PPE and social distancing requirements (minimum of 6 feet at all times) to attendees.
- ✦ Explain that everyone has an individual Sign-In/Sign-Out sheet with class handouts. It **MUST** be placed on table with evaluation at the end of the class to receive credit.
- ✦ Prior to each class, disinfect all equipment used for workshop demonstrations.
- ✦ Gloves must be worn while participating in a workshop demonstration.
- ✦ At end of the class, instruct attendees they need to clear their space of papers and all trash, keeping pens they used during the workshop.
- ✦ Mail or email Sign In/Out Sheets and class evaluations to MO-LTAP.
- ✦ Retain any extra handouts/class materials until we can arrange to meet.





MISSOURI LOCAL TECHNICAL ASSISTANCE PROGRAM
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INSTRUCTOR SAFETY KITS

PPE (FOR INSTRUCTOR AND THOSE WHO FORGET TO BRING THEIR OWN):

- Disposable masks (pack of 50)
- Disposable nitrile gloves (both XL and L and 50 pair of each)
- Hand Sanitizer (1 16 oz. pump bottle)

CLEANING SUPPLIES (TO BE USED FOR INSTRUCTOR TABLE OR IN CASE OF EMERGENCY. HOST SHOULD BE CLEANING SPACE PRIOR TO CLASS):

Package of sanitizing wipes / disinfectant and paper towels for cleaning tables that were missed or surfaces that do not look clean.