



## Summary of GLS Policy & Procedures for COVID-19

**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.**

### Masks

- GLS will consider state/city mask mandates, host facility mask policies and instructor preference when deciding if masks will be required at the course you are attending. If either the state/city the course is located in, the host facility or the instructor requires masks, we will notify you in advance that masks will be required at the course.
- If masks are required, 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.

### 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 a touchless forehead digital thermometer provided by GLS and recorded on a symptom screening form to be handed to each registrant.

### GLS COVID-19 Symptom Screening 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 2-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.