



March 19, 2020

Dear Susan Harwood Grantee:

The Occupational Safety and Health Administration's (OSHA) Directorate of Training and Education (DTE) is monitoring the COVID-19 impact to the Susan Harwood Training Grant Programs. DTE recommends following current guidance from OSHA, Centers for Disease Control and Prevention, and your local community health organization to protect workers and students, including making operational status determinations. The determination of your organization's operational status related to the COVID-19 outbreak resides with your organizational policy.

If your organization suspends in-person training and your organization currently has video conferencing capabilities, you are authorized to conduct the training via video conferencing with your approved training materials. Examples of video conferencing platforms include, but are not limited to, WebEx, Skype, Adobe Connect, and GoToMeeting. This approval is authorized until April 30, 2020. Please provide your regional office grant person with the video conferencing schedule and access information. Remember the training sessions are limited to no more than 40 students.

Grant modifications will not be required unless there is a need to reallocate grant funds. Grantees must provide the following information in their third quarter progress report:

- Type of video conferencing was utilized;
- Document for trainees and contact hours;
- Documentation for conducting level 2 pre- and post-training assessments
- Impact to your budget;

If the recommended guidelines continue after April 30, 2020, DTE will reassess this policy. If you have any questions or concerns, please contact your regional grant person.

Sincerely,

Robert G. Murphy  
Acting Director