We are excited to deliver the wonderful news that IEE will be re-opening its doors next Tuesday, May 26th! There will be some restrictions during this first phase of the re-opening, but we look forward to seeing you!

**The NEW IEE going forward, until further notice:**

- IEE will train some “live” initial training courses in-house at IEE, with limited seats available per course.
- IEE will continue to hold refresher courses via Video Conferencing.
- We will be leaving extra time throughout the day to disinfect hands-on equipment and to wipe down any work spaces. Gloves will be available when handling equipment, and as needed.
- We will be disinfecting heavy transit areas and high touch surfaces such as the kitchen area, coffee area, vending machine, door handles, and restrooms frequently throughout each day.
- We will have hand sanitizers available for your use throughout the school.

**What is required of YOU?**

- If you have been ill or have any symptoms, such as fever, headache, sore throat, coughing, loss of taste, etc., and those who are particularly vulnerable to COVID-19 according to CDC are encouraged to PLEASE STAY HOME. We will see YOU at a later date.
• All students, staff, and anyone else wanting to enter IEE will have their temperature scanned prior to entry. Any staff member or client showing a temperature of 100°F will be turned away.
• We appreciate your course registration and payment in advance.
• Please remain outside of the school, at least 6’ from other students, until your scheduled check-in time. Please arrive on time to accommodate the additional procedures needed to help keep everyone safe. Please do not congregate in a group. A staff member will come out to welcome you. Please follow instructions and wait as directed by staff.
• Masks or other face coverings ARE REQUIRED AT ALL TIMES WHILE AT IEE. Upon your arrival to IEE, prior to approaching our facility, please make sure that it is on.
• All students attending a *live* course at IEE must sit 6’ apart, unless you are family members that live in the same household.
• Please refrain from bringing too many personal belongings beyond any necessary items and food and/or beverages. Bringing a personal lunch cooler is recommended.
• To maintain the state’s social distancing guidelines, we also ask that you refrain from hanging around in groups with classmates during breaks and lunch (this applies to outside as well.). The kitchen area will be limited to use by only a couple of people at a time, to quickly grab a coffee or snack. Eating, drinking, or hanging around in the kitchen is prohibited.
• There will be NO eating allowed in classrooms either.
• All students, staff, and any other visitors to IEE must wash hands or use the hand sanitizer made available to you upon entering the school, and must continue to do so often throughout the day.
• While we ask that social distancing be maintained, there may be some instances where this is not possible during hands-on training. Please do the best you can, keep your mask on and wear gloves as needed. While we are going above and beyond the Governors opening requirements, there is a risk to attending live courses and you agree to accept this risk.

Please also refrain from physical contact with other students or staff such as hugging and/or handshaking. We already know how much you care 😊 and we care too!!!

Let’s all try to stay safe & healthy, be patient, and work together to get through this first phase of our re-opening. We appreciate, in advance, everyone’s understanding and cooperation!

**PLEASE STAY TUNED FOR ANY UPCOMING CHANGES**

Please call IEE with any questions and go online to our website or give us a call to register for a course. (978) 658-5272
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