

New Classroom **POLICIES AND PROCEDURES**

OFFICE HOURS: MONDAY - FRIDAY, 9 AM - 4 PM

- MTP students, staff, and volunteers are required to bring and wear a personal mask to class. Hand sanitizer will be available in every classroom.
- Each member or guest will need to complete and sign a Coronavirus screening form in the classroom before the start of class. Please plan to arrive to class early.
- MTP volunteer class host(s) will take attendance in the classrooms.
- No walk-ins are permitted. Students must register before attending class. Students that have not pre-registered will be expected to visit the front office before class to confirm there is still space and register before entering the classroom.
- Handouts will be sent digitally to students who may print and bring to class. If a student is unable to print a handout, MTP will provide it upon request.
- Class evaluations will be offered electronically for students to complete and send from home. Pens will be provided for the few printed evaluations in the classroom.
- All tables, doors and equipment will be disinfected before and after all classes.
- All exterior doors will be wiped down every 30 minutes by MTP staff.
- All class sizes will be reduced, and social distancing will be enforced before, during, and after classes.

Call (352) 861-9751 to learn more about distance learning opportunities.

**A complete list of pre-recorded, live virtual, and hybrid classes
can be found online at www.MasterthePossibilities.org.**