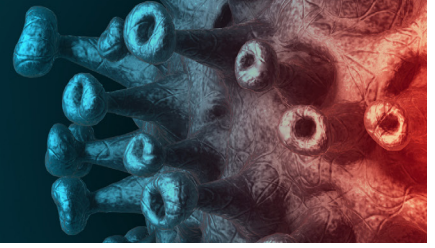


COVID-19 Information Sheet

What You Need To Know



- Cleaning & Disinfecting:** We have increased the frequency of cleaning and disinfecting in our facilities prior to the start of each training session.
- Physical Distancing:** Classroom seating and standing activities has been set up to maintain a physical distance of 2 metres (6 feet).
- Non-Essential Areas:** All non-essential areas have been closed to reduce gatherings. Students and staff are asked to go directly to their respective classrooms and offices upon entry to our campuses and exit upon class dismissal.
- Hand Hygiene:** Hand sanitizer and/or hand wash stations are available at all entry and exit points of the campus and classrooms.
- Masks:** Students and staff will be required to wear a mask while attending our campuses. The only exemption where masks are not required are while students are in the classroom where physical distancing of 2 metres (6 feet) can be maintained.
- Personal Protective Equipment (PPE):** Students and staff will be provided (gloves, goggles, face shields, etc.) depending on the task or training component being facilitated.
- Training Materials/Equipment:** Students should use their own learning equipment (e.g. computers, manuals, notebooks, calculators, pens, etc.). All tools and equipment used by instructors for demonstrations will be disinfected after each use.
- Covid-19: Self-Screening Questionnaire:** Students and staff must complete the self-screening questionnaire prior to entering our campuses. If any student or staff member answers "YES" to any of the questions, they are not permitted to enter our campus.
- Stay Home if You Are Sick:** Protect yourself, your family, and your community by staying home if exhibiting symptoms of COVID-19, even if symptoms resemble a mild cold.
- Emergency Response Plan:** An emergency response plan has been implemented at our campuses to respond to suspected and/or confirmed Covid-19 illness. The procedures outlined in our plan will provide instruction and guidance to our students and staff members in the event of a suspected and/or confirmed illness. This will be reviewed in detail with your instructor prior to class commencement.
- Communication and Awareness:** Posters and signs have been displayed throughout our campuses to keep you informed of practices to Stop the Spread of Covid-19. Be aware of your surroundings and follow signage that we have placed throughout our campuses for the protection of you and others.



If you are unsure of the information we have provided, please feel free to contact us at safety@keyin.com. Our goal is to keep you safe and healthy!