

Registration and Meeting Room “Health Safety” Rules

Date: September 28, 2020
To: Course Attendees
40-Hour Title Agent Prelicensing Course
From: Karen Koogler – The Koogler Group, LLC
Re: [Social Distancing and Personal/Group Safety Requirements](#)



This memo is for those attending a Traditional [in-person] Classroom Session of the [40-Hour Title Agent Prelicensing Course](#). The information is intended to [inform](#) but not [alarm](#) you. Please read the entire memo to ensure that you are [able to meet](#) and [willing to comply](#) with all cited measures we have put in place for the safety of all attendees. We are proactively providing the information, so that you may make an informed decision. The memo also includes information about the upcoming [January 11th to March 29th Virtual \[at-a-distance\] Classroom Program](#) should you wish to transfer to that Program.

Since June, we continue to successfully hold “Socially Distanced” 40-Hour Course sessions at the Oldsmar Hampton Inn and Suites. Everyone has their own personal space in the classroom, arranged by health zones; and we use extended staggered break periods which work perfectly for the number of students attending.

[October 15-16-17-22-23-24 Session – Seating Limited to 44 Students](#)

The maximum number depends on state and local requirements in place at that time. **We must assume that [Social Distancing](#) will remain a requirement throughout 2020 and early 2021, regardless of “phased” Florida reopening.** Therefore, seating will remain limited to 44 Students.

[Virtual Classroom – Third Session will be offered January 11th to March 29th 2021](#)

[90-Day Night School Format – Registration will CLOSE Monday December 28th 2020](#)

The [only](#) alternative to [Traditional \[in-person\] Classroom](#) sessions is a [Virtual \[at-a-distance\] Classroom Program](#). *This is **NOT** an on-demand, self-study course.* Karen instructs the course via live-streamed broadcast Monday and Wednesday nights from 7:00 to 9:00 PM [Eastern time] over a period of ten (10) weeks, for a total of twenty 2-hour Sessions. Students must pass all [Session Quizzes](#) and submit all [Code Phrases](#) per Session. [Session Quizzes](#) are based on the [Assigned Reading](#) which must be completed in advance of each Session. [Student Questions](#) and [Code Phrases](#) are submitted via email at the end of each Session. The combination of [Session Quizzes](#), [Student Questions](#), and [Code Phrases](#) meets Departmental requirements for Student participation.

Please do not register for the Virtual Classroom Course unless you are able to attend all twenty Sessions and willing to comply with all Program requirements.



First and foremost – if you have a **FEVER**, **COLD**, or **FLU** – please do **NOT** attend an in-person Session. Similarly, if you have been in contact with someone who tests positive for COVID-19 – please do **NOT** attend an in-person Session. We will be happy to **transfer** you to another Session of your choice.

Required Forms to Review, Print, Complete, Sign, Initial and Bring to In-Person Class

[POSTED ON OUR WEBSITE](#) is a document containing **TWO REQUIRED FORMS**: (1) [40-Hour Course Sign-In Sheet](#) [SSN required by the FLDFS] and (2) [2020 COVID Liability Waiver and Acknowledgment Form](#) [chalk this up to the times we now live and work in]. Both must be reviewed, printed, completed in their entirety [print neatly], signed and initialed [12 Items on 2nd Form]. **Students must bring the completed forms to class.**

What WE are Doing to Help Keep Everyone Safe

Please read the following before arriving at the hotel and adhere to the “Rules” once you do arrive. Thanks!

Registration Rules – Facemasks Required Inside Public Spaces of Hotel



The [Course Registration Desk](#) is located adjacent to the hotel Ballroom. Phyllis or Karen will handle Registration which has been extended to one hour – **7 AM to 8 AM** – to promote **Social Distancing** for those waiting in line. **Pinellas County continues to require that everyone wear facemasks when inside public spaces. Once you are inside the meeting room, you may remove your mask or, if you prefer, continue wearing it during class.**

Registration Line

Please maintain 6' of distance between you and others while waiting in line, per CDC Guidelines.

Driver's License

Please have your Photo ID out of your wallet and ready to present at Registration.

Provide Required Forms

As noted above, please provide the completed, signed, and initialed **Forms** at our Classroom Registration Desk. **Attendance is not permitted without these Forms.**

Textbook: Florida Study Manual for Title Insurance

All Students are required to pre-purchase and bring the most **current edition** of the Course textbook to class [[19th Edition for 2020 classes](#) and [20th Edition for 2021 classes](#)]. Books ship via UPS Ground. Please order 3-5 business days in advance of Course date, to ensure delivery. In the event of late registration, you must still order the textbook online at our website [www.KooglerGroup.com] and it will automatically ship to the **HOTEL** where we will hold it for you at the **Course Registration Desk**. **We cannot accept payment at the hotel. Books must be pre-ordered.**

Teal Packet of Course Handouts

Course Handouts

These will be provided at the [Course Registration Desk](#) and will be used during the Course, to aid comprehension.

