Summary of GLS Policy Procedure for COVID-19 Screening

**Goal:** to best protect the health of our registrants, hosts and instructors.

**Purpose:** to identify persons who may have COVID-19 and mitigate risk of class participants contracting COVID-19.

**Duration:** Immediate implementation until deemed appropriate to stop based on both CDC guidelines and the best judgement of GLS.

**Temperature Screening**

- GLS will have a station to screen all registrants, host employees and instructors before the course begins each day.
- Temperature will be taken with either a temple or forehead digital thermometer provided by GLS and recorded on a symptom screen sheet to be handed to registrant.
- Thermometer will be disinfected between uses.

**GLS COVID-19 Symptom Screen Form**

- All registrants complete a basic COVID-19 screening form (4 questions) upon arriving at the class each day.
- Instructor reviews all completed screening forms and follows up.

**Results of a Positive Screening**

- Any registrant having a positive COVID-19 screen on the first day will be required to leave the course. The registrant will be given a voucher for any GLS course, any location of equal value.
- Any registrant having a positive COVID-19 screen on the second day of a two day course, will receive con ed credit for the first day as allowable by each state and a voucher for a future course of equal value (any course, any location).
- A positive screen for the instructor during the course will result in cancellation of the course. Registrants will have the choice between a voucher for another course (any course, any location) of equal value and the Con Ed Hours covered before cancellation as deemed allowable by each state or a pro-rated refund for the untaught hours of the course along with credit for the taught portion as deemed allowable by each state.

*GLS instructors will be taking their temperature and monitoring their symptoms the week leading up to a course and will notify GLS immediately if they have a fever over 100 degrees or any other symptoms. Per our standard cancelation policy, Great Lakes Seminars will not be responsible for any other charges incurred by the registrant due to the cancellation of the course either before or during.*
Alterations to Actual Course

Masks

- All registrants and the instructor will be required to wear a mask during all lab activities.
- Chairs will be set up for lecture to maximize the greatest amount of distance between participants, however all registrants will be required to wear a mask during lecture if the chairs are set within 6 feet of each other.
- Great Lakes Seminars will ask registrants to bring a mask to class each day but will also pack extra masks for those registrants that do not bring a mask.

Handwashing/ Hand Sanitizer Use

- GLS will provide extra soap and hand sanitizer (as available) to host sites.
- Ample soap will be set up at all hand washing stations and hand sanitizer (as available) will be set at several spots throughout the room.
- There will be a break after each lab section, so all participants and the instructor are able to wash their hands.

Disinfectant Use

- GLS will provide disinfectant to course hosts to use during the course.
- All chairs, tables and massage tables will be disinfected before use each day.

Alteration to Course Food

- Bulk boxes or containers for coffee / hot water are acceptable.
- Sugar and cream for coffee must be in single serving packages.
- All other drinks must be single serving containers.
- All food must be in single serving packaging: examples include single servings of granola bars, applesauce, juice, yogurt, chips, popcorn, etc.