



Thank you for trusting CCLS with your training needs! Please use this guide to be fully prepared for Virtual class.

If the student logs in 10 mins past the scheduled start time, they will be dismissed, and no refund issued. If the student is a no show to class, a refund will not be issued, and the fee already paid will not be used towards another class.

Follow this list of items each student will need to attend virtual classes.

- We use “GoTo Training” as our training platform, students will receive an email with a link to their training session.
- Device with microphone and camera, the camera MUST be always ON with student in view. Failure to be seen by the trainer will result in dismissal from class, no refund will be issued.
- Paper, Pen/pencil, highlighter
- Photo ID
- The Student will be sent the materials for class via email.

Classroom etiquette

Although the environment has changed, classroom etiquette has not! Students must conduct themselves in a professional manner.

Please log into the training class 5-10 minutes early for class. Please mute your device to avoid any background noise. Limit distractions and make sure you can pay full attention in class. If a student is not fully engaged in the class, they will be dismissed, and refund will not be issued.

Breaks will be given by the instructor during class. No smoking or vaping during class.

Cell phone use during class is strictly forbidden unless the phone is being used for training purposes.

Items students need for virtual class:

Standard Precautions

- Access to a sink and hand soap
- Paper towels
- Hand sanitizer (in lieu of sink and hand soap)
- Gloves (exam gloves, kitchen service gloves, light weight knit gloves)

First Aid

- Access to a sink and hand soap
- Paper towels
- Hand sanitizer (in lieu of sink and hand soap)
- Gloves (exam gloves, kitchen service gloves, light weight knit gloves)
- Empty Toilet paper roll
- 6 feet of toilet paper OR a roll bandage

March 12, 2021

314 East Main Street • Watertown, WI 53094
920.261.1345 • Fax: 920.261.8003

We strive to be the premier provider of creative and innovative services reflecting excellence and integrity.

www.cclswi.org