

COVID-19 Health and Safety Plan

The Greater Lehigh Valley REALTORS® and the Greater Lehigh Valley Real Estate Academy are committed to keeping class attendees safe while they receive a high-quality education. To this end, the Association and the Academy have developed a COVID-19 Health and Safety Plan. The plan is guided by the Pennsylvania Department of Health and the Centers for Disease Control and Prevention.

Classroom and Procedure Modifications for In-person Classes:

- Upon reopening and for the foreseeable future, the Academy has limited class sizes to no more than 25 attendees. The training room has a capacity of 75 people, and this reduction in students will allow for appropriate distancing.
- Attendance will be called rather than having students sign in, limiting contact upon entering the room.
- The first row of seating will be removed to provide adequate distance between the instructor and students.
- The door to the Academy will be opened one half hour prior to the start of class to reduce any need to touch the handle. The same will be done at the end of class.
- Weather permitting, the door will remain open during class to provide ventilation.
- Coffee/tea/water stations will be covered or removed from the room.
- Restroom breaks will be staggered to avoid lines for the facilities.
- Students will not be permitted to enter the administrative area of the Association office.
- Sanitizing stations will be set up at both entrance doors and around the room.
- Face coverings must be worn when moving about the training room or building.
- Face coverings will be provided for those who do not bring their own.

Signage and Communication:

- One-way signs will be posted in hallways to inform students of new traffic patterns to and from the restrooms.
- Hand washing signage will be posted in the restrooms.
- Hand sanitizing signage will be posted in the training room.
- Reminders regarding wearing face coverings will be posted in the classroom, restrooms, and hallways.
- Students will be notified via email within 24 hours of Academy personnel learning of any infected person attending the Academy within the last 14 days.

Student Self Reporting:

- Students will be asked to report if they have visited an area of high prevalence (domestic or international) in the previous 14 days.
- Students will be asked to report if they have been exposed to anyone who has tested positive for COVID-19.
- Students must certify they currently have no COVID-19 symptoms, including cough, shortness of breath, difficulty breathing, or at least two of the following symptoms: chills, shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell.
- Students who answer in a way that suggests possible or potential illness will not be permitted to attend class.

Enhanced Cleaning:

- The training room and restrooms will be deep cleaned twice weekly by a professional cleaning company in accordance with [CDC guidelines](#).
- In between classes and deep cleanings, the training room and restrooms will be disinfected with products that meet the EPA criteria for use against COVID-19.

Classes to be offered remotely, where feasible:

- Most classes will be offered both in person and via Zoom for the foreseeable future to meet the needs of students who may not wish to be in a classroom setting.
- Students who are not permitted to attend in person class due to answers on their self-reporting form can take the class remotely.

Coordination with Local Health Officials:

- Should the need arise, Academy personnel will report any COVID-19 cases or concerns to the Pennsylvania Department of Health and follow all regulations and protocols.