

HOW WE NAVIGATED CHALLENGES DUE TO



THE COVID-19 PANDEMIC



Safety is our top priority. Below are some of the additional safety measures we have implemented to promote the health and safety of our students and staff. We continue to monitor the requirements for essential businesses and will update our policies and procedures as recommended accordingly.

SEPARATE ENTRANCE AND EXIT DOOR

- Entrance and exit doors are clearly marked.
- Entrance has social distancing markers for students waiting to enter the building.

DOORS PROPPED OPEN

- All rooms (including bathrooms).
- Reduces contact throughout building.

SIGNAGE

- Self Symptom Checker posted at doorway.
- Signage posted throughout the building to align with protocols.
- Signage examples include: Social distancing markers, up and down stairwells marked, arrows on floor aisles for appropriate social distancing, entrance and exit, maximum occupancy, hand washing instructions, temperature check station, etc.

TEMPERATURE CHECK STATION

- Temperatures are checked upon entering and exiting the building.
- Students with temperature readings above 100.4°F are sent home.

CLEANING SUPPLIES

- Sanitization protocols followed.
- All rooms are cleaned every night, and all touch points are cleaned throughout the day.

SCHEDULE

- Depending on class size, start and stop times are staggered to prevent congestion.

STUDENTS

Communication to students includes:

- Self-assessment questionnaire.
- Map of facility that shows entrances and exits, hand sanitizer locations, etc.
- Pictures/descriptions of new procedures.
- New schedule.

MASKS

- A mask will be provided to students who do not have one.
- Masks are to be worn at all times except when welding in the booth.

CLASSROOM PROTOCOLS

- Maximum occupancy signage posted at each room.
- Room entrance and exit flow plan.
- Hand sanitizer/wipes in every classroom.
- Desks spaced 6' apart (make sure there is more than 6' at the front of the room for the instructor).

WELD SCHOOL PROTOCOLS

- 1 student per booth – Instructor will not go into booth with student.
- Weld coupons and consumables – Placed in the booths by the instructor before class.
- [Lincoln Electric Booths] – Are fully enclosed with sidewalls and curtains.
- [Personal protective equipment] – Will be designated for each student (they cannot share helmets, jackets, gloves, etc.) Instructors must change out their PPE, wipe down their helmet and wash their hands between each class.
- Demos – No more than 1 instructor and 2 students per demo maintaining appropriate social distancing.
- Utilize VRTEX® virtual welding machine, for full in classroom demos on a large screen for all students to see.

VRTEX PROTOCOLS

- Masks are to be worn at all times when using VRTEX machines.
- Hand sanitizer is available at each virtual welding machine.
- Student is required to apply hand sanitizer before using a virtual welding simulator.
- Wipe down machine components and headset with disinfecting wipe before first use and when lesson is completed.
- Only 1 student per virtual welding simulator.
- Our current 16 week comprehensive course incorporating the LEEPS certification program helps support the hybridization of our future comprehensive programs to limit in class instruction time.

COMMUNICATIONS WE MADE BEFORE STUDENTS RETURNED AND PROVIDE AS DAILY REMINDERS:

- Read and review the self-assessment questionnaire, map of facility.
- Students are required to have their own personal protective equipment to weld.
- Must show up at the appropriate time (students who don't show up on time may have to wait to enter the building).
- Must follow procedures identified on posted signage.
- Must bring a lunch – cafeteria is closed for all seating.
- Limit contact with touch points as much as possible.
- No handshakes, hugging, touching, etc.
- No loitering in the aisles or other areas.
- Must wear a face covering at all times when not in weld booth (it has to cover the nose and mouth).
- Hand sanitizer is not a substitute for washing hands.
- Hand washing – scrub for 20 seconds at the end of every class.
- Look out for each other – if you see something say something!

CUSTOMER ASSISTANCE POLICY

The Lincoln Electric Company is manufacturing and selling high quality welding equipment, consumables, and cutting equipment. Our challenge is to meet the needs of our customers and to exceed their expectations. On occasion, purchasers may ask Lincoln Electric for information or advice about their use of our products. Our employees respond to inquiries to the best of their ability based on information provided to them by the customers and the knowledge they may have concerning the application. Our employees, however, are not in a position to verify the information provided or to evaluate the engineering requirements for the particular weldment. Accordingly, Lincoln Electric does not warrant or guarantee or assume any liability with respect to such information or advice. Moreover, the provision of such information or advice does not create, expand, or alter any warranty on our products. Any express or implied warranty that might arise from the information or advice, including any implied warranty of merchantability or any warranty of fitness for any customers' particular purpose is specifically disclaimed.

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