

Please PRINT THESE 2 PAGES and  
BRING THEM TO YOUR TNAMP CLASS.

## TNAMP COVID-19 Live Classroom Protocol for All CE and Pre-licensing Classes Throughout Tennessee

We have spent the last several weeks studying and researching the guidelines established by the Centers for Disease Control and Prevention, the State of Tennessee Department of Health, the University of Tennessee System, the Tennessee Department of Education and the Tennessee Board of Regents to find appropriate guidelines being practiced at institutions of higher education. All TNAMP instructors have been trained in the importance of consistently practicing these protocols at every class.

### **Below is the precautionary protocol we will practice for our live classes throughout 2020:**

1. Only healthy students and instructors will be allowed into the TNAMP classroom. No one with a body temperature of 100.4 (F) or above will be allowed entry.
2. A pre-screening questionnaire (See page 2) will be completed and signed by all instructors and students in the morning prior to the start of every class being offered by TNAMP.
3. Each instructor and student will submit to and record their body temperature upon arrival.
4. We will limit the number of students in our classes to 20 with appropriate space between each student to ensure adequate distancing.
5. All students and instructors will be requested to wash their hands upon entry of the training facility and bring their own hand sanitizer to use upon entry into the classroom or use the hand sanitizer provided by TNAMP.
6. All students and instructors will be requested to use a disinfectant wipe provided by TNAMP to wipe down their chair and table space they intend to use during the class before sitting down for class.
7. All students and instructors will be requested to bring their own pen to use to sign-in at the beginning and the end of the class, as well as for taking notes during their class.
8. Instructors will carefully view and verify but not personally handle the photo ID presented by the students at the start of the class.
9. The student textbooks will be stacked at the front of the room so the students can take their own textbook rather than the instructor hand the book to the students at the beginning of the class.
10. Students and instructors are urged to bring and wear their own protective face masks when entering and exiting the classroom throughout the day when the class is not in session but will be allowed to remove the masks while sitting in their chairs or teaching the class, if desired.
11. TNAMP instructors will teach their classes wearing face shields from a safe distance of 8-10 feet at the front of the room throughout the class.

(Updated July 7, 2020)



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## Student and Instructor Advisory & Acknowledgement Receiving Live Mortgage Education During the COVID-19 Pandemic

You have come to our class today to sit for one of your required live mortgage education classes to be held during the COVID-19 pandemic. ***Please be advised to the following:***

1. While TNAMP is complying with all known and appropriate guidelines publicized by Centers for Disease Control and Prevention (CDC), the State of Tennessee Department of Health, the University of Tennessee System, the Tennessee Department of Education, the Tennessee Board of Regents and the Nationwide Mortgage Licensing System (NMLS) to prevent the spread of the COVID-19 virus in an educational setting, ***we cannot make any guarantees regarding the state of your health in the days and weeks following this class.***

2. You have been urged to wear your face mask and wash your hands on-site prior to entering the classroom as well as hand sanitizer upon entry into the classroom. You have also been provided disinfectant wipes to use to clean your space in the classroom prior to selecting your seat - maintaining a distance of 6 feet from others in the classroom for your protection and the protection of others in your class.

3. Our instructors are symptom-free and, to the best of their knowledge, have not been exposed to the virus. Each instructor and student, upon their arrival will undergo this comprehensive screening as you are. However, since we are conducting our class in a place of public accommodation, ***other classmates could be infected, with or without their knowledge.*** By signing below, ***you are acknowledging that you and your family members agree to hold harmless - your classmates, instructors, TNAMP, and its Executive Director and Board members, if you contract the virus at any point during or after this live class.***

*To reduce the risk of spreading COVID-19, we ask that you honestly respond to these "pre-screening" questions below to the best of your knowledge and ability.*

### Please answer "YES" or "NO" to the following questions:

1. Are you currently awaiting the results of a COVID-19 test?  YES  NO

2. Do you have a fever?  YES  NO

Your body temperature today: \_\_\_\_\_

(If 100.4° or above you may not stay for today's class.)

3. Do you have any shortness of breath or a dry cough or sore throat?  YES  NO

4. Do you have runny nose or any flu-like symptoms?  YES  NO

5. Have you come in contact with any COVID-19 positive patients in the past 14 days?  YES  NO

If yes, where? \_\_\_\_\_

Any further comments? \_\_\_\_\_

\_\_\_\_\_

Signature: X \_\_\_\_\_ NMLS # \_\_\_\_\_

Print Name: \_\_\_\_\_

(Updated July 7, 2020)