



## PIA Classes - STILL ON

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As a registrant in an upcoming classroom PIA of VA & DC course, we are contacting you today to reassure you that PIA of VA & DC is actively monitoring developments and guidance around the spread of the novel coronavirus (COVID-19). We want to inform you about our course of action and the steps we plan to take to make your educational experience the most beneficial possible.

As a result, we have enacted precautionary measures in the following areas:

- · **PROGRAM CONTINUATION:** At this time, we are planning on carrying out our entire classroom schedule of courses.
- · **Classroom Conduct**—We are making every effort to maintain the highest level of environmental safety. As an example, we have requested placement of hand sanitizers throughout the meeting facility and enacted streamlined attendance verification procedures to help ensure our participants' safety; namely, participants will **not individually sign** the tablet during the attendance verification and program check-in processes.
- · We are actively seeking more meeting room space to be able to increase the distance between individual seating. In addition, we are working closely with hotels and meeting managers to obtain written confirmation of their protocol regarding sanitizing meeting rooms and other precautionary measures they have implemented. Here is the link to the Virginia Crossings Hotel and Conference Center's new guidelines
- · **Transfer Policy**—PIA of VA & DC will waive transfer fees from now until the end of July 2020. If you elect not to transfer to a new course immediately, you will receive a credit in your account for the course fee paid and that credit shall remain for 12 months from the date of your original

registration. Please contact [Carol & Sheryl](#) for assistance in transferring your registration.

Our ultimate goal is ***PUTTING YOU, THE PARTICIPANT, FIRST***. Ultimately, we ask you to use your best judgement for your own personal situation.

We are committed to maintaining the healthiest possible classroom environment and to determine what circumstances or directions from organizations such as public health authorities that would lead to our consideration of program rescheduling. At this time, we recommend that anyone with questions about COVID-19 refer to the [Centers for Disease Control](#), and your state and local officials for the most up-to-date information and guidance.

It goes without saying, that we will continue to carefully monitor all public and private communications to determine the most appropriate courses of action. As you know this is a rapidly changing situation, we will continue to keep you apprised. We appreciate your understanding and continued support.

Sheryl Chasse  
Education Director  
PIA of VA & DC

