



INDUSTRIAL SAFETY TRAINING COUNCIL

3749 Highway 69 North
Beaumont, Texas 77705

March 16, 2020

Industrial Safety Training Council (ISTC) Management is working closely with local officials, industry professionals, and healthcare personnel to ensure we remain prepared to respond to the Coronavirus (COVID-19) as the situation evolves. ISTC has created a detailed plan to ensure all of our facilities remain safe for our customers, visitors, and employees.

As a baseline, all hygiene and sanitization efforts implemented adhere to the guidelines published by the Centers for Disease Control and Prevention. In addition to the recommended sanitization guidelines, the following protocols will go into effect at all ISTC facilities beginning Tuesday, March 17, 2020:

- Limited access to buildings:
 - Beaumont:
 - Front Entrance (Conference Center/Admin Entrance) is available for administrators and conference center visitors only
 - Rear Entrance (Customer Service Lobby Entrance) is available for trainees
 - Facility access points are available between the hours of 6:15 am and 4:15 pm. Any individual inside the facility after 4:15 pm may remain onsite until training is complete. Any individual arriving after 4:15 pm will not be granted access inside the facility that day.
 - Baytown:
 - Front Entrance (Customer Service lobby facing Highway) is available for administrators, conference center visitors, and trainees
 - Facility access points are available between the hours of 6:15 am and 4:15 pm. Any individual inside the facility after 4:15 pm may remain onsite until training is complete. Any individual arriving after 4:15 pm will not be granted access inside the facility that day.
- Daily [questionnaire screening](#) is required prior to accessing ISTC facilities
- Temperature screening is required prior to entry into any ISTC facility by all individuals (employees, customers, and visitors)
 - Temperature readings of 100.4° or above will not be allowed access to any ISTC facility (no exceptions). They will be referred to their employer for guidance.
- Large group meetings will be transitioned to a virtual meeting format
- All high traffic areas are thoroughly disinfected every hour (or as needed)
- Increased hand sanitizer stations placed throughout all ISTC facilities

ISTC management and employees continuously encourage good hygiene practices to be followed by all employees, customers, and visitors. ISTC will continue to work with local officials, industry professionals, and healthcare personnel to ensure we continue to respond appropriately to this situation as it matures.

Thank you for your continued support of ISTC.

Respectfully,
ISTC Management Team