

Return to Classroom Guidelines

MAIA will hold certain September/October live classes in the Milford office. Depending upon their success, as well as the current state of affairs in Massachusetts, we may extend additional live classes to other areas in November and December.

Safety & Cleaning Measures

All classes will be held in MAIA's large classroom, and classes are limited to 18 people, including the instructor. This complies with the Massachusetts guidelines regarding venue settings of 8 people per 1,000 square feet.

Classroom has been reconfigured to allow for only 1 person per table with social distance measures between tables.

Participants must bring and use their own masks.

Hand wipes/sanitizer will be available for participants' use.

Cleaning of commonly touched services will be completed throughout the day.

Attendees are asked to respect the social distancing measures set by the state at all times. Please follow the directional markings on the floor and adhere to at least six feet apart when registering, in classroom, during breaks, etc.

No food/coffee service will be provided. Attendees may bring in their own, but may not share, and there will be no access to refrigeration or microwave.

No hard copy books will be provided. Students will be sent/given access to an electronic version prior to the class. Attendees can either download and bring the book in on their own device, or print it out and bring it if they prefer.

Directional arrows will be used to show the flow of traffic for entering/exiting the room, the registration area, and the bathroom facilities.

The bathroom facilities will be limited to 2 people at a time.

Course & Exam Signs-Ins

Individual attendees will NOT physically sign in. Only the Registration Coordinator or faculty member will touch the sign-in rosters or devices.

At Registration, attendees will display their license and state their name to the coordinator. The coordinator will sign the roster with the attendee's cellphone (or other method) to be used to contact individuals, should that be needed.

The PM sign-in will be done at a designated time, with individuals again telling their name to the coordinator, who will add your initials next to your name.

If an exam roster is needed, the faculty member will sign the exam sign-in sheet for the participants.

For CISR iPad sign-ins, the coordinator and/or faculty member **will sign in for the participants** using their initials at registration. Attendees will also be asked for their cellphone numbers to be placed on a roster for contact tracing if needed.

For AM and PM sign-in sheets, the Coordinator will take attendance at a designated break time. The coordinator will again initial the sign-in sheet for the attendees.