



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**

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To our clients:

As businesses in Connecticut gradually start to reopen, we are also eagerly looking forward to getting back to our *normal* schedules and will begin to see customers on *Monday, July 6th, 2020 by appointment ONLY.*

We have developed Covid related precautions to protect both you and our staff. We want to make you aware of them before your arrival so that you can plan your visit accordingly. If you do not speak English, you will be made aware of the procedures orally or in writing in your native or preferred language.

When you arrive at your designated time, you will contact your Career Navigator prior to entering the building. Some transactions will not require you to enter the building and this will be determined by your Career Navigator. The main entrance will not be open nor used to enter/exit the building. Your Career Navigator will advise you which door to enter/exit from.

If you are entering the building, you will have your temperature taken and be asked to complete a questionnaire about your health. You will be asked to wear a mask to enter the building and for the duration of your visit. If you do not have a mask, you will be provided with one.

There will be numerous hand sanitizing stations available to use.

Your safety is important to us and we have made sanitizing a priority to assure it. Your meeting area will be sanitized prior and after your visit, your Career Navigator will wear a mask and you will be asked to sit behind a sneeze guard. All writing utensils will also be provided and sanitized before and after your use.

We look forward to welcoming you back!



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