Oldsmar Hampton Inn and Suites – Meeting Room and “Health Zones”

We have reserved the entire Ballroom which easily seats 100 people. To ensure proper Social Distancing, attendance is limited to a maximum 40 people. Placement of tables and chairs have been carefully measured to ensure 6' x 6' for each Student. Please do not move desks or chairs. Once seated, this will be your seat throughout the entire Session.

In addition – out of an abundance of caution – we have a [PLACARD](#) at the end of each [ROW](#) as you enter the Ballroom showing [Zone A](#), [Zone B](#), and [Zone C](#). *Please sit in the proper Zone, as shown below:*

Zone A

Enter Meeting Room thru FRONT Door nearest Registration Table

Reserved for the “[Elderly and/or Vulnerable](#)” – Per CDC Guidelines this includes anyone 60 years or older and those with serious chronic medical conditions like heart disease, diabetes, or lung disease. *Please note that Karen is a “[Zone A](#)” person and needs to maintain 6’ distance from everyone. This will affect student-instructor interaction and breaks and before and after school. More on this later...*

Zone B

Enter Meeting Room thru FRONT Door nearest to Registration Table

Reserved for the “[Young AND Healthy](#)” – Lucky you! If you are “[Young](#)” but “[Vulnerable](#)” due to chronic medical conditions, please sit in [Zone A](#).

Zone C

Enter Meeting Room thru BACK Door furthest from Registration Table

Reserved for “[Allergy Sufferers](#)” or anyone else who may be prone to coughing or sneezing. We are NOT trying to punish [Zone-C](#) folks – however, COVID-19 is a [respiratory](#) virus.

Our goal is to reduce person-to-person exposure [6’ distancing] and elevate our game with extra cleaning of surfaces while encouraging everyone to thoroughly wash their hands [often], use hand sanitizer and disinfectant wipes, and maintain SAFE health and hygiene practices! We understand “personal preference” regarding where people LIKE to sit in a meeting room – however, in THIS case, the RULES are the RULES, for everyone’s protection.

AM and PM Bathroom Breaks – Breaks by ZONE and ROW

To maintain proper [Social Distancing](#) and provide a safe space to refresh drinks and minimize bathroom lines, we are expanding AM and PM breaks to limit the number of Students on break at any given period. *We will break by [HEALTH ZONE](#) and/or [ROWS](#) – [Zone A](#), then [Zone B](#), then [Zone C](#).* As your [Zone/Row](#) is called, please leave the room for no more than 10-15 minutes – exiting and entering as quietly as possible. *[Class will continue during this period as Karen transitions from instruction to answering Student questions.](#)*

Social Distance

While OUT of the room during your assigned break period, please be sure to maintain proper Social Distancing between yourself and others – and remember to wear your facemask.

AIR HUG!

The hotel will ensure that bathrooms and other public areas are regularly cleaned throughout the day, with ample paper products, soap, hand sanitizer and disinfectant wipes.

Beverages – coffee, water, sodas, and ice – will be provided and refreshed throughout the day. To avoid intermixing “Health Zones” the Beverage Station will be in the Atrium, located just outside the Ballroom and we will stagger breaks as noted above beginning with Zone A, then Zone B, then Zone C.

Lunch – On-Your-Own – Dining Options

Lunch will be one hour on full classroom [8:00 AM to 5:00 PM] days. Florida is in various stages of reopening, so area restaurants may have some limitations on in-room dining. Day-commuters, who prefer not to go outside the hotel, may want to pack their lunch. The hotel does not serve lunch. For those staying at the Oldsmar Hampton Inn, there is a Publix just around the corner on Race-Track Road, for some healthier food options.

Student Q+A during Staggered Break Periods

Karen – your Course Instructor – is a “Zone A” person by age and comorbidity reasons.

Therefore, it is ESSENTIAL that she maintain at least 6’ distance from all Students at all times. When TEACHING [a/k/a “*talking non-stop*”] she will maintain 10’ to 12’ of space between herself and those sitting in the first row.




