



May 4, 2020

Dear valued EEI Training Customer,

EEI Training is committed to maintaining a safe and healthy workplace for our employees and clients.
Following Florida Governor Desantis's Phase One reopening Florida guidelines
EEI's training center will reopen June 1st

We are closely monitoring the ongoing COVID-19 Coronavirus outbreak according to the guidelines and recommendations of the CDC (Centers for Disease Control and Prevention), therefore;

- Effective immediately, we will be implementing smaller class sizes allowing us to adhere to recommended social distancing.
 - Instructors and students will maintain social distancing at all times.
- Instructors and students will be required to wear masks at all times while in the facility.
 - Students will be notified in advance of the direction to wear masks, they will not be allowed in the facility without one. (We will make masks available if they don't have one).
- We will follow the CDCs recommended enhanced monitoring guidelines to *include Pre-Screening by taking daily temperature checks for all employees and guests upon entering the facility. Entry will be denied if the individual's temperature is elevated.*
- We continue to sanitize daily to ensure we are continuing to follow CDC guidelines at the Training Center, sanitizing common area items.

For students who already have classes scheduled, you will be contacted by, Training Center Coordinator, Jessica Wilson (jwilson@eeimfg.com), to reschedule a new date.

IPC has released an update last week regarding training and certifications. Effective immediately and upon request, IPC will temporarily authorize 90-day extensions to those who have expiring certificates. CITs and MITs need to request an extension to an expiring certification through the Certification Help Desk. When completing the form, please select the "Extension Request" in the Request Type field.

CISs that are seeking an extension should request a CIT or MIT that conducted their training. To contact trainers at EEI, please email Crystal Brodie at cbrodie@eeimfg.com or Tim McFadden at tmcfadden@eeimfg.com. The CIT or MIT will complete the CIS Extension Form that has been added to the Training Resources sections on IPC EDGE. Forms must be filled out completely and emailed to certification@ipc.org. The certification expiration date will still follow the current policy for all certifications that were obtained by the temporary extension.

IPC will currently only process extensions for certifications that expire within March or April. IPC will reevaluate the situation in the coming weeks regarding extensions for May and June. To read more about the update please visit <http://www.ipc.org/emails/tech/COVID-19ReponseFinal.pdf>.

As always, the health, safety, and well-being of our customers, our associates, and our communities is of paramount concern. We continue to monitor this quickly evolving situation and are here to assist our customers as needed.

Thank you for being an EEI Training customer!

Sincerely,

Sue Englander
President
EEI Manufacturing Services