



## OVERVIEW

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**Alabama Technology Network** has the most extensive training and service offerings for business and industry, to ensure the best possible source for your business needs. These include continuous improvement, industrial maintenance & technology, environmental health & safety, food safety, and leadership & management development.

**Our Mission** is to provide the most extensive workforce training, technical assistance, and engineering services designed to improve Alabama business and industry.



## ATN Return to Delivery - Phase II

The following procedures are to be implemented when conducting training events that use equipment (trainers, simulators, exercises, activities, etc.) other than traditional classroom supplies. It is to support, not replace, the Phase I "Return to Delivery" procedures that were approved and distributed on June 8, 2020. The following guidelines are to ensure approved sanitizing of all equipment and practices are followed during each training event. The guidelines defined for Phase I will dictate if training can be performed with approved social distancing and mitigation being observed.

Please note, training events that cannot accomplish proper sanitation of all items used for that event are not to be conducted, at this time; an example of such an event would be LEAN 101. Please contact your Team Leader and Director for specific guidance until we receive an update.

Alabama Technology Network training events will incorporate a "Training Mitigation Record" that will be mandatory for each day of training. The record will be a one-page document that will be signed by an Alabama Technology Network employee or provider that will affirm the following:

1. Proper sanitizing and cleaning of all equipment to be used during that day is performed prior to the start of the event.
2. Personal sanitizing and cleaning supplies will be made available for participants.
3. Sanitizing and cleaning events throughout the day's activities are recorded.

This document will be submitted with sign-in sheets and evaluations to be captured in Netsuite. This document will be visible to participants and can be maintained as events of that day occur that require additional sanitizing and cleaning. The inclusion of this document in Netsuite will make it electronically available should it need to be reviewed.

### Protocols

- All participants and instructors shall maintain social distancing protocols and proper PPE as required by ATN and client
- Tamper Tabs will be placed on all applicable equipment after it has been sanitized
- Tamper Tabs will be taken off after all participants have arrived for training session
- Equipment will be disinfected immediately after removing from storage, if Tamper Tabs are not in place prior to being used for hands-on activities
- Sanitizing products shall be from the EPA's List N for approved SARS-CoV-2 (COVID-19) disinfectants
- All cleaning shall be performed according to the manufacturer's requirements, OSHA regulations, ANSI recommendations or requirements, or any other governing guidance
- When appropriate, participants shall participate in the disinfecting protocols, such as cleaning respiratory protection, or other personal items that they will maintain in their possession throughout the hands-on activities
- All participants and instructors shall wash hands prior to and following all hands-on activities.....

[Click here to read all of Phase II including the mitigation record & control procedures](#)

# EH ENVIRONMENTAL, &S HEALTH, & SAFETY UPDATE

The EHS Team has spent weeks delivering online courses, both in open enrollment format and site specific training topics for facilities. As we look forward to the coming weeks our EHS Team will continue to deliver more of the same, having scheduled open enrollment webinars to include but not limited to: Industrial Hygiene, Heat Stress & Working Outdoors, and Who Really Needs HAZWOPER Training. We are also preparing to deliver site specific training for Hazard Communication (HAZCOM) online.

With a diverse and talented team delivering EHS topics, and having many hours dedicated to live online training for various topics, we are prepared to meet the training needs for you and your employees online. We can customize training topics to meet your needs, we can discuss training topic ideas for future webinars to be delivered, and we can also discuss the option of having video training sessions created to meet your needs.

Aside from online training options, we are also hard at work preparing to deliver services back on-site for companies. We are closely monitoring the COVID-19 status and best practices to guard against contracting the virus. If in-person training at your facility is the best option for you and your employees please contact us to discuss on-site delivery with social distancing protocols initiated and the protection of all trainees established as a top priority. We have currently scheduled onsite training for OSHA 10HR, Powered Industrial Trucks, and other courses.

**Contact:** Tim Croley [tcroley@atn.org](mailto:tcroley@atn.org)

# CI CONTINUAL IMPROVEMENT UPDATE

The majority of companies we work with have employees who are “wearing multiple hats”. It is a given that in today’s business environment that there will be multi-disciplinary teams and projects. ATN works the same way, and one of the best examples of this is our offering with assisting companies with the ISO 45001:2018 Occupational Health and Safety Management System requirements. This is cross functional offering where ATN combines the proficiency of our CI team’s experts on implementing ISO management systems with our ES&H team’s knowledgeable professionals who know the safety regulations. Whether it is a full project to start a system to get the ISO 45001 certification, a contracted internal audit that can be provided, or even just technical assistance, ATN puts together a team to ensure the customer gets what they want. ATN will be offering a free one hour webinar July 28th on the ISO 45001 standard that will give more insight into the requirements and implementation. Anyone with a valid email address can register. Contact Chris Anderson or Tim Croley.

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or Sharon Ingle [single@atn.org](mailto:single@atn.org)

# L&M LEADERSHIP & MD MANAGEMENT DEVELOPMENT UPDATE

As Alabama Technology Network resumed training during the month of June we realized that many challenges are involved with providing training while observing social distancing and proper mitigation of COVID-19 transmission. The training provided by the LMD Team has always strived to incorporate interactive training scenarios and activities so attendees can actually put the skills being learned into practice. We are working continuously to update those activities and skills so they can be provided while maintaining a safe and healthy environment for on-site training. If you have any questions about our LMD training please contact Jeff Graham or Gregg Bennett and we will be glad to discuss our list of topics and mitigation policies.

Be on the lookout for a new topic we are currently developing....”Diversity and Inclusion in the Workplace”.

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Gregg Bennett [gbennett@atn.org](mailto:gbennett@atn.org)

# IM INDUSTRIAL &T MAINTENANCE & TECHNOLOGY UPDATE

While we all know that every OSHA regulated company has to have an overall safety program, did you know they also require everyone to have an overall electrical safety program? The most recognized way to ensure your company is in compliance with OSHA as it pertains to having an electrical safety program is for you to follow NFPA 70E. For electrical safety in the workplace, OSHA is the shall and NFPA 70E is the how. NFPA 70E has been recognized as a consensus standard since August 13, 20017. Consensus standards are viewed as generally accepted engineering practices and can be used for litigation purposes when entered as evidence in a legal proceeding. The bottom line is that NFPA 70E is not a federal regulation, but a national consensus standard. Compliance with 70E will assure compliance with specific OSHA electrical regulations. If an accident occurs, OSHA may cite the employer under the general duty clause if it determines that complying with 70E would have prevented or lessened the injury.

ATN is ready to help your company. Our 4-hour NFPA 70E class covers electrical principles, hazards and it also explains the NFPA 70E standard. This is a great way to make sure your company understands what the standard covers. This awareness class is offered in two formats: online using Microsoft Teams or in person classroom style. We look forward to helping you.

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