

Covid-19 Guidance for all SCM Open Enrollment Classes

SCM is looking forward to providing you with a safe environment for your training. We have conducted a risk assessment of our training facility to ensure we comply with the latest CDC, state and local regulations and recommendations with respect to Covid-19 prevention. Accordingly, the following guidance is provided for your safety and the safety of our employees:

- We have been inundated with requests for training and are scheduling classes to meet those requested needs. To ensure social distancing in our classroom, we have spaced desks so student seats are at least 6 feet from each other, and this has reduced our maximum classroom capacity from 28 students to 12 students per training event.
- Payment for all classes must be paid in full prior to the commencement of class. We will not be accepting payment at the office from students or invoicing subsequent to class completion.
- All students attending classes will be required to be screened at the beginning of each day, at our office main entrance. Any student who refuses to be screened or who does not meet CDC guidelines for screening including temperature checks, will not be accepted into class.
- All students MUST wear face coverings when attending training.
- Any student that has symptoms of Covid-19 or other illnesses like flu/colds should not attend training.
- Any student that has been in contact with someone diagnosed with Covid-19 within 14 days of the date of commencement of training, should not attend training.
- Shared resources, including but not limited to, coffee makers, microwaves and refrigerators will not be accessible to students.
- Students should bring their own beverages and food to classes. There are local resources for food in our immediate area, but these may be limited during the current operating conditions for restaurants and similar businesses. Any items brought to the classroom should not require refrigeration or use of a microwave.
- Identified entry/exit paths into the training facility will be provided for students, AFTER they have been screened each morning by our staff. These routes will be separate to those provided for SCM employees.
- Training materials, including but not limited to training binders, subject specific literature and reference materials should be kept in the classroom each day until the last day of training, when they may be taken home as directed by your instructor.

Thank you for your understanding and cooperation during this unique time.

Thanks,
The SCM Team