

ILS policy for doing in house workshops during COVID 19

1. We have installed plexiglass barriers that are 18 inches tall and 24 inches long. They run 6 inches off the table so that participants will be looking through a barrier when they look at each other.
2. We will do a thermal scan of each employee and participant when they enter the room. If their temperature is above 100.4 degrees, they will not be allowed to participate in the workshop.
3. Anyone who has been exposed to someone with the virus within the last 14 days will not be allowed to participate in the workshop.
4. Anyone who is experiencing COVID 19 symptoms will not be allowed to participate in the workshop.
5. We will allow one person per table. This means the maximum capacity in the room will be 10.
6. All participants will be required to wear facemasks when in common areas. We will provide them to those who don't have one. Facemasks can be removed when you are seated in the workshop.
7. We will also provide gloves to participants who would like to use them during the workshop.
8. Maintain social distancing when going into common areas.
9. The workshop will only be four hours long. You will receive the price break we discussed earlier because of this time reduction. No lunch will be provided as this is too dangerous. Snacks, coffee and water will be provided.
10. Only two people will be allowed in the kitchen at a time.
11. There will be no breakouts or activities during the workshops. That provides too much opportunity for virus transmission.
12. All three doors will be left open to the training room during the workshop.
13. A box fan will be operating on the door to the hallway to keep fresh air circulating in the room.
14. We will take a ten-minute break every hour, and the room will be sprayed with Lysol or its equivalent during the breaks.