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### **CET Operations during COVID-19 Outbreak**

After diligent consideration of guidance from many sources, Brighton Center's Center for Employment Training has made the decision to keep its doors open and will continue offering services to trainees who are not impacted by the COVID-19 outbreak.

Our trainees' health, along with that of their families and our community is foremost in our minds. For this reason, we will temporarily implement absence management procedures to offer flexibility to trainees in making decisions that support their needs during the COVID-19 outbreak. Additionally, as more information becomes available or if conditions change, CET may implement additional procedures to protect the health of trainees, staff, and our community. If circumstances change, CET will notify trainees via Google Voice, phone, or email.

For CET, impact is defined as:

- 1) Being diagnosed with COVID-19
- 2) Not having a formal diagnosis of COVID-19, but experiencing symptoms such as fever, cough, or shortness of breath. *More information about COVID-19 disease and symptoms can be found below or on the CDC's website: <https://www.cdc.gov/coronavirus/>*
- 3) Caring for an ill member family member
- 4) Experiencing a lack of child care options due to school closure
- 5) Decision to self-quarantine for any reason (potential exposure and/or fear of exposure to due elevated risk category)

For any impacted trainee (see definition above), CET will issue a Leave of Absence (LOA). A LOA will allow the trainee to suspend scheduled course hours for the duration of the leave. LOA's for COVID-19 impacted trainees can also be issued on an intermittent basis to cover regular, periodic absences, such as in the event that a trainee has part-time child care and can arrange to attend CET a few days per week. For all LOA's related to the COVID-19 outbreak, CET staff will be in contact weekly with trainees on leave to determine progress towards a return date. Normal policy surrounding use of LOA will be followed, and is detailed in the Trainee Catalog (pages 28-29) and is excerpted below.

CET will continue to provide support services to trainees on LOA. Trainees are encouraged to communicate with CET staff via Google Voice, phone, or email if they need food, emergency assistance, or any other service or resource typically accessed at Brighton Center. CET staff will engage with trainees on LOA in a timely manner to ensure that their needs supported.

Our current operations do not bring large groups of people together, as is the case with many schools, colleges, and universities. CET is a small program with a cumulative enrollment of fewer than 100 trainees divided amongst three skill division. While our small program size does help minimize risk, CET is taking numerous measures to ensure the safety of trainees and staff who are able to continue attending during the outbreak. These include:

- 1) CET will take steps to minimize bringing people together in close proximity. All classes that pull together trainees from all skill divisions (Master Classes) are cancelled until further notice.
- 2) CET has enhanced its daily cleaning procedure to include wipe down of all high-touch surfaces with medical-grade disinfectant.
- 3) CET supplies disinfectant wipes, hand sanitizers, paper towels, and tissues in each classroom for daily use by trainees.
- 4) To prevent the spread of illness among trainees and staff, CET requests that any trainee experiencing acute upper respiratory symptoms and/or fever not attend CET and communicate with staff via normal channels to establish LOA. Trainees experiencing these symptoms who do attend CET will be assessed by staff and potentially asked to leave for the day. These situations will be covered by LOA and will not negatively impact trainee's attendance percentage or progress.
- 5) **Special guidance to trainees participating in a Kentucky Works Program (KTAP) or other program requiring participation:** Should a trainee not be in attendance at CET due to the procedures above (LOA or being asked to leave due to symptoms), it is advised that the trainee immediately contact their local DCBS office or Worker to seek guidance on how to establish good cause or remain in compliance with participation through alternate means.

**Excerpt from Trainee Catalog (pages 28-29):**

**Leave of Absence**

A trainee may be granted an official Leave of Absence (LOA) by CET. A LOA will allow the trainee to suspend scheduled course hours for the duration of the leave. This will allow the absences during that time to not count against scheduled course hours to meet Satisfactory Academic Progress (SAP) requirements.

A request for LOA must be submitted to the Skill Instructor **prior to the first day of the leave** and be approved by the CET administration. The LOA request must give the reason for the leave, be dated, and be signed by the requesting trainee. For unforeseen circumstances preventing the trainee from completing a written request prior to the LOA, CET may still grant the LOA request in the trainee's absence. The LOA request must be signed by the trainee upon return, and documented in the trainee's file. The date of the approved LOA would be the first date the trainee was absent.

LOA may be granted if CET has a reasonable expectation that the trainee will return from the leave. An extension to a LOA beyond the original date may be granted, if CET receives appropriate documentation prior to the end of the LOA period. If necessary, a trainee may have multiple leaves of absence; however, under no circumstances may a trainee exceed 180 days cumulative LOA time in a 12-month period. The number of days in a LOA 12-month period is counted beginning with the first day of the first LOA.

