



AIM INSTITUTE COVID-19 GUIDELINES FOR STUDENTS AND INSTRUCTORS

AIM will be following the guidelines below and they are to be adhered by all students, instructors, and staff:

1. Prior to coming to and while at AIM
 - a. If you are feeling sick or have been sick or around anyone who has tested positive for COVID-19 within the past month, we ask that you reschedule your course with us. Please contact us immediately so we can make the accommodation.
 - b. If you develop symptoms of COVID-19 while you are here, please notify AIM immediately and discontinue coming to class.
2. Entering/Exiting the Building
 - a. Students are to enter/exit the building (including break times) through the front entrance.
 - b. Prior to proceeding past the receptionist:
 - i. Sanitize your hands upon each entrance into AIM (sanitizer is available in the lobby area).
 - ii. Masks are not currently required, but are encouraged. AIM has masks available for students who forget or lost their own mask. The mask must cover the nose and mouth.
3. Classrooms
 - a. AIM is utilizing full classroom capacity as of July 1, 2021. This means that those who are not vaccinated may be in close proximity (less than 6 feet) with those who have been vaccinated. AIM will make every attempt to separate all students wearing masks by 6-feet whenever possible.
 - i. NOTE: Each student is making their own decision to attend courses at AIM, and AIM is not responsible for any illness that may result.
 - b. Labs (Molding and Non-Molding Labs & demonstrations)
 - i. Labs and demonstrations will be done live with student participation whenever possible. AIM may utilize a combination of live and virtual labs when needed pending the current COVID situation.
 - c. Sample parts may be passed around among the students. If a student is uncomfortable receiving the samples, they may opt out of handling them and ask that they be sent to the next student.
4. Breakfast and Lunches
 - a. Boxed lunches will be provided. Lunch may be eaten in the classroom or lunchroom, pending a student's own comfort level.



- b. Individually wrapped utensils will be provided.
 - c. Drinks will be provided, including water and juices and coffee.
NOTE: Each student is welcome to bring their own lunch, snacks, and drinks if desired.
5. Hand Sanitizer
- a. AIM will continue to provide hand sanitizer all throughout the building and its frequent use is encouraged.
 - b. It is recommended that all students and staff sanitize their hands before opening the classroom refrigerator or touching any item that others may utilize.
6. Building Access
- a. Pending the situation, access may be limited to the front of the building, the specified classroom for each given course, and the AIM Molding Lab if applicable.
 - b. When walking through the building, anyone with a mask should maintain a social distance of 6 feet.
7. Restrooms
- a. All students are to use the restrooms as designated by your instructor.
8. Miscellaneous
- a. Any specific questions or concerns can be directed to an AIM Instructor or Executive Director.

We appreciate your cooperation and hope to make your learning experience at AIM a safe and enjoyable experience. Thank you.