

Thank you for your continued patience and flexibility over these last few months, as our Nation has responded to the coronavirus disease 2019 (COVID-19) pandemic. Following suspension of in-person training in March, FEMA campuses are currently planning to reopen on a limited basis, effective August 2, 2020.

Our top priority remains the health and safety of everyone on campus. If you are unable to comply for any reason with the items outlined below, please inform us prior to accepting a contract for instruction. Once you are contracted as an instructor for the Emergency Management Institute, we will continue to monitor COVID-19 conditions and policies upon reopening. Should changes or cancellation of the course be required, notifications via email will be sent no later than the Thursday prior to your scheduled training.

- **Please monitor your health and avoid close contact with those who are sick at least 14 days prior to arrival.** If you feel ill at any time during the 14-day window, please contact us immediately so that we can identify a replacement instructor for your course.
- Cloth **Face Coverings** are required for all FEMA-provided transportation, within classroom settings, and in common areas, including entrances, elevators, restrooms, and classroom/training venues, or when it's not possible to maintain at least 6 feet of social distancing. You are responsible for providing your own face covering.
- **Daily Temperature Screenings** are required each day for all students, instructors, and all campus employees at established location(s) for initial check-in and daily checks.
- **Social Distancing** will always be practiced by instructors, students, and campus employees. Capacity on campus will be reduced to 50% and seating will be reconfigured to ensure proper distancing.
- **Increased facility cleaning** will be conducted.
- **Lodging** will be limited to one instructor per room. No shared bathrooms.
- **Meals** at NETC will no longer be provided in a self-service buffet style. Meals will be served through the food line. Seating will be provided to accommodate 6-foot social distancing with specific lunch dining times.
- **Medical assistance**, if needed during your campus stay, is available in the Security Office; Bldg. V, or by contacting x1000.
- **Indoor recreational facilities** will remain closed.

If you have been scheduled to instruct off-campus, you will need to follow the guidelines/requirements of the state/local authorities regarding COVID-19 processes and procedures.

If you are unable to teach an assigned course, please send a message to the [FEMA-EMI-Instructorbidding@fema.dhs.gov](mailto:FEMA-EMI-Instructorbidding@fema.dhs.gov) mailbox with a cc to the Training Specialist/Course Manager. We will continue to communicate with you to provide the most up-to-date information prior to your scheduled training. In addition, you will receive an updated campus handbook with more detailed COVID-19 mitigation strategies and requirements.

Thank you for your continued support and your role in making the Emergency Management Institute the preeminent center for training and preparing our Nation's Emergency Managers. We look forward to continuing to train and work alongside you.