



The Institute of Medical and Business Careers (IMBC) is committed to acting in our students' best interests in all matters of health, safety, and education. Our current process and procedures are outlined below and will continually evolve as needed. For questions regarding this matter, please contact Dr. Melissa Kaulbach, IMBC's Chief Academic Officer. You may call the school's main line at 855.773.0758 or email [melissa.kaulbach@imbc.edu](mailto:melissa.kaulbach@imbc.edu).

- The IMBC campuses are open. IMBC is in a unique position to continue operations due to the structure of our programs. Campus students will be taking certain courses to continue with their program study. This is subject to change based on new and developing information and/or administrative decisions.
  - IMBC is complying with the State of Pennsylvania and CDC recommendations for operations and social distancing. Before being allowed to enter the building, temperatures are taken, and six screening questions are asked to all staff and students. All persons in the building are required to wear a face mask or face shield at all times. All areas are arranged and labeled for at least six feet of social distancing. All common use areas and equipment are closed (including but not limited to the student lounge, smoking area, and vending machines.)
- Any IMBC student or employee who feels unwell, has any symptoms of a sore throat, cough, difficulty breathing, a temperature above 98.6 degrees should alert their doctor via telephone or telemedicine. If any symptoms are present, the student or staff are not allowed to be on campus. If time-off due to illness is needed, please then contact your supervisor (staff) or instructor (student). You may also contact the school via email or phone.
- Flexibility with regards to attendance will be available to all students on a case-by-case basis, including students participating in online courses or live-streaming Zoom sessions with campus classes. IMBC Students should communicate with their faculty and the Chief Academic Officer to make sure that their absence will not affect grades or official attendance records. Communication via phone, email, and/or text message are all acceptable means.
- Students are encouraged to check their email, text, and phone messages and our school's website (including social media channels) for updates and announcements.
- Members of our community of learning should focus on obtaining information regarding COVID-19 developments only from trusted resources including the CDC, at the following link:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
- Additional resources available to students for support during this time are available on the school's website