



SafeLandUSA

Wednesday, March 25, 2020

Subject: COVID-19 Policies Related to SafeLandUSA-Endorsed Orientation

The SafeLandUSA Advisory Group has endorsed instructor-led Oil and Gas Safety Orientations since 2005. The SafeLandUSA Orientation has always been an instructor-led course. However, during this unprecedented crisis, we believe the value of delivering this hazard awareness content supersedes our desire to adhere strictly to the requirement for instructor-led classrooms for workers entering the oil and gas industry.

Worker and instructor safety is a core value of our organization. As such, we have granted an exception to our accreditation bodies to implement policies and procedures consistent with the guidelines issued by federal, state, and local leadership. To support this, we have granted exceptions to allow distance learning (i.e., remote learning through a virtual classroom) to deliver SafeLandUSA content between now and May 31, 2020.

Distance learning in this context means the instructor will, in real time, lead a class via online video conferencing software where each student is attending via a computer (tablet or laptop). All other aspects of our accreditation agreements are in place, and we will still require a live instructor to deliver the course content.

Other specific guidelines will continue to apply:

- The course instructor must be approved to deliver the course.
- The training providers will give their accrediting body access (through an emailed link or invitation) to each distance-learning class at least 48 hours before the start of the course.
- Accreditation bodies must periodically check into classes to ensure they are being conducted as described and approved.
- The current class-time requirement will be observed.
- Before each class begins, participants will be provided with an electronic version of the course's approved course manual or participants' guide.
- Classes will be limited to 10 trainees in any one location with the required social distancing rule in force.
- Trainees attending the class remotely will be using a laptop or tablet, not through a smartphone.

- The instructor must be able to see and interact with each trainee in real-time, and the trainees will be able to see the instructor and the presentation. Videotaped or computer-based instruction is not allowed.
- Trainee identity must be confirmed through trainee's valid ID submitted to the training provider before the class begins or displayed at the beginning of the course.
- Trainees will be required to use a webcam during the full course, so the instructor can ensure that all trainees attend the full class time.
- The class rosters will be set up and maintained in the accreditation database, as they are for in-person classes.
- Missed questions must be reviewed with the student.
- We will audit their distance classes by having instructors submit the class video conference link to us ahead of time via an online form at least 48 hours in advance. Instructors who do not adhere to this will have their privileges taken away.
- The student disclaimer form must have the student's current information, including email address, and they will be emailed a survey to complete once the class is concluded.
- Instructors will also be emailed a survey to complete once the class is concluded.

With the accommodation to allow remote instruction with the required controls, we believe that during this time of crisis, we can provide the necessary safety information while reducing exposure to the Novel Coronavirus. We will continue to monitor the situation and will re-evaluate on May 31, 2020.

If you have any additional questions, I can be reached via our email account at info@safelandusa.org.

Thank you for your commitment to workplace health and safety.

Bill Walker
Chairman, SafeLandUSA Advisory Group