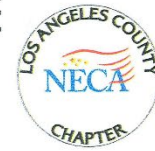


ELECTRICAL TRAINING INSTITUTE

For
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION L.A. COUNTY CHAPTER
And
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION NO. 11



Agreement for Employees and Students Working or Attending School or Training at ETI regarding COVID-19

As we continue with the process of returning employees and students to working and attending school at the ETI facilities, the Electrical Training Institute, Inc. ("ETI") will follow the recommendations of public health authorities for minimizing the risk of COVID-19 infection in the workplace and school environment. We want to make sure that each employee and student commits to complying with these safe work and school practices at all times. We also want to make sure all employees and students understand that even with the strictest precautions, there is still a risk of infection in the workplace and at the ETI facilities.

By signing this Agreement, the undersigned employee or student agrees as follows:

A. Commitment to Safety:

I will comply at all times with all safe work and school practices implemented by the ETI, including but not limited to the following:

✦ **Screening.** I consent to the ETI's policy of checking my temperature at the start of each workday or school session. I will also comply with the ETI's policy that requires employees and students to answer screening questions before entering the premises. I will use the available hand sanitizer upon entering the premises or immediately go to the sink and wash my hands with soap and water. I will inform the ETI if I have any of the symptoms of COVID-19 including, but not limited to, cough, shortness of breath, difficulty breathing, fever, or chills. I will inform the ETI if I have had contact with a person known to be infected with COVID-19 within the last 14 days. Employees and students who have a fever or symptoms will not be allowed to work in the office or attend school until they have satisfied the criteria for return established by public health authorities and ETI's policies. I will follow any state or international travel restrictions including, but not limited to, those that require self-quarantining or self-isolation under various conditions.

✦ **Physical Distancing.** All employees and students should make every effort to stay at least six feet away from other persons at the premises. Workstations and seats in meeting rooms, break rooms, and classrooms will be separated by at least six feet of distance. Doors to individual offices and meeting rooms should be kept closed when occupied. In-person interactions at the premises should be kept to a minimum, and when they are necessary, participants must wear masks and maintain social distancing. Signs and markers for social distancing will be posted in the premises as appropriate.

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Employees and students are encouraged not to shake hands or make other physical contact that breaks social distancing.

✦ **Face Coverings.** Employees, students, and visitors to the office are required to wear a cloth mask or other appropriate face covering in common areas where others are present. Employees and students need not wear the face covering when alone in a private office, classroom, or walled cubicle with a solid partition that exceeds the height of the employee when standing. Employees and students may use their own cloth or approved face covering, or they may request one from the ETI if they do not have one. Employees and students are expected to clean face coverings daily and to replace them regularly.

✦ **Increased Sanitation.** Break rooms, restrooms, classrooms, and other common areas, computers, phones, door handles, counter tops, and other shared workspaces will be disinfected frequently. Employees and students will be allowed break time to wash their hands and to clean their work area. Employees and students are encouraged to wash their hands repeatedly throughout the day, and to keep their immediate work area and office furniture and equipment as clean as possible. If hand washing is not readily available, the use of hand sanitizer with 60%+ alcohol content is expected.

✦ **Personal Protective Equipment (PPE) and Sanitizing Supplies.** A supply of gloves, masks, sanitizer, and wipes will be available upon request. Employees or students using cleaners and disinfectants should wear disposable gloves. Used protective equipment must be disposed of properly. Employees and students are encouraged to make individual cleaning efforts of their personal workspaces in addition to ETI supplied cleanings.

✦ **Facilities.** The ETI will maintain HVAC systems in each office in good working order, with maximum ventilation. Shared use of equipment and materials such as staplers, pens and pencils, and coffee mugs is discouraged and will be kept to a minimum. To the extent practicable, doors and trash cans will be contactless.

✦ **Restrictions on In-Person Meetings and Outside Visitors.** In-person meetings and outside visitors should be kept to a minimum. Employees and students may not invite visitors to the premises unless they receive prior approval from the Training Director. All visitors must log-in upon entry to the building and comply with all safety rules including temperature checks, screening questions, wearing masks, and maintaining social distance. Visitors should be instructed to come alone whenever possible. Visitors will be required to wait in a meeting room if necessary, to assure social distancing in the lobby. If an in-person meeting is essential, it should be limited to 10 or fewer participants, all of whom are required to wear face coverings and maintain social distance in the meeting room. The use of virtual meeting programs like Zoom or Go-to-Meeting are preferred.

✦ **Breaks.** The ETI may require employees and students to stagger their start and end times and meal and rest periods in order to maintain social distance. Sharing of communal food is prohibited.

✦ **Report Violations.** Employees and students are expected to notify their supervisor immediately if they believe a violation of these guidelines has occurred. Violation of these guidelines may result in discharge or other discipline.

✦ **Changes in Guidelines.** The ETI will make every effort to inform employees and students of new safety guidelines that are issued by governmental authorities and public health officials, and employees and students are encouraged to keep themselves informed of the latest recommendations. In the event of any conflict between applicable laws and ETI policy, the laws will prevail.

B. Understand the Risk.

I understand that COVID-19 infection can occur anywhere. I understand that the ETI cannot eliminate the risk of infection even if I and everyone else in the workplace and school environment follow these safety guidelines. I understand that returning to work or school in the office increases the risk of transmission.

Date: _____

Employee/Student Name Printed

Employee/Student Signature