

In-Person Class Policy

Adopted by the TOALC Advisory Board August 5, 2020

The following policy will apply to all TOALC-sponsored in-person classes starting with the fall 2020 semester and continuing until further notice. The objective of this policy is to follow CDC guidelines for community-based organizations, avoiding “Higher Risk” activities. (Ref: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>).

1. All in-person classes will be held outdoors. If a class cannot continue outdoors because of the weather, it will adjourn rather than move inside.
2. The class leader should
 - a. Know and adhere to this policy and to any additional provisions required by the owner of the meeting location or the Pennsylvania State Health Dept policy current at the time of the class.
 - b. Ensure that attendance is taken at the class. Contact the TOALC office by phone or email after class to report attendance.
 - c. Ensure that there are sufficient supplies to promote proper hygiene: Effective hand sanitizer, Kleenex, paper towels, disinfecting wipes, no-touch waste basket.
 - d. Ensure that at the end of the meeting, the area is cleared and cleaned as required by the location owner and that items borrowed for the meeting are cleaned and returned.
3. Participants should:
 - a. Bring their own chair.
 - b. Not bring food to the class.
 - c. Not attend class if they are experiencing COVID-19 symptom.
 - d. Review and follow CDC guidelines (ref: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>) if you had or likely had COVID-19.
 - e. Wear a cloth mask covering nose and mouth when you enter class. You must continue wearing the mask if you cannot stay consistently more than 6 ft away from fellow students. We recommend wearing the mask during the class. TOALC is not responsible for providing a mask.
 - f. Go home if they become sick during class.

- g. Avoid sharing objects with other participants that are difficult to clean or disinfect.
- h. Follow recommended handwashing hygiene.