

EFFECTIVE IMMEDIATELY

TRAINING EVENT POLICY

It is I-CAR's intent to continue to service the industry's training needs as the COVID-19 situation evolves and hopefully resolves.

RESOURCES:

Visit www.cdc.gov/coronavirus to learn more.

I-CAR will continue to offer the full suite of our training/service portfolio to the industry, including Online and Virtual, instructor-led training which we fully expect to continue delivering without impact. All courses previously delivered Live have been shifted to a Virtual, instructor-led format.

At this time, we plan to continue delivery of our In-Shop training and services, except where prohibited by state guidelines (see Credentialing Policy). This said, we do wish to consider the health and welfare of our students and instructors to the best of our ability, thus we have established the following policies that are in effect at this time and subject to further updates as may become necessary.

I-CAR Delivered In-Shop Training

For the health and safety of I-CAR Instructors and Customers, I-CAR may set capacity limits on in-person training events to fully comply with proper social distancing orders where established. In these cases, the following procedures will be in effect:

- Prior to an in-shop event taking place, Instructor/Assessor will contact shop for which event will take place to complete "COVID-19 SHOP QUESTIONNAIRE".
 1. Within the last 14 days, have you or anyone at your location returned from a location listed as Level 2 or Level 3 on the CDC website or a known "hot spot" of infection according to the local department of public health?
 2. Have you or anyone at your location had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
 3. Have you or anyone at your location been in close contact with anyone who has traveled within the last 14 days to one of the locations listed as Level 2 or Level 3 on the CDC website or a known "hot spot" of infection according to the local department of public health?
 4. Have you or anyone at your location experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?
- If an Instructor arrives and finds that any shop employee is ill or showing symptoms, the Instructor/Assessor reserves the right to cancel the event, and it will be rescheduled to a later date/time.
- If an instructor opts to not deliver a scheduled course citing health/exposure concerns, I-CAR will attempt to identify another Instructor/Assessor willing to deliver the event. If an alternate Instructor/Assessor cannot be found, I-CAR will reschedule the event. In order to opt out, the Instructor/Assessor must notify their Lead Associate or AVP-Delivery prior to cancelling the event. I-CAR will waive any cancellation or rescheduling fees.
- If a Student should arrive and /or show symptoms attending an I-CAR WTC or HOSD training event, I-CAR Instructor/Assessor reserves the right to ask the student to leave the event. At this time, cancellation or rescheduling fees will be waived.

I-CAR reserves the right to cancel an in-person training event at any time if deemed necessary to maintain the health and safety of our Instructors and customers. I-CAR will monitor issues that may arise as result of these policies and reserves the right to modify such policies at any time.

In-Shop Event Rescheduling and Cancellation Policies

If an assigned instructor/assessor is unable to deliver a scheduled event citing COVID-19 concerns, I-CAR will make every attempt to identify another instructor/assessor to deliver the event. If a replacement instructor/assessor is unavailable, I-CAR will reschedule the event.

Regarding normal I-CAR policy on cancellation and/or rescheduling, at this time, it is I-CAR's plan to waive any cancellation or rescheduling fees associated with COVID-19 disruption of I-CAR's ability to deliver Live and In-Shop training and services, assuming customer cooperation with I-CAR policies.