



## CORONAVIRUS RESPONSE

March 13, 2020

In view of the increasing risk of Coronavirus, we wanted to let you all know that we plan to continue with our trainings one way or another depending upon the severity of the situation, whether it be in person or by a Zoom conference call.

At this point in time, we have made the decision to continue with our trainings under the following scenarios:

1. For a training with less than 25 attendees, we will hold it in person with the strict requirement that anyone who is sick or showing signs of sickness needs to stay home and participate by Zoom. For those who are concerned about participating in-person, we will offer an opportunity to participate through Zoom.
2. For trainings with more than 25 attendees, we will monitor the situation to see whether an in-person option is still possible in addition to the Zoom option.
3. For trainings with more than 50 attendees, we will only offer it using a Zoom conference training model.

For those who will attend in person, we will follow the following protocol:

- Hand sanitizers at every table
- Elbow bumps in lieu of handshaking
- Wiping down common area surfaces
- Encouraging everyone to wash hands using the 20 second rule
- Not using a talking piece

If for some reason things get worse, we will look into the possibility of offering all of our trainings live online via Zoom. We will keep you informed as to the status of that as well as to when we will be resuming trainings as normal.

We regret having to make this decision but want to do our utmost to ensure the health of all. Please feel free to contact us with any questions or concerns.

Sincerely wishing for your good health during this challenging time,

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