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UA International Training Fund Coronavirus (COVID-19) Preparedness Plan

For All In-Person Training Events

I. POLICY BRIEF & PURPOSE

The Trustees of the UA International Training Fund (“ITF”) are committed to providing a safe and healthy workplace for all our employees, instructors, and students participating in training events sponsored by the ITF. To ensure safe and healthy training, we have developed and adopted the following COVID-19 Preparedness Plan (“Preparedness Plan”) in response to the COVID-19 pandemic. The following Preparedness Plan applies to all in-person training events sponsored by the ITF in any location throughout the United States.

All ITF staff, instructors, and students are responsible for assisting with the successful implementation of this Preparedness Plan. The goal of this Preparedness Plan is to mitigate the potential for transmission of COVID-19 during training or other in-person events as well as to minimize the risk of serious illness or death from being infected with COVID-19 or any variant thereof. This requires the full cooperation from our employees, instructors, students, and other members and visitors to any ITF training locations or events.

All employees, instructors, and students are responsible for complying with all aspects of this Preparedness Plan. This Preparedness Plan follows Centers for Disease Control and Prevention (“CDC”) and federal OSHA standards related to COVID-19. This Preparedness Plan includes the measures that the ITF is actively taking to mitigate the spread of COVID-19.

II. COVID-19 SAFEGUARDS

A. Vaccination

As a condition for admission, all instructors, employees and students participating in an in-person event sponsored in whole or in part by the ITF must be fully vaccinated against COVID-19 as defined by the CDC (*i.e.*, by receiving the full series of a COVID 19 vaccine that has received either emergency or permanent approval by the United State Food and Drug Administration at least 14 days prior to the in-person event). Consistent with the laws of state where the training event is being conducted, you must provide proof of your fully vaccinated status to the ITF upon request.

B. Health Screening Process

All employees, instructors, and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Seventy-two (72) hours prior to class attendance, the following symptoms should be monitored:

- Cough
- Shortness of Breath or Difficulty breathing
- Fever
- Chills Muscle Pain
- Loss of Taste and/or Smell
- Sore Throat

Any instructor, student, or employee who is experiencing or has experienced any of the above symptoms within 72 hours preceding scheduled attendance at ITF training or other in-person event must immediately notify the ITF Registrar, Cathy Merkel, and should stay home. Instructors, students, and employees who are experiencing symptoms or those who have tested positive for COVID-19, should stay home, and should follow CDC recommended steps, including self-monitoring of symptoms and self-isolation. Sick instructors, students, and employees should seek medical attention if they experience any emergency warning signs, such as trouble breathing, pain or pressure in the chest, confusion, inability to wake or stay awake and/or bluish lips or face.

Any instructor, student, or employee who has been in close contact with someone with COVID-19 within the past 72 hours should notify Cathy Merkel, should stay at home and should follow CDC guidelines for self-isolation and self-monitoring of symptoms.

C. Enhanced Cleaning and Disinfecting Protocols

Enhanced cleaning and housekeeping practices are being implemented to limit the spread of COVID-19. Such enhanced measures include the routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and other areas in the training location including restrooms, break rooms, lunchrooms, offices, and meeting rooms. Host training facilities agree to follow cleaning guidelines recommended by the CDC and OSHA.

D. Enhanced Handwashing and Personal Hygiene

Basic infection prevention measures should be followed by instructors, students, and employees at all times. Employees, instructors, and students should wash their hands for at least 20 seconds with soap and water regularly throughout the day, including but not limited to after using the toilet, coughing, sneezing, after touching or using “high touch” equipment or other surfaces, before eating, and any other time that hands become soiled. Employees, instructors, and students are also encouraged to regularly use the hand sanitizer stations located throughout the training facility.

Instructors, students, and employees are encouraged to cough/sneeze into their sleeve/elbow whenever possible. If a tissue is used, it should be discarded immediately, and a break should be taken to wash hands or use sanitizer. All employees, instructors, and students should avoid touching their face, particularly eyes, nose, and mouth if possible. Breaks will be made available to employees, instructors, and students to allow for appropriate handwashing and sanitizing.

