



## Guidelines for Attending In-Person Prelicensing Classes at Independent Insurance Agents of Wisconsin

*The Independent Insurance Agents of Wisconsin (IIAW) is taking every precaution to create a safe and healthy learning environment for those individuals who elect to attend our in-person prelicensing classes. The following requirements adhere to the Order of Public Health Madison & Dane County Emergency Order and the current Forward Dane guidelines.*

### **Requirements:**

1. Students must arrive at least 15 minutes early (by 8:15am).
2. Upon daily arrival, student's temperature will be taken and recorded. Students will also be asked to acknowledge that they have not developed any health symptoms related to COVID-19.
3. Students will be asked to read and sign an acknowledgment of the IIAW hygiene policy, cleaning policy and protective measures policy upon arrival on the first day of class.
4. Students must adhere to posted signage on the premises indicating spatial requirements as well as areas that are closed for IIAW employee use only.
5. Masks will not be provided or required, but you are welcome to wear a mask. The learning space allows for 6ft distancing between attendees and the instructor.
6. Beverages will not be available on-site, but you are welcome to bring your own to the class.
7. A communal refrigerator and microwave are available on-site for use of students.
8. Hand sanitizer, disinfectant and wipes will be available to disinfect surfaces.
9. Cleaning and sanitizing of the classroom will be conducted on a daily basis.