



New York English Academy

NYEA COVID SAFETY GUIDELINES (September 2020)

To protect the health and well-being of members of the NYEA community, we have adopted specific institutional policies referencing the guidance of the CDC, the State of New York, The City of New York, The Accrediting Council for Continuing Education and Training (ACCET), and Student Exchange and Visitor Program (SEVP).

NYEA has opted to deliver its educational programming and support services online in 2020. However, to meet requirements for F-1 student visas, we will support limited in-person instruction when necessary. For that reason, we have developed the following safety measures:

Safety Measures for Ensuring Safe NYEA Classrooms and Facilities:

- **Observe signs** displayed throughout NYEA'S facilities. Students and staff are required to observe the listed proper hygiene practices.
- **Stay 6 feet away** from other people. This is to be observed at all times, whether in the classroom or during an office visit.
- **Wear a mask** at all times.
- **Wash your hands** regularly for at least 20-30 seconds. At a minimum, wash hands a) before entering the school space and b) immediately upon leaving the school space.
- **Use hand sanitizer** whenever possible. Hand sanitizers are made available throughout NYEA'S facilities: offices, classrooms, and common areas.
- **Use sanitizing wipes** on desk and computer surfaces before and after use.
- **Use entrance doors and elevators with caution.** Be aware of what you have touched and which part of your hand was used. Wash hands and sanitize after touching.
- **Carry your own personal hand sanitizer.**
- **Wipe down classrooms** (computer, whiteboard, projector and screen, etc.) with disinfectant on a daily basis.
- The on-site director will conduct **frequent inspection** to ensure that this protocol is observed.
- Each NYEA room has a window. **Windows should be open whenever possible to allow proper ventilation.**
- **Don't crowd or gather.** Lunch room will be closed, and students are asked not to gather in any part of the school besides the classroom.
- **Water cooler and coffee machine will not be in use.** Please do not attempt to use them.
- **Limited capacity:** NYEA will limit the number of student in any classroom to ensure proper distancing

- **IF YOU ARE SICK STAY HOME:** If you have a fever, cough, or any other signs of illness, do not come to the school. Students and staff may be asked to fill out a health check form, or submit to a temperature reading.

Please monitor our website for safety updates, and contact admissions@newyork-english.edu with any questions.

Be Safe. Be Well.

NYEA