Because training is self-paced, returning trainees resume work where they left off prior to the LOA. If a trainee does not return to CET at (or before) the end of their LOA, CET will consider the trainee as having withdrawn from the program as of their last day of attendance. The LOA will not involve any additional charges to the trainee by CET.

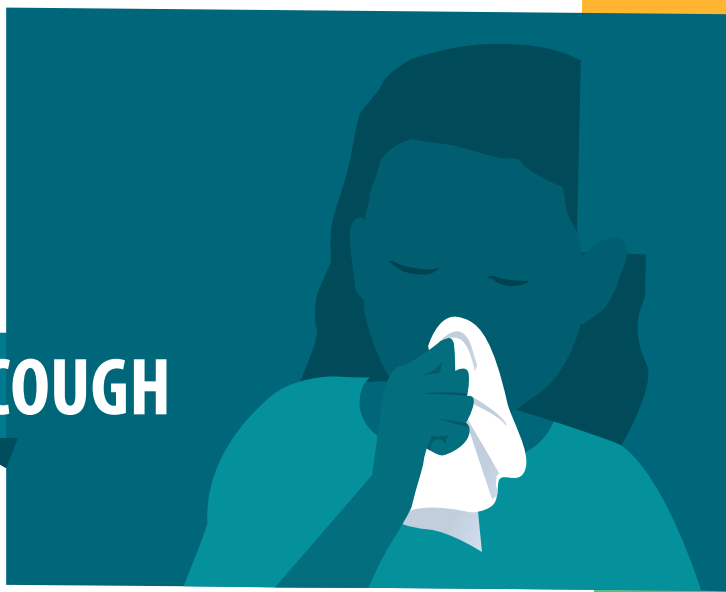
**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**SHORTNESS OF BREATH**



**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**



For more information: [www.cdc.gov/COVID19-symptoms](http://www.cdc.gov/COVID19-symptoms)

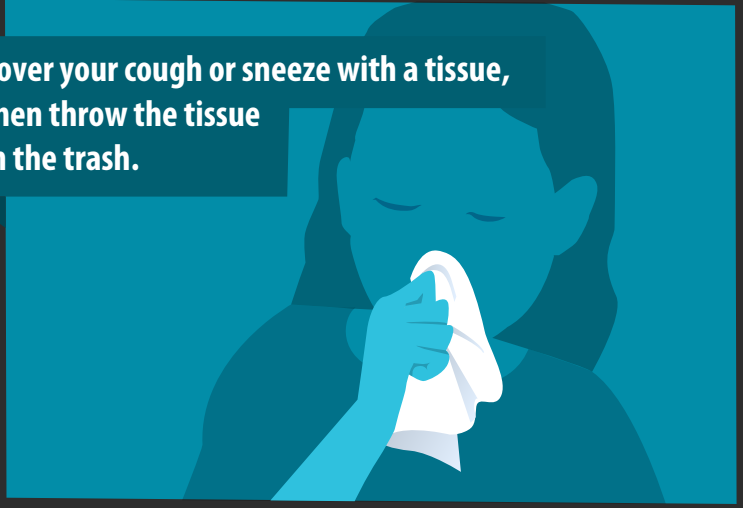
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

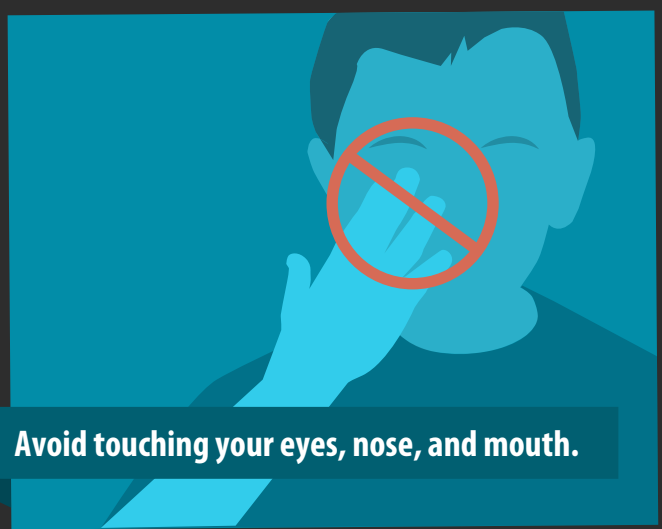
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)