

IDEAL is committed to the safety of our staff and students while providing training on-site at our Bloomington office or off-site at other training locations. IDEAL is dedicated to providing the best service and learning experience possible, while at the same time following guidelines set forth by federal and local government agencies, the CDC and IDPH. It is an absolute must that students and staff always feel safe. Everyone's health is a top priority.

#### **On-Line Course Offerings & Course Sizes**

IDEAL is pleased to offer several courses online, and we are hoping more will be available online in the future. While the classroom experience may be different online, this is the safest option for all involved.

For courses where online training is not currently an option, we are offering courses with limited seating at our own facility, and we are also using other local facilities to maintain social distancing standards. Please be aware that the actual course location may change based on how many students need the training.

#### **Cleaning Protocols**

Prior to the start of any in-person course, IDEAL will clean and sanitize the room using EPA-registered cleaning agents. IDEAL will also clean the room at least once during a break in the course. Alcohol-based (at least 60% alcohol) hand sanitizer will be provided at multiple locations.

During this time, refreshments will not be provided by IDEAL. Students are encouraged to bring their own water/drinks. Ample time will be given for a lunch break.

Students must wear a face covering when entering, leaving, or moving about the training facility. Face coverings will not be required during course lecture time while seated in the classroom.

Students are asked to maintain social distancing while on breaks.

For any hands-on exercises where it may not be possible to maintain social distancing, face coverings must be worn. Gloves will be provided for any hands-on exercises.

To limit the amount of contact, no items will be passed around during the course. All course handouts will either be provided via email or will be pre-distributed. No paperwork will be turned in to the instructor, and IDEAL asks that all handouts/items be taken home or disposed of by each individual student.

Exams will be taken online using your own mobile device or laptop. This will help limit the amount of potential contact. If you are unable to take the exam online, a paper copy will be available. The exam will be done onsite, and the instructor will be present and will oversee the students during the exam.

#### **Student Responsibility**

It is each student's responsibility to ensure they are in good health prior to attending a course. Prior to arrival, all students should do a self-check, and if they experience any symptoms of COVID-19 (found on the CDC website), or if they have been in direct contact with someone who has tested positive in the past 14 days, they should not attend and will be asked to reschedule. For those who must reschedule, you will be allowed to transfer at no cost; however, refunds will not be given.