Typically, at breaks and before and after lunch and school, Students “rush her” to get personal questions answered. She LOVES this part of her job and LOVES spending one-on-one time with Students. *However, THIS time, it is not SAFE – for her or others – to do so.* In Sessions with staggered AM and PM Breaks, Karen will transition from teaching to question answering while everyone NOT on assigned break stays in their assigned seats. SO, throughout morning and afternoon sessions, as questions pop to mind, please write them down. Then, during the expanded break period, Karen will invite Students to ask questions from THEIR assigned seats and will answer them from HER assigned seat.

The wellbeing of Students is paramount. The Course, itself, can seem overwhelming on its own. Adding into the mix, the current health advisories heightens anxiety for some people. Karen understands and empathizes with everyone attending the session – so expect her to periodically send lots of safe “Air Hugs” from her Zone to yours!

What YOU can do to Help Keep Everyone Safe



If you are ill – Fever, Cold or Flu – or have been exposed to someone who has COVID-19, please do NOT attend class. Stay home. Get well. We will transfer you to a Future Session of your choice.

1. Please carefully read and adhere to [REGISTRATION RULES](#) set forth above as well as the [INITIALED agreements](#) set forth on the [2020 COVID Liability Waiver and Acknowledgment Form](#). These are for your safety and, also, for the safety of others.
2. Please remember that Pinellas County requires that [Face Masks](#) be worn inside all public spaces. [This includes all public spaces within the hotel](#) – with the exception of inside the meeting room and, for those staying overnight at the hotel, inside your sleeping room. 
3. As noted earlier, please sit in the [PROPER ZONE](#) once you enter the meeting room. In Oldsmar, there are placards at the end of each row of tables. As noted above, there are two doors leading to the meeting room. [Zones A and B will enter through the Front Door](#) closest to the registration table. [Zone C will enter through the Back Door](#) furthest away from the registration table.
4. *Please make sure to bring your own supply of personal items – as set forth hereinbelow and on the [2020 COVID Liability Waiver and Acknowledgment Form](#)*. We are happy to share whatever we have on hand, but over the duration of the Course, it is best to have your own supply as backup. Follow CDC Guidelines, such as washing your hands thoroughly [20 seconds] using lots of soap and warm or cold water. Use hand sanitizer in between hand-washing. Keep your personal space in the classroom clean.
5. Please maintain [SOCIAL DISTANCING](#) from Registration through Course completion. [Everywhere. All the Time](#). This applies to you, Karen, and all other Students. This is the time to be [SAFE](#) rather than [SORRY](#). Yes, it is inconvenient. Yes, it is hard to break old habits – like shaking hands and putting our heads together when engaged in conversation. But it is something we [MUST](#) do.

That’s all the news we have for now. *I look forward to seeing you in class!* In the meantime, stay well, follow the [RULES](#) regarding good personal hygiene and safely [*and kindly*] interacting with others, especially in public places.

“Safe Air Hugs” from your Teacher!
Karen Koogler – The Koogler Group



Be sure to read the next page

[What to Bring with You to Class](#)

and prepare accordingly!

What to Bring With You to Class

Certain items are in short supply, meaning we cannot stock up in bulk for the duration of the Course. Therefore, we ask everyone to bring a personal supply of the following items – whether staying at the hotel or as day-commuters. We realize that some of the items below may not make sense to you, but the hotel has limitations on what it is permitted to provide during this time.

BYO Items in Short Supply

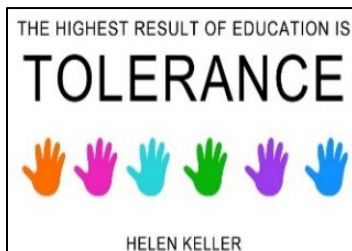
Hand Sanitizer
Disinfectant Wipes
Kleenex
Personal Masks
Personal “Sippy Cups” ***
Note Pads, Pens, Highlighters

What we have Purchased

Non-alcoholic “Baby Wipes” [post-disinfectant]
Kleenex [extra boxes]
Ricola Herbal Cough Drops [just in case]
Disposable Masks [Limited Quantity]

Personal Masks

Everyone must wear a face mask during the registration process. Once inside the meeting room we welcome those who wish to continue wearing their mask to do so. Although Karen will not wear a mask when teaching, we have increased the Social Distancing space between her and the first row of Students.

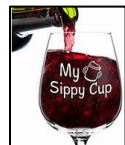


We realize that everyone has their own opinion about Social Distancing and Mask-Wearing. We require strict adherence to Social Distancing and wearing of facemasks in all public indoor spaces. No exceptions. Whether or not to wear a facemask once inside the meeting room is a personal decision. We encourage all Students to practice Kindness, Compassion, and Tolerance toward others during these uncertain times, regardless of your personal beliefs.

