



## Catholic Charities, Inc. – Immigration & Refugee Services

939 East Park Drive • Suite 102 • Harrisburg • Pennsylvania 17111 • (717) 232-0568 • FAX (717) 234-7142

### ESL Program COVID-19 Procedures

At this time, all ESL classes will continue to be provided remotely on Zoom. However, for new student enrollments and the eventual return to face-to-face classes, all students must adhere to the following procedures during the COVID-19 pandemic.

- ❖ All ESL students will report to Suite 104 for intake, where they will sign-in and have an electronic forehead scan for a temperature reading. If the temperature is at or higher than 100° Fahrenheit, the client will have to leave the premises at once and return home. Temperature checks will be conducted again for any clients who leave the building and then return during the same day.
- ❖ Students are required to wear face masks or face coverings while in the building unless they have a condition that would worsen by wearing a mask or face covering.
- ❖ Students must maintain social distancing of at least 6 feet from other people inside or outside the building whenever possible.
- ❖ Students may not congregate in the hallways.
- ❖ Students are encouraged to wash their hands frequently for at least 20 seconds and use hand sanitizer as an alternative, especially when they arrive at the Catholic Charities Office or are preparing to leave, prior to eating, after using the restrooms, after coughing or sneezing, and after touching any communal object, such as a door handle.
- ❖ Sneezing and coughing must be done into the crook of the arm and not into hands.
- ❖ If students develop symptoms that they believe to be related to COVID-19 during their time in the Catholic Charities Office or class site, they are excused to go home immediately. If they cannot leave immediately, they must go outside to wait for their ride.
- ❖ If students believe they are experiencing COVID-19 symptoms at home, they must notify their instructor or the program manager, who will alert Catholic Charities leadership for follow-up with anyone who may have been in contact with the students while at Catholic Charities or at their class site.
- ❖ If students test positive for COVID-19, they must stay at home for a mandatory minimum of 10 business days and notify their instructors that they have tested positive. The instructor will notify the program manager and Catholic Charities leadership for follow-up with anyone who may have been in contact with the students while at Catholic Charities or at their class site.



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- ❖ Students who are at high risk for COVID-19 or are uncomfortable attending face-to-face intake or class sessions are encouraged to participate in remote intake and learning from home.
  
- ❖ To assist our students, Catholic Charities will provide the following:
  - Soap, paper towels, and hand sanitizer will be available at all times.
  - Face masks will be provided to any students who do not have one.
  - Intake rooms and classrooms will be arranged to allow social distancing of at least 6 feet between students and instructors.
  - All tables, chairs, writing utensils, computers, and other community objects will be disinfected after every intake or class session.
  - Staff will be required to follow all safety procedures required of clients.

**Thank you in advance for following these procedures responsibly!**



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