

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

To: All YWCA Adult Education and Training Center Students

Any individual entering YWCA Tri-County Area program at 724 N. Adams Street, Pottstown

- Everyone coming into YWCA Adult Education Center must enter through the doors on the Jackson Street side of the building. **You will not be able to enter the building through the front doors (this is YWCA's entrance).**
  - The side doors have posters with YWCA's logo on the posters
  - Enter through the side doors and come to the second floor.
- You **must wear a mask to enter the building and YWCA's program area.**
- On the second floor, follow the directions on YWCA's doors to enter the YWCA's area.
- A staff member will meet you and ask you to complete a questionnaire of COVID-related symptoms. **You must complete the questionnaire each time you enter the building. 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
- When leaving YWCA, use the double doors in the hallway.

### 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 during 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 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 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.