March 23, 2020

Oregon Labor and Industries
Apprenticeship and Training Division
*ANNOUNCEMENT*

Dear Program Partner,

Pursuant to Governor Kate Brown's most recent Executive Orders in response to COVID-19, Oregon Labor and Industries is issuing recommendations to protect the health and safety of our apprenticeship community.

Apprenticeship and Training Division staff are working remotely and will continue to provide you with assistance and answer any questions. Please reach out to your assigned Apprenticeship Representative or contact us at ATDEmail@boli.state.or.us or 971-673-0760. Please understand that we will send out updated guidance and information to our programs as circumstances charge. We will continue to provide updates on our website at https://www.oregon.gov/boli/atd.

Please instruct your contractors, journey workers, apprentices and training staff to work safely!

Amid the coronavirus pandemic, contractors and building owners need to be extra vigilant in protecting their employees. The following strategies, which are derived from CDC and OSHA workplace recommendations, should be implemented on worksite and construction industry jobsites across the state.

Hand-washing and other hygiene measures are key to preventing the spread of viruses, including COVID-19. The following measures should be taken by all employers and workers in Oregon:

- Worker education – through specific communications and posters – of the importance of frequent handwashing, hand hygiene, cough and sneeze etiquette, and staying home when sick. All employees must carefully observe these requirements.
- Careful attention to jobsite toilet and hand cleaning facilities. All employers must ensure that these facilities are in clean, working order and stocked with soap and/or hand sanitizer.
- Jobsite and equipment cleanliness. Jobsites must be kept clean, with frequent cleaning of any frequently touched surfaces on the site. Any tools or equipment that might be shared by workers must be cleaned before and after use.
Construction jobsites are not densely populated work areas. Regardless, the following social distancing measures should be taken across all industries:

- Workers are being instructed to observe a minimum distance of six (6) feet between individuals to increase physical space between workers at the worksite. This includes pre-work and post-work events of all kinds.
- Employers are modifying their jobsite communications, planning, and schedules to shrink or eliminate group gatherings. This includes changes to or the elimination of pre-job conferences, communal break locations, and any other activity that would bring a group of people together on the jobsite.
- Policies for material deliveries and other third-party jobsite visits are being altered. Employers are simultaneously implementing new strategies to ensure ongoing, successful jobsite communications.

These and other measures – which include remote work directives in office settings – have the full support of labor and management. OL&I will continue to support and take the steps necessary to protect the health, safety and welfare of our workforce and the public.

For more information on precautions you can take to protect the health and safety of those around you, please see guidance from the Center for Disease Control and the Center for Construction Research and Training.

The following is a list of frequently asked questions for apprenticeship programs. For immediate assistance, contact us at ATDEmail@boli.state.or.us or 971-673-0768:

**Must programs continue to follow their standards?**
Programs must continue to comply with their apprenticeship standards! There are no changes with respect to the obligations established under the approved standards. If you have an urgent need to change anything in your standard, including ratio or selection procedures, you may seek administrative approval from the Apprenticeship and Training Division Director. We will expedite such requests to the extent possible. Contact your assigned Apprenticeship Representative for more information.

**Is the Oregon Labor and Industries' office open and accepting documents, including minutes and registration agreements?**
Our physical offices are closed to the public until further notice. Our staff members are working remotely and available to answer any questions. Programs may submit minutes, registration agreements, and any other documents through email (ATDEmail@boli.state.or.us) or fax (971-673-0768). We strongly encourage programs to email electronic minutes for processing. Registration agreements containing social security numbers must be received by fax. We are not requiring original registration agreements for processing, and a copy of the registration agreement is sufficient. Please note that processing times may be delayed, but
apprentices are deemed registered upon receipt of the agreement and committee minutes by ATD.

**Will apprentices receive their apprentice cards and licenses?**
Yes, for now. The Apprenticeship and Training Division will continue to generate apprentice cards, licenses and certificates on a weekly basis. We have limited staff onsite—please be patient with us! In the event of a stay ordering Oregonians to stay home, no onsite staff will be available to process apprentice cards and licenses. However, the Division will process the registration of new agreements electronically. Programs should email minutes to ATDEmail@boli.state.or.us. Completed registration agreements should be faxed to 971-673-0768. Apprentice cards and licenses will be sent at a later date once the office is reopened for staff.

**Should programs continue to hold classroom time/related instruction?**
Until further notice, all related instruction including classroom hours may only take place if consistent with social distancing measures and requirements set forth in Governor’s Executive Orders. The agency strongly encourages remote classroom instruction whenever possible. If remote instruction is not an option, then programs should consider rescheduling the instruction for a later date.

**Should a program continue to hold meetings?**
Programs may choose to hold meetings, so long as the meetings are held in a way that is consistent with state and federal guidance and CDC recommendations. To comply with social distancing measures, programs are strongly encouraged to conduct business through teleconference or virtual technologies to limit person-to-person contact. Teleconference and virtual meetings will satisfy any “physical meeting” and “appearance” requirements. Apprentices who are issued a citation to appear for any reason, may appear through teleconference or a virtual meeting.

**Are there still compliance reviews for apprenticeship programs?**
Until further notice, the Division is prioritizing technical assistance and not conducting compliance reviews on programs. We will continue to process compliance reviews currently in progress.

**Should a program continue to accept applications?**
It depends. Do not continue to accept applications for apprentices if you cannot reasonably guarantee employment or classroom instruction at this time. You may choose to alter or cancel opening notices however the program sees fit.

Stephen Simms, Director
Apprenticeship and Training Division, Oregon Labor and Industries