

Required COVID Safety Guidelines for Onsite Participants

FGIA Office Address: 1900 E Golf Road, Suite 1250, Schaumburg IL 60173

Office Building Guidelines (as of 6/16/2021)

- Masks are required in all common areas for non-vaccinated individuals
- Hand sanitizers are placed strategically throughout the common areas, including bathrooms, lobby, etc.
- Elevators are limited to **four people max**; designated corner spots are outlined and there should be no talking
- Eating Areas @ Deli – **lower level**
 - Seating in eating areas @ Deli will be allowed during the hours of 11 AM – 3 PM Monday – Friday.
 - Limit of persons in eating area will be 25 with proper social distancing
 - Face masks are required when not eating/drinking and in all common areas of the building
 - TVs, couch seating, sleep pod, lower level conference room and deli service will not be available
 - Please clean up the area you use – wipes will be available

FGIA Office Guidelines (as of 6/16/21)

- **Participants can be unmasked while seated in the conference room.** Masks are required when you are not seated, or in common areas of the FGIA office. *Masks are required in all common areas of the building for non-vaccinated individuals.*
 - Desks will be spaced at least 6 feet apart
 - Contact education@fgiaonline.org if you are unable to comply with this requirement and would like to request an accommodation
- Complete daily self-reported health questionnaire upon entry
 - See second page for tentative training schedule; plan to arrive 15-20 minutes prior to the scheduled start times to allow enough time for completing the health screen form
- Follow defined one-way traffic flow (e.g., enter via front door, exit via back door)
- Hand sanitizer and disinfecting wipes will be available at each participant's desk; each participant is responsible for sanitizing their area at the end of the day
- FGIA staff will complete sanitization in common areas (e.g., kitchen, door knobs, training room, etc.). Disinfecting wipes will be placed accordingly to facilitate sanitization in between uses.
- Lunch/snacks/beverages will be provided; breakfast will be on your own.
 - These will be individualized options (e.g., box lunch) to reduce interactions with others in the class

By checking this box, you certify that you are or will be fully vaccinated against COVID (i.e., two weeks after final vaccine dose), OR, if unvaccinated, you will get tested for COVID within 48 hours prior to the start of program with a confirmed negative result, and that whether vaccinated or unvaccinated, you will not attend if you are experiencing any COVID-19 symptoms.

Signature: _____ **Full Name:** _____ **Date :** _____

IMPORTANT NOTICE

PARTICIPATION IN FGIA-SPONSORED ACTIVITIES IS AT YOUR OWN RISK. BY REGISTERING FOR FGIA-SPONSORED ACTIVITIES, YOU AGREE TO RELEASE AND INDEMNIFY FGIA FROM ANY LIABILITY ARISING FROM YOUR PARTICIPATION OR THAT OF YOUR GUESTS. FGIA SHALL HAVE THE RIGHT TO USE YOUR LIKENESS AND VOICE IN PHOTOGRAPHS OR VIDEOS TAKEN AT THE EVENT FOR ADVERTISING, PROMOTIONAL OR COMMERCIAL PURPOSES. ALL SUCH REPRODUCTIONS WILL BE THE EXCLUSIVE PROPERTY OF FGIA. BY SUBMITTING A REGISTRATION FOR THIS EVENT, YOU ARE INDICATING THAT YOU AGREE TO THIS POLICY.

Tentative Training Schedule (as of 5/27/21)*

Monday, August 30

10:00 a.m. – 10:30 a.m.: Complete Health Questionnaire
10:30 a.m. - 11:30 a.m.: Introductions | Training Overview | Teaching Tips
11:30 a.m. - 12:30 p.m.: Chapters 1-5
12:30 p.m. – 1:30 p.m.: *Box lunch*
1:30 p.m. – 3:00 p.m.: Chapters 6-8
3:00 p.m. - 3:30 p.m.: *Break (outside, if weather allows)*
3:30 p.m. – 5:00 p.m.: Chapters 9-12

Tuesday, August 31

8:30 a.m. – 9:00 a.m.: Complete Health Questionnaire
9:00 a.m. - 11:00 a.m.: Chapters 13-16
11:00 a.m. – 11:30 a.m.: *Break (outside, if weather allows)*
11:30 a.m. - 12:30 p.m.: Chapters 17-18
12:30 p.m. – 1:30 p.m.: *Box lunch*
1:30 p.m. – 3:00 p.m.: Chapters 19-21
3:00 p.m. - 3:30 p.m.: *Break (outside, if weather allows)*
3:30 p.m. – 5:00 p.m.: Chapters 22-23

Wednesday, September 1

8:30 a.m. – 9:00 a.m.: Complete Health Questionnaire
9:00 a.m. - 11:00 a.m.: Chapters 24-26
11:00 a.m. – 11:30 a.m.: *Break (outside, if weather allows)*
11:30 a.m. - 12:30 p.m.: Chapters 27-28
12:30 p.m. – 1:30 p.m.: *Box lunch*
1:30 p.m. – 3:00 p.m.: Participant Lead Review
3:00 p.m. - 3:30 p.m.: *Break (outside, if weather allows)*
3:30 p.m. – 5:00 p.m.: Participant Lead Review

Thursday, September 2

8:30 a.m. – 9:00 a.m.: Complete Health Questionnaire
9:00 a.m. - 11:00 a.m.: Participant Lead Review
11:00 a.m. – 11:30 a.m.: *Break (outside, if weather allows)*
11:30 a.m. - 12:30 p.m.: Participant Lead Review
12:30 p.m. – 1:30 p.m.: *Box lunch*
1:30 p.m. – 3:00 p.m.: Participant Lead Review
3:00 p.m. - 3:30 p.m.: *Break (outside, if weather allows)*
3:30 p.m. – 5:00 p.m.: Participant Lead Review | Material Review

Friday, September 3

8:30 a.m. – 9:00 a.m.: Complete Health Questionnaire
9:00 a.m. - 11:30 a.m.: Material Review
11:30 a.m. – 1:30 p.m.: *Final Exam*
1:30 p.m. – 2:30 p.m.: *Box lunch*

**Noted times are approximate and may change based on class interactions; additional breaks will be incorporated each day, as needed*