

Dear Valued Partner:

The global Covid-19 pandemic is affecting you, your co-workers, and all our families and communities. Our hearts go out to anyone who has been impacted by the virus. We are inspired by the manufacturers, healthcare, and front-line workers who are working tirelessly to keep their businesses running and to keep people safe.

During this time, we want to make you aware of the steps that TPC has implemented to keep all our classroom attendees and instructors safe.

Changes to in-person training:

TPC Training's [Covid-19 Classroom Policy](#) gives an overview of every safety precaution being taken for attendees and instructors. Since state and local guidelines vary by location, please reach out to our Customer Care group at **877.978.7246** for more information about safety guidelines for your specific area.

Examples of the ways we are protecting in-person instructor-led class attendees:

- TPC Training will be following local and state guidelines prior to scheduling and conducting on-site classes to ensure compliance with state and local shelter in place and travel orders
- The restrictions set forth by the host state/county regarding maximum numbers of gathered individuals must be followed by limiting the number of attendees in a classroom.
- If a specific host site has experienced an active COVID-19 case within the two weeks prior to the class, the class will be rescheduled if an onsite, or moved to a different hotel location if an open seminar.
- Prior to entrance into the classroom on day one of a training, the attendee must read and sign the "TPC Instructor-Led COVID-19 Acknowledgement".
- At a minimum, cloth masks must be worn by attendees and instructors at all times. TPC encourages attendees to bring their own masks, but the instructor will have disposable masks for attendee use if necessary. If this protocol is refused by the attendee, they will be asked to leave the classroom.
- When hands on equipment is involved, each attendee will be assigned their own piece of equipment, that will remain their equipment throughout the duration of the class.
- Classrooms will allow for proper social distancing protocol, allowing instructor and students to be 6' apart from each other at all times.

Click here to see all TPC's [in-person courses](#).

Changes to virtual instructor-led training:

VILT Course Topic Expansion

Although TPC Training has offered virtual instructor-led training for many years, in March 2020 we expanded this training to include **every instructor-led course** that is on our schedule. If you or your employees would rather train with a live instructor from a safe location through a virtual connection, click here to see all [TPC's VILT courses](#).

Most popular VILT courses that are held on a weekly basis:

2020 National Electrical Code®	Every Monday/Tuesday
Air Conditioning and Refrigeration	Every Monday/Tuesday
Basic Electricity for the Non-Electrician	Every Monday/Tuesday
PLCs for Non-Programmers	Every Monday/Tuesday
Arc Flash Electrical Safety NFPA 70E®	Every Wednesday/Thursday
Boiler Operation, Maintenance & Safety	Every Wednesday/Thursday
Electrical Troubleshooting & Preventive Maintenance	Every Wednesday/Thursday
PLC Programming and Applications	Every Wednesday/Thursday
Electrical Workshop – Basics to Troubleshooting	Every Monday through Thursday
HVAC Workshop – Air Conditioning & Boilers	Every Monday through Thursday
PLC Workshop - From Introduction to Application	Every Monday through Thursday

Many of our customers are working with reduced staffs or with staffs that have been furloughed. TPC Training's live instructor-led courses are a good way to keep these employees focused on skills training. Our courses and instructors are focused on providing knowledge that can prevent downtime for new and experienced employees and keep your organization running safely.

Should you have any additional questions or concerns, please feel free to contact the TPC Customer Care team at **877.978.7246**