



WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES

ADMINISTRATIVE POLICY

TITLE: Related Supplemental Instruction (RSI) Delivery in Response to COVID-19 Pandemic

NUMBER: 2020-01

ISSUED: May 4, 2020

CHAPTER: [296-05 WAC](#)

ADMINISTRATIVE POLICY DISCLAIMER

This policy is designed to provide general information in regard to the current opinions of the Department of Labor & Industries on the subject matter covered. This policy is intended as a guide in the interpretation and application of the relevant statutes, regulations, and policies, and may not be applicable to all situations. This policy does not replace applicable RCW or WAC standards. If additional clarification is required, the Program Manager for Apprenticeship should be consulted.

This document is effective as of the date of print and supersedes all previous interpretations and guidelines. Changes may occur after the date of print due to subsequent legislation, administrative rule, or judicial proceedings. The user is encouraged to notify the Program Manager to provide or receive updated information. This document will remain in effect until rescinded, modified, or withdrawn by the Washington State Apprenticeship and Training Council.

In response to the COVID-19 pandemic, this policy serves to clarify the RSI reporting and delivery adjustments applicable to program sponsors with actively registered apprentices.

- In person delivery of RSI shall be performed under and in conjunction with guidelines and rules established by the Washington State Department of Health, the United States Centers for Disease Control, and the Washington State Board for Community and Technical Colleges.
 - In an effort to continue apprentice progress, virtual delivery of RSI as applied fairly and equitably to all actively registered apprentices within a given program and occupation shall be allowed, subject to further review, while under government mandated Social Distancing guidelines and rules.
 - RSI hours reported to the Department will clearly identify unpaid/supervised RSI hours versus paid or unsupervised hours for industrial insurance purposes. Virtual delivery of RSI shall be reported as unpaid/supervised under the following conditions:
 - Competent Instructors shall administer RSI in a capacity of immediate and constant support/contact (live instruction) of the apprentice while in required distance-learning.
 - Class attendance shall be taken at the beginning of each instructional session as well as upon return from any scheduled break or lunch periods.
 - Complete and detailed daily class schedules shall be provided equitably to each participating apprentice with a copy available to the Department upon request.
 - Apprentices shall not perform any hands on or physical type activities while participating in unpaid/supervised virtual RSI.
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