



July 29, 2020

Dear valued EEI Training Customer,

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. Currently, we are holding a limited number of classes from July – September and will begin booking classes in October.
  - 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. The 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 quote information regarding classes we offer, please contact Training Center Coordinator, Jessica Wilson ([jwilson@eeimfg.com](mailto:jwilson@eeimfg.com)), to reschedule a new date.

IPC will no longer provide extensions for students. Students may renew their certification up to 6 months prior to expiring. We do offer remote options for the IPC-A-610 and IPC/WHMA-A-620 classes.

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