



COVID-19 – Essential Training Protocols

Training is a critical component to safely, effectively completing work across DNR. Historically, trainings across DNR have been a mixture of in-person training and remote (online or similar) training. Due to COVID-19 DNR has had to restrict how trainings are completed. The practices noted in this protocol are designed to help DNR meet its objectives related to COVID-19, which are:

1. Reduce risk of new infections of DNR employees from COVID-19;
2. Slow the spread of COVID-19 in the DNR Community;
3. Ensure DNR continuity of operations; and
4. Provide for frequent communication to all DNR personnel

This protocol is intended to help guide decision making at DNR as it relates to how to complete essential trainings across the agency during DNR's COVID-19 response. It is important to remember that training needs can vary greatly between work groups and locations.

To ensure DNR employees are as safe as possible, trainings are to be completed virtually unless the program has identified (1) the training must take place AND (2) all or part of the training cannot be performed virtually.

This document is broken into the following sections:

1. Virtual training
2. Virtual Trainings with Outdoor In-person Component
3. In-person Trainings
4. In-person Training Flow Chart

The phrase "essential training", is used throughout this document. For the purpose of this document, the definitions is:

- Essential training – refers to training that must take place as determined by the program.

Essential Training – Virtual Trainings

Virtual trainings are those trainings that can be completed through a virtual means. This includes but is not limited to classes completed using, DNR's Learning Center, ZOOM, Skype, or other similar methods. Virtual trainings are DNR's default training method during the COVID-19 pandemic. All trainings at DNR that can be completed virtually must be completed virtually. Virtual trainings should be planned, scheduled and completed in accordance with regular, ongoing DNR policies and procedures.

Essential Training – In-person

The default training method for DNR is virtual training when possible. .

Some trainings can be completed in a virtual setting, but do require an in-person review component. Examples of this include, but are not limited to, the field sections of Chainsaw Training, Trailer Towing, and Forklift Operations. Virtual sections of these courses must be completed using, DNR's Learning Center, ZOOM, Skype, or other similar methods.

In addition, at times other trainings may only be completed in-person. Examples of this could include, but are not limited to, pack tests, respirator fit testing, and professional conferences.

To ensure the safety of all personnel, all In-Person trainings must have the following safety precautions and measures established:

- Obtain approval for the training from the respective Appointing Authority
- Only fully vaccinated employees may attend in-person training
- Trainings are only open to DNR personnel.
- If training is provided by, a non-DNR individual(s), all trainers must conform with DNR's COVID-19 safety practices for contractors. In addition, all participants must wear appropriate masks/face coverings. Masks/face coverings must meet the requirements listed in DNR's COVID-19 PPE and Disinfectant Protocol.
- In addition, while masks/face coverings are not required in all situations, individuals can use them if they desire.
- Everyone attending in person must complete the DNR Daily Health Screening each day.
- Ensure all surfaces and equipment are cleaned after training is complete.
- In settings that are not under DNR control, DNR employees must follow all DNR COVID-19 safety protocol/practices for settings in which DNR employees interact with the public, as well as any other more protective practices established by the organization providing the training.