



Wednesday, May 27, 2020

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

Student and instructor safety continues to be the core value of the SafeGulf organization. As such, we have extended the 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 extended the exceptions allowing distance learning (i.e., remote learning through a virtual classroom) to deliver SafeGulf content through July 31, 2020.

Distance learning continues to mean 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.

These specific guidelines will continue to apply:

- The course instructor must be an established provider to be approved to deliver the course.
 - The approved 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, students will be provided with an electronic version of the course's approved course manual or participants' guide.
 - Classes will be limited to 10 students in any one location with the required physical distancing rule in force.
 - Students attending the class will be using a laptop or tablet, smartphones will not be allowed.
 - The instructor must be able to see and interact with each student in real-time, and the student will be able to see the instructor and the presentation. Videotaped or computer-based instruction is not allowed.
 - Student identity must be confirmed through a student's valid photo ID submitted to the training provider before the class begins or displayed at the beginning of the course.
 - Students will be required to use a webcam during the full course, so the instructor can ensure that all students 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.
 - PEC will audit the distance classes by having instructors submit the class video conference link ahead of time via an online form at least 48 hours in advance. Instructors who do not adhere to this will have their privileges for distant online training taken away.
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- IADC's Quality Assurance Quality Control Team will be randomly spot checking by entering distance learning classes on the day of scheduled orientation.
- 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 July 31, 2020.

If you have any additional questions, please contact IADC at rigpass@iadc.org and PEC at safety@pecsafety.com.

Thank you for your commitment to workplace health and safety.

Laurie Knappe
Chairperson, SafeGulf Advisory Group



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