

Guidelines for Classroom Training Effective 04 February 2021

Class Size Limits

Class sizes will be limited based on 6' of available space per room. The following room capabilities will be enforced: 171 A&B (30); 104, 205, 234 and 250 (15); all other rooms are 10 or less based on available seating. DO NOT Change room configurations.

Screening

1. All individuals and instructors will be screened each day with a temperature check & COVID survey. Every morning, before the beginning of training, a COVID survey will be administered by instructors. Anyone with cold-like/flu-like symptoms will not be allowed to participate in the training event.

Facemasks

1. Facemask or coverings shall be worn at ALL times over the nose and mouth in the classrooms, hallways, computer labs, common areas, office entry ways and training vehicles with more than one person.

2. Instructors shall ensure face covering mitigation and social distancing protocols are employed at all times to include breaks. Those not following building protocol will be asked to leave the facility and may be denied future training reservations.

*Please exercise good judgement, i.e. having water in front of you during an entire class does not mean you are exempt from wearing your mask for the duration. You may remove your mask, drink then put your mask back on.

Social Distancing

1. Social distancing shall be practiced at all times. Individuals shall remain spaced at least 6 feet apart during instruction.

2. Please do not change the configurations of the classrooms- we have measured and appropriately placed and marked seats where spacing is adequately 6' apart.

3. When possible, create distance between students in vehicles (e.g., skipping rows).

4. When weather conditions permit and appropriate learning environment is maintained, outside instruction or opening of windows should be considered.

Cleaning

1. Hand sanitizer is readily available for students/instructors. If you do not have a bottle in your classroom please let our staff know.

2. If objects have to be touched by multiple people, they should be wiped down between uses with approved cleaning products. Cleaning products are provided for each classroom.

3. Classroom spaces/venues should be cleaned and disinfected at the conclusion of each training day. This is the responsibility of the instructor and students. Products are provided and expected to be returned each day at the conclusion of training.

Conducting safe training, with proven COVID mitigation protocols, is the responsibility of every Marine, Civilian and Sailor! Don't let your teammate down.

Date: _____ Course Title: _____

Printed Instructor Name: _____

*I certify as the instructor I have physically screened and asked all students ALL of the following questions. Any student answering yes to any of the following questions has been sent to their supervisor or medical for assessment.

Instructor Signature: _____

COVID SCREENING SURVEY *		
PLEASE READ EACH QUESTION CAREFULLY	CIRCLE APPROPRIATE ANSWER	
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> • fever or chills • cough • shortness of breath or difficulty breathing • fatigue • muscle or body aches (not from recent exercise) • headache • new loss of taste or smell • sore throat • congestion or runny nose • nausea or vomiting • diarrhea 	YES	NO
Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer NO to ALL questions?	Proceed to training. Notify instructor for any status changes to above questions	
Did you answer YES to ANY questions?	STOP! Training is not authorized. Contact immediate supervisor for disposition and medical assessment recommendations.	