



As you must know by now, the Coronavirus virus (COVID-19) has reached Massachusetts, with 95 cases currently reported. IEE remains open and we are taking preventative measures to help keep you and everyone here safe. Here is what we are currently doing and how you can help:

Practice good hygiene. While this is a good principle at any time, it is especially important now. Wash your hands with soap and water for at least 20 seconds, use hand sanitizer, avoid touching your face or mouth, and cover your mouth and nose when you cough or sneeze. Our staff are all taking every precaution.

Cleaning and sanitizing procedures. Staff here at IEE and our cleaning company are regularly sanitizing, cleaning, and wiping down all areas of the school every day. All student chairs and tables are sanitized after use. We have stocked up on antibacterial sanitizer bottles as well as containers of disinfectant wipes. We encourage everyone to sanitize hands upon entry to IEE and frequently throughout your course time here. We have sanitizer located throughout the building---at the front desk, kitchen, bathrooms, and all classrooms.

Sick policy. If you are sick, have come in contact with someone who may be contagious, or need to care for a loved one who is ill...**PLEASE STAY HOME!!!!** This applies not just to suspected cases of Coronavirus, but to all illnesses.

Recovery time. Please understand that if you have been sick for any reason, you are more susceptible to other illnesses. Recognize that it may take time for you to recover from your illness. If you have had a fever, stay home until at least 24 hours after the fever is gone, and without having the need to take any fever-reducing medicines.

Course cancellations. If at any point IEE needs to cancel a course due to instructor illness, we will notify you immediately.

IEE appreciates your continued business and we are doing all that we can to keep everyone healthy and safe. Please let us know if you have any additional questions.

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