In these unprecedented times, UE Systems remains committed to serving the needs of our clients. The purpose of this interim policy is to protect the health and wellbeing of our employees and our clients/students in the classroom environment. Effective May 1st, 2020, below is the COVID-19 Interim Classroom Policy. It will be communicated to all students and employees and in the event of any symptoms the student or employee will be asked to return home.

Our promise to our clients, students, and employees:

All students and employee temperatures will be screened upon arrival to the classroom.

All students and employees will be requested to wash their hands and use sanitizer frequently.

All students and employees will be expected to cover their mouths when sneezing and coughing.

All students and employees will be requested to wear masks.

All classroom tables and chairs will be sanitized each day.

Instructors will include considerations for 6 foot boundaries for students in seating and learning activities.

UE Systems is limiting class sizes and moving classes to larger facilities to provide for social distancing.

All shared equipment including in class demos will be wiped down between students during class.

All classroom use items will be disposed of at the end of the week or washed and sanitized.

Lunches will be provided in individual serving setup.

*Safety guidelines will be reviewed and possibly updated in August 2020
Suggestions for the students traveling to training:

The following recommendations are not CDC requirements, but instead are based on personal experience over the past 20 years when traveling to high-risk regions of the world or during global outbreaks.

- First and foremost, if you don’t feel well don’t travel.
- Use CDC approved cloth face masks when traveling, and working in close proximity with others (less than 6 feet).
- Pack Clorox Wipes or similar disinfecting (not antibacterial) hand wipes.
- Clean all door handles, countertops, tables, wall switches, etc. with disinfecting hand wipes.
- Clean rental car handles, steering wheel, shifter knob, radio buttons, seatbelt latches, etc. with disinfecting hand wipes.
- Avoid shaking hands.
- Avoid touching your face.
- Wash your hands with soap every hour for a minimum of 20 seconds.
- Clean your computer, keyboard and phone each evening using a disinfectant wipe, or a soft, linen-free cloth dipped in isopropyl alcohol. Rub the cloth or hand wipe on the top and sides of each key and then clean the surface and bottom of the keyboard thoroughly. Use a new disinfectant wipe or cloth to clean the mouse.
- If you wear eyeglasses, clean your glasses with a disinfecting wipe or a soft cloth dipped in isopropyl alcohol 3 times per day.
- Place your dirty clothes in a sealable bag. Wash clothes and laundry bag, if possible, immediately when you get home.
- Cover your suitcase with a large trash bag when you get home and leave it in the garage or on your patio for 17 days.
- Change your clothes and wash your hands before interacting with loved ones.
- **Do not travel if you have symptoms** associated with COVID-19. For an up to date list of symptoms please refer to the [CDC Coronavirus Self-Checker](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) website.