



## MRA Guidelines and Conditions for In-Person Training

MRA is excited to get back to in-person training! Like other activities affected by COVID-19, in-person training will look different for a while. Our number one priority is your safety and well-being. MRA is committed to providing a safe and healthy environment for all our employees, members, and guests. Our goal is to protect all visitors in our buildings from exposure to COVID-19 and help prevent the spread of the virus.

MRA will comply with opening guidelines as we open our buildings for training. We have created a plan based on requirements of state Executive Orders in each of the four states in which we operate. It is also our intention to follow Centers for Disease Control (CDC) guidelines as well as state guidelines.

The following guidelines will be followed to keep you and others safe while in our buildings:

### Social Distancing

- Always maintain at least a six-foot distance between yourself and others.
- Avoid group gatherings in common areas including breakrooms, bathrooms, training rooms, conference rooms, lunchrooms, member lounge or the MRA cafe.
- Classroom sizes have been reduced to ensure social distancing based upon the capacity displayed for each room, allowing enough space to allow for at least six feet between all participants.
- All interactive activities will be done with plenty of space between participants.



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## Health & Hygiene

- Classroom spaces will be thoroughly cleaned and sanitized before every session.
- We will provide individual packaged lunches.
- MRA will not reuse writing instruments and other materials that are touched by training participants or instructors.
- Stay home or go home if you are sick and notify your instructor if you are experiencing a fever (100.4 or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, muscle aches, or headaches.
- Regularly wash your hands for a minimum of 20 seconds.
- Avoid touching eyes, nose, and mouth.
- Do not shake hands.
- Hand sanitizer, hand washing stations and cleaning supplies are available in all offices, break areas and conference rooms.
- Avoid touching surfaces touched by others.
- Cough or sneeze into your bent elbow or cover your mouth with a tissue. Dispose of the tissue immediately and wash your hands afterward.

## Personal Protective Equipment

### Mask/Cloth Facial Coverings

State executive orders mandate the wearing of face coverings inside of buildings, and the Centers for Disease Control (CDC) recommends that people wear masks in public settings. To provide a safe and healthy space for all guests, MRA is following state executive orders and the CDC guidelines by requiring visitors to wear a face mask. Guests who wish to wear their own masks will be permitted to do so. If you do not have a mask, there will be cloth masks available as you enter the building. Our supply is limited, so please try to remember to bring your mask to each session/class.

Here are guidelines for wearing a mask or making your own:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>





## MRA's Waukesha Conference Center





## MRA's Plymouth Conference Center



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## RESOURCES

### GENERAL

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](https://www.cdc.gov/coronavirus/2019-nCoV)

### HANDWASHING

[www.cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)

### RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

### SOCIAL DISTANCING

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

### HOUSEKEEPING

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

