



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 be infected with COVID-19 and mitigate risk of class participants contracting COVID-19.

Duration: immediate implementation until deemed appropriate to halt screening based on both CDC guidelines and the best judgment of Great Lakes Seminars.

Please note: It is the responsibility of the registrant to educate themselves on COVID-19 policies and restrictions for the states in which they are attending a course, especially for those travelling outside of their home state to attend a course.

Temperature Screening

- GLS will have a station to screen all registrants, host employees and instructors before the course begins each day.
- Temperatures 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 each registrant.
- Thermometers will be disinfected between uses.

GLS COVID-19 Symptom Screen Form

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

Results of a Positive Screening

- Any registrant with 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 at any location of equal value.
- Any registrant with a positive COVID-19 screen on the second day of a two-day course will receive continuing education 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 continuing education 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 temperatures 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 cancellation policy, Great Lakes Seminars will not be responsible for any charges outside of the course cost incurred by the registrant due to the cancellation of the course.

Alterations to In-Person Courses



Masks

- All registrants and the instructor will be required to wear a mask during all lab activities.
- GLS will ask registrants to bring a mask to class each day but will also pack extra masks for those registrants who do not bring one.

Decreased Class Size

- Class sizes have been decreased by 50%-70% depending on location.
- Chairs will be set up for lecture to maximize the distance between participants. However, all registrants will be required to wear a mask during lecture if the chairs must be set within six feet of each other.

Hand Washing/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 around the classroom.
- 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 throughout the course weekend.
- All chairs, tables and massage tables will be disinfected before use each day and as needed.

Course Food

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