

AMETEK SCI TRAINING COVID-19 SAFETY PROTOCOLS

Background

Due to COVID-19 concerns, AMETEK client training programs were put on hold on March 16, 2020. This proposal details the procedures and processes that have been put in place to allow training activities to resume. Areas of attention will focus on:

- Daily screening of all persons at the facility
- Sanitation of facilities
- Social distancing, face coverings, and PPE
- Breaks, lunch, food and drinks

Daily Screening

Upon arrival at the AMETEK Training Facility, company personnel will use a non-contact infrared thermometer to test for a fever. The instrument used will be registered as FDA 510K Cleared.

Procedures for use will follow the manufacturer's directions with reference to the FDA web page [FDA Thermal Imaging Systems Guide](#).

The CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater. Persons with a fever as defined above will not be admitted to the facility.

In addition to thermal scanning, the individual will be interviewed. All attendees will be asked to agree to the following COVID-19 related criteria:

1. Have you, or a member of your household traveled internationally within the last 14 days?
2. Do you, a member of your household, or someone you care for exhibit any of the following symptoms:
 - A. Fever of 38.0°C/100.4°F or higher
 - B. Cough or sore throat
 - C. Shortness of breath or difficulty breathing
 - D. Recent loss of taste or smell
3. In the past two weeks have you come into close contact with someone diagnosed with COVID-19 symptoms?

Persons answering YES to any question will not be admitted to the facility.

Cleaning and Sanitation of the Facility

The training facility will be cleaned and sanitized on a nightly basis. Cleaning protocols will include:

- Cleaning of all restroom facilities with disinfectant.
- Cleaning of all office surfaces with disinfectant.
- Cleaning and sanitization of training rooms, surfaces, and materials.
- Cleaning and sanitization of break rooms and public areas along with any shared amenities (water dispensers, refrigerators, coffee makers, etc.)

- To limit any contamination during the training periods, hand sanitizers and disinfecting wipes will be readily available. Additionally, all HVAC air filters have been upgraded to MERV 13 grade to prevent airborne contamination.

Social distancing

Training rooms will have enough tables to allow each individual to have their own table. The tables will be fitted with a plexiglass shield to protect against airborne transmission of respiratory droplets.

Lab practicals will be conducted in groups of no more than two people. Each person will be provided with a face shield for social distancing. Arc flash face shields will be provided for use when working with high voltage. Sharing will not be permitted. Arc flash shields will be disinfected after each use and at least once daily. All persons will be required to use nitrile gloves when operating systems and test equipment.

Break room use

The open area in the front of the facility will be used for breaks. It contains tables spaced six feet apart that will be limited to one chair per table. Participants may also use the training rooms that are not actively in use for classroom activities during breaks to promote social distancing.

Lunch, Food, and Drinks

Each day of training lasting five or more hours will include a complimentary, individually packaged lunch catered by an approved vendor. There will be no buffet style servings or sharing of any type. Any snacks and beverages provided will also be individually wrapped or bottled. Coffee will be made with single serving Keurig style packs. Disposable cups, sweetener packets, and single serving creamers will be provided. Attendees may bring in their own lunch or snacks if desired.

Use of Face Coverings

Face coverings will not be mandatory in classroom settings if 6 feet is maintained between personnel or barriers are installed between people. Face coverings are required when moving to and from the training rooms, and during breaks when 6 feet between persons cannot be maintained.

Attendees who smoke must maintain a six-foot distance between other smokers in the designated smoking area. Face coverings will be required upon re-entry to the building.

AMETEK reserves the right to remove any person who violates this policy. All persons have agreed to this policy upon entry to the premises.

Revision	Date	By	Comments
A	10-05-2020	DLI	Initial Release
B	10-12-2020	DLI	Correct minor grammar mistakes