



Center for Forensic  
Training and Education

## **COVID-19 Policy**

Updated 10/5/2020

CFTE is committed to providing world class training opportunities for our students. During these unprecedented times we have updated our Course Policies to ensure the safety of all students and staff. We have instituted these policies to address the unique challenges presented by COVID-19 under the guidance of the Ohio Department of Health, the CDC, the WHO and the AVMA. These policies will be reviewed daily and updated to meet the current recommendations provided by these entities.

The policies listed below are in addition to, not in lieu of, the current Course Policies.

1. You will receive a bag containing wet wipes, hand sanitizer, a disposable mask, and an information sheet with emergency contact numbers the first morning of the workshop.
2. When working outdoors, everyone will maintain at least 6 feet between other participants and staff.
3. Participants will make every effort to avoid physical contact with other participant's dogs.
4. When working indoors, each exercise will be limited to the handler, dog, and instructor if at least 6 feet of social distancing cannot be maintained between people.
5. At any time when 6 feet of social distance cannot be maintained between individuals, participants and staff will be required to wear a face mask.
6. Each training site will be stocked with wipes and hand sanitizer.
7. A wash station for dogs will be available for use each day. Bring your own dog shampoo and towels.
8. There will be no classroom presentations.
9. If you become ill, suspect an exposure or exhibit any symptoms while at a workshop, or have a positive COVID -19 test within 2 weeks after the end of a workshop, notify CFTE staff immediately. Your name will not be shared with other staff or participants, but they will be notified so that they may take appropriate steps.
10. Updated workshop cancellation policy: If you need to cancel your registration, notify CFTE as soon as possible. If you cancel at least 10 days prior to the start of a workshop, we will work with you to reschedule for a different workshop (within 12 months of your original registration) or refund your registration fee minus a \$25 cancellation fee. There will be no refund or rescheduling if you cancel less than 10 days prior to the start of a workshop unless your spot can be filled by another student.

11. All efforts will be made to offer all workshops as scheduled however, CFTE reserves the right to cancel any workshop at any point, up to the start of and during a workshop, if it becomes necessary to protect the health and safety of workshop participants and CFTE staff in accordance with local, state, and federal health orders or if we do not have enough students registered to make the workshop feasible.

We realize these are challenging times and we want to assure you that you and your dog's health and safety are CFTE's number one focus during all our events. If at any time you have any questions, please reach out to us. We look forward to working with you at our upcoming workshops!