E. Compliance with Social Distancing Requirements

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are put into the air and come into contact with others nearby. Social Distancing, for purposes of this Plan, shall mean keeping adequate space between yourself and other people whenever possible. To ensure proper social distancing, employees, instructors, and students are encouraged to stay at least 6 feet apart from other people whenever possible. Employees, instructors, and students should avoid unnecessary large groups and other gatherings where social distancing is not possible. Students, instructors, and employees must cover their mouth and nose with an appropriate face covering. Face coverings must be worn correctly so that they cover both nose and mouth. Eye protection and other PPE should be worn when appropriate. Host training facilities may install barriers and/or other separation measures to limit the spread of COVID-19.

F. Face Coverings

Students, instructors, employees and any visitors must wear an appropriate face covering. Face coverings **must** be worn correctly to cover both the nose and the mouth. Face coverings must be worn at all times on the facility ground, except while actively teaching from a podium, eating or drinking, or other times as necessary and permitted by the instructor. During the times when face coverings are not worn (such as during eating or drinking), students, instructors, and employees should take all reasonable steps to limit the spread of COVID-19, including remaining at least six feet from other people.

G. Additional Safety Protocols

Additional safety protocols adopted by the host facility where the training or event is taking place will be enforced to the extent permitted by law.

III. ENFORCEMENT OF PLAN

Attending instruction in-person (as opposed to virtually) is a choice. Those instructors, students, employees or other attendees that choose to attend training in-person are expected to use their best efforts to comply with this Plan and to respect their fellow attendees. This includes respecting reasonable requests by other instructors, students, employees or attendees to comply with this Plan or to take other reasonable action to prevent the transmission of COVID-19.

While training is taking place, the instructor(s) is responsible for ensuring compliance with this Plan or other reasonable safety measures. All students, employees, or other attendees should comply with the instructor's instructions regarding compliance with this Plan. Any questions regarding the application of this Plan, including a request for an accommodation with respect to the requirements of the Plan, should be



immediately transmitted to the ITF Registrar, Cathy Merkel.

The ITF may take any reasonable measure to enforce this Plan, including removing from the premises any instructor, student, employee or other attendee or guest who does not comply with this Plan. Individuals who fail to comply with this Plan may be prevented from attending future ITF training or other events in-person.

IV. COMMUNICATIONS AND TRAINING

This Preparedness Plan was communicated to all instructors, students, and employees via electronic mail. Hard copies of the Preparedness Plan will be provided upon request. Additional communication and training will be ongoing to all employees, instructors and students. Instructions will be communicated to vendors about how to drop off materials and equipment, and all deliveries will be conducted to ensure social distancing. ITF employees and instructors shall monitor how effective the Plan has been implemented and provide recommendations for improvement to Cathy Merkel. The ITF, with the assistance of legal counsel, shall update this Preparedness Plan as necessary to comply with applicable laws, orders or other developments.

V. CONFIDENTIALITY

In compliance with the ADA, HIPAA and other state and federal regulations, the ITF will keep all medical information confidential, including information related to symptoms of COVID-19, a diagnosis of COVID-19, and all other medical information solicited from employees, instructors and students. The ITF will limit sharing of confidential information to only those who need to know the identity of an individual who is diagnosed with or exhibiting symptoms of COVID-19 and will ensure that they understand that such information must be kept confidential.

VI. NON-DISCRIMINATION

This Preparedness Plan shall be implemented and administered without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or against any person because they are an individual with a disability or a person 40 years old or older.

VII. UPDATES TO PREPAREDNESS PLAN

This Preparedness Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further guidance or information provided by the CDC and OSHA, and other public officials, or other applicable law. The ITF may also amend this Preparedness Plan based on operational needs.



VIII. GENERAL

Any questions relating to this Preparedness Plan that are not specifically covered herein shall be referred to ITF Registrar Cathy Merkel. This Preparedness Plan may be altered, amended, updated or revoked at any time.