PTI Certification Workshops shall resume when travel and stay-at-home governmental restrictions are lifted, to provide the construction industry with workforce training needed for safe and durable installation and effective inspection of posttensioning systems. However, as the social distancing continues to be an effective way in protecting all attendees and PTI instructors, the following guidelines need to be implemented. Special Request Workshop Client acknowledges that PTI Instructor may end workshop (without refund) and leave if the Pandemic Documents are either not executed and given to the instructor or violated (ignoring social distancing, etc.).

**PTI guidelines for workshop venues provided by clients (special request) or PTI (scheduled):**

- First row of tables must be at least 15 feet away from the projection screen or TV monitor.
- All Attendees must be seated no closer than 6 feet apart: one person per 6 feet table.
- Spaces between rows must be at a distance ensuring attendees are at least 6 feet behind each other.
- Boxed lunches need to be provided instead of any type of buffet, preventing attendees’ self-service.
- Attendees will have to queue at least 6 feet apart to get their lunches.

**PTI measures during workshops in addition to the above venue setup:**

- Every day, at check-in and all times when reasonably practicable and when in presence of other attendees, all present must wear a mask, maintain 6 feet distance from others, and present all three Pandemic Documents signed and dated (Social Distancing, Health Declaration, Release of Liability). During presentation, the instructor(s) do not need to wear a mask(s).
- Every day, at check-in, attendees’ picture identification and temperature will be checked; you will not be allowed in if your temperature is more than 100.4°F/38°C.
- Attendees are responsible for their own PPE (mask, gloves, etc.) and are encouraged to use it, as necessary.
- All classroom materials will be distributed ahead of people arriving by instructor wearing gloves.
- There will be no display materials people would be able to touch or circulate; instead, more pictures will be integrated in the workshop presentations.
- The instructor will include more frequent and longer breaks in the morning and in the afternoon to accommodate more distributed use of facilities without crowding.
- Questions during class are encouraged, however, they will have to be asked from the attendees’ seats.
- All exam materials will be distributed by instructor wearing gloves during a break before the exam while all attendees will have to vacate the room.
- When finished with the exam, attendees will bring the exam booklets, answer sheets, and other forms to a designated front desk, put all items in the appropriate stack, and leave the room. Detailed instructions will be displayed before and during the exam to ensure attendees fill out all forms completely.
- Special provisions will be arranged for individual workshops that include field demonstrations.

**PARTICIPANT**

Signature: _______________________________ Print Name: _______________________________

Date: _________________________________