

YWCA Adult Education and Training Center - Norristown Reopening Guidelines for COVID Safety

Any individual entering YWCA Tri-County Area program at the Human Services Building
At 1430 Dekalb Pike, Norristown **must wear a mask to get into the building.**

- You **must wear a mask to enter the building and YWCA's program area on the 3rd floor.**
- A YWCA staff member will meet you when you come into YWCA's program area on the 3rd floor. The staff member will ask you to complete a questionnaire of COVID-related symptoms. **You must complete the questionnaire each time you come to YWCA's program. The forms are kept in a confidential file and not seen by anyone.**
 - You need to sign and date the form
 - Use the hand sanitizer on the table before entering your classroom or the office area.

CLASSROOM SPACE

- All classrooms have been cleaned and sanitized. Classrooms are sanitized after each class.
- Desks and tables have been arranged to provide social distancing between students and the instructor. Tables are arranged 6 feet apart. Please **do not** move desks.
- **You must wear a mask while in class.**
- If you leave and return to the classroom, you need to wash your hands or use hand sanitizer before re-entering.
- **If you feel unwell, please do not come to class. If you feel unwell while in class, please leave the class and return home.** Advise your instructor that you need to go home.
- **If you test positive for COVID,** contact the Program Director or your Case Manager and advise of the diagnosis. Your information will be kept confidential.

We are required to follow CDC guidelines. We must advise students and staff that there is a possible exposure to the COVID virus. **Your confidentiality will be respected.**

If you test positive for COVID, you are required by CDC guidelines to self-quarantine for 14 days. You may not enter the building or YWCA's program during this program quarantine period. If you are a student, your instructor can help you up-to-date with your work.

Please advise your instructor or case manager when you will be returning to class after the 14-day quarantine period.