



### **Missouri REALTORS® Guidelines for In-Person Classes after COVID 19**

Prior to the class, the host should send an email to registrants with a reminder to stay at home if they are not feeling well (cold or flu-like symptoms, fever and/or cough or shortness of breath). In addition, registrants should be advised to arrive 15 minutes early to allow for social distancing protocols to be used during check-in. Late arrivals will not be permitted.

1. Make sure classroom is clean and wiped down before and after every class (along with other frequently used surfaces such as door handles, instructor computer station, remote, etc.).
2. Ensure social distancing for students by placing one student to a table or six ft. from the next student (adhere to local/county recommended guidelines or stay order where the class is taking place).
3. The class monitor/proctor will check-in students upon arrival one at a time (the social distancing 6 ft. rule will be used) and use of the pen will be limited to the proctor). Proctor will wear mask & gloves.
4. Upon entering the classroom, attendees should use hand sanitizer provided by host.
5. Attendees should avoid shaking hands with other attendees and avoid touching any surfaces in the classroom such as light switches, cabinet and other door handles.
6. Do not share phones, pens or tablets or other personal property during the class.
7. Not required, but a face mask is *strongly encouraged and recommended* throughout the entire class time.
8. Reminder from the instructor at break time to maintain social distancing while leaving the classroom and to again use hand sanitizer and put mask in place before re-entering the classroom after breaks.
9. Public restrooms will be available with increased hygiene and 20 second handwashing and social distancing protocol strongly recommended.
10. Coffee and water stations will be closed for classroom events until further notice (Bottled water is permitted and should be recycled after use).

11. When the class is completed, the class proctor will call out the student's names one-by-one and CE Certificates will be passed out directly to the individual as they exit the classroom (gloves and mask will be worn by proctor).
12. Attendees are advised to use hand sanitizer upon returning to their vehicle.

Additional and more detailed resources on planning, preparing and responding to COVID 19 can be found here: [CDC Reopen-guidance](#); [CDC guidance-business-response](#).