

IMPORTANT NOTICE

Necessary Steps We Will Take

1. IQ staff will measure all students' temperature upon arrival to ensure there are no visible symptoms.

** Anyone who has shown any symptoms related to the coronavirus or has potentially been exposed to the virus **MUST** stay at home for **at least 2 weeks**. We appreciate your kind understanding and for following this protocol.

2. All staff and students will wash their hands every hour or more frequently as needed.
3. IQ staff will disinfect the facility every morning, afternoon while students are in the facility and after business hours to maintain a safe learning place.

Due to the specific guidelines of Phase 3 provided by Governor Newsom, IQ will strictly abide by them to maintain a safe environment. Therefore we will **NOT** be allowing any outside contact with the students within the facility other than the staff. The detailed operational plan and instructions are stated in the attachment.

The below chart lists out mandatory and recommended items for all IQ students. Please note these are **NOT SHAREABLE ITEMS**. Each student **MUST** bring their own.

Daily Checklist ** please check these items on a daily basis prior to coming to IQ **	✓
Mask (*Mandatory*)	
Laptop (*Mandatory*)	
Headphones (*Mandatory*)	
Pencil, Eraser, and any other stationeries needed i.e. ruler, color pencils (*Mandatory*)	
Personal hand sanitizer / disinfectant supplies (Strongly recommended)	
Game Devices during break/ free time (Strongly recommended)	
Lunch (Strongly recommend homemade food, but we can also take lunch order)	
Snacks (Strongly recommended)	

Social Distancing

1. To exercise social distancing (6ft-rule) within the facility, each classroom's capacity has been limited to 6 students and 1 tutor.
2. Each class will begin and end at a different time than other classes in order to avoid as much contact as possible with other students.
3. Duration of class will also be reduced to increase productivity and decrease any potential risks.
4. Every student will have a designated classroom, desk and chair.

NOTICE

As long as the coronavirus persists without a CDC approved vaccine, IQ will **ONLY** accept students that will attend **4-5 times/ week**. Registration is on a first-come, first-serve basis.

Keep Us Safe

1. **ONLY** students will be allowed to enter the IQ facility unless otherwise notified.
2. Anyone other than IQ students **MUST** request for entry in advance via phone or email and will be **REQUIRED** to sign-in on the form we have made ready outside the IQ door.
3. Drop-off and Pick-up **MUST** occur in the parking lot. Please give us a call every time you are here.

**** Please DO NOT** request to send your child out to the parking lot when you haven't arrived yet. We want to ensure your child's safety at all times.

4. Please **ONLY** communicate via phone and email until further notice.
5. We would highly appreciate it if parents could donate any disinfectant/ cleaning supplies to keep our facility safe. Rest assured, we will always have sufficient amount of them regardless.

We appreciate your patience and kind understanding during these difficult times.

IQ will always do our best to accommodate your needs as much as possible and continue to provide exceptional learning tools and resources to the students.

Thank you for your continued support and feel free to reach out with any concerns/ questions you may have.