

What to Expect at UT CIS

Welcome! We want to thank you for joining us for training at the University of Tennessee's Center for Industrial Services (UT CIS). Your safety along with the safety of our staff and instructors is always paramount, but even more so during the COVID-19 pandemic. To that end, we have made many changes to our training procedures and we want you to know what to expect.

Prior to Arrival

- If you are feeling sick, DO NOT ATTEND CLASS. Please contact our Training Team to arrange a full or partial refund of your registration fee.
- Complete the self-assessment exposure questionnaire at bit.ly/COVID_Self-Assessment and bring it with you to class.



Participant Arrival and Check-In

- During check-in, class participants will be expected to maintain social distance from each other and CIS staff members. A six-foot social distancing queue will be marked on the entry sidewalks.
- If you have your own protective face mask, please wear it during check-in.
- Hand sanitizer will be available during check-in.
- A CIS staff member will greet participants near the front door and will:
 - Provide participants with a paper mask if participants do not bring their own
 - Provide a blank copy of the self-assessment exposure questionnaire for those who forget to bring it
 - Check and record participant temperatures using a hand-held, no-touch thermometer
 - Escort participants to the training room and identify rest rooms



During Training

- Tables and chairs in our training room have been arranged to provide each participant and our instructor with at least six-foot social distancing. Use only the designated chairs and tables in the training room and do not relocate them.
- Participants, staff and instructors will maintain 6-foot social distancing at all times during training.
- Most course materials will already be placed on the tables by our instructor. The instructor will have done so while wearing gloves.
- Hand sanitizer will be provided in the training room. Participants, staff and instructors are encouraged to use this often.
- Participants, staff and instructors will wear a mask and maintain six-foot social distancing from others in the training room. Instructors may remove their masks while presenting provided they maintain 6 feet social distance.



Breaks

- Participants are not allowed to enter any other part of the office building besides the training room and the restrooms.
- Masks must be worn at all times while outside the training room but inside the building.