Beverages

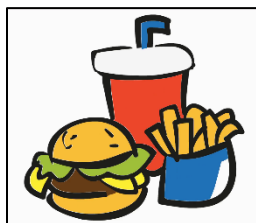


Coffee, sodas, and bottled water will be provided throughout the Course. While we expect to have disposable drinkware [hot and cold], it may still be in limited supply. Therefore, we ask Students to bring their own personal “Sippy Cups” for hot and cold beverages. This will also prevent or at least limit any concerns regarding possible cross-contamination. We never thought we would need to write that sentence!!!



Foraging for Food

As noted earlier, for Students who are also [overnight guests](#), the Oldsmar Hampton Inn provides some form of “grab-and-go” breakfast bags.



For [LUNCH](#) – while almost local restaurants are [OPEN](#), many have [limited in-room dining space](#). Therefore, for those going out to lunch, the Oldsmar hotel permits us to utilize its “breakfast area” to eat lunch. We basically have the entire first floor of the hotel to ourselves – the ballroom, breakfast area, and atrium – so there is plenty of [Social Distancing](#) space to go around. **Just be sure to wear a facemask when wandering around indoor public spaces!**

“No-Cost” Session Transfers

For those who choose to [transfer](#) to a future session due to COVID-19 concerns – The Koogler Group is treating this as a “[Health Hurricane](#)” – meaning the [no-cost course transfer rules](#) that apply during hurricane season also apply to the COVID-19 situation. Only YOU can make an [informed decision](#) regarding whether to attend or transfer – and we respect your decision. **Please note that this applies solely to course tuition for the 40-Hour Course.** We provide no refunds on textbooks or online products, once purchased.

All requests for transfer must be in writing.

Virtual Classroom Option – “90 Day Night School” Format

As noted above, the [only](#) alternative to [Traditional \[in-person\] Classroom](#) sessions is a [Virtual \[at-a-distance\] Classroom Program](#). **This is NOT an on-demand, self-study course.** Therefore, we had to thread a very tight needle as to what we ARE permitted to provide as an alternative to Traditional [in-person] Sessions. [The Virtual \[at-a-distance\] Classroom Program is required to be:](#) (1) [Live-Streamed](#); (2) [Instructor-Led](#); and (3) [Interactive-Learning](#).

The Virtual Classroom Program development took 10 weeks and a \$40,000 investment by Karen, to meet regulatory requirements. The VC Program is formatted as a [90-Day Night School](#) with twenty 2-hour Sessions running every Monday and Wednesday night from 7:00 PM to 9:00 PM. Both Karen and all registered Students must attend [all](#) Sessions. To ensure [Student Interaction](#), each Session includes a [Session Quiz](#) as well as an embedded [Code Phrase](#) and designated [Student Questions](#) period where Students may email questions to KarenKoogler@KooglerGroup.com.

The Program is delivered via [Audio-Lecture](#). PRIOR to each Session, Students are required to complete [Assigned Reading](#) of the [Florida Study Manual for Title Insurance](#) [course textbook] as guided by [Key Highlights](#) contained in each [Session Lesson Plan](#). The [Lesson Plans](#) for each of the [Twenty 2-Hour Sessions](#) as well as detailed information regarding accessing the [Training Portal](#) where Students “attend” class, will be [mailed](#) to registered participants approximately 10 days prior to Start Date – via a 132-page [Virtual Classroom Program Guide](#). The Guide is designed to help Students prepare and study throughout the Program.

Students must pass all [Session Quizzes](#) and submit all [Code Phrases](#) per Session. [Session Quizzes](#) are based on the [Assigned Reading](#) guided by [Key Highlights](#) which must be completed in advance of each Session. [Student Questions](#) and [Code Phrases](#) are submitted via email at the end of each Session. The combination of [Session Quizzes](#), [Student Questions](#), and [Code Phrases](#) meets Departmental requirements for Student interaction. *Please do not register for the Virtual Classroom Course unless you are able to attend all twenty Sessions and comply with all Program requirements.*

What a “Virtual Classroom” Program IS

Live-Streamed [Instructor-Led] Scheduled Broadcast
Interactive-Learning [Session Quizzes and Student Q+A]
90-Day Night-School Format
Student [Photo ID] Verification [[Required](#)]
Twenty (20) 2-Hour Pre-Scheduled Sessions [[Attendance Required](#)]
Active Student Participation [[Required](#)]
Assigned Textbook Reading [[Required](#)]
Per-Session Quizzes [[Required](#)]
Per-Session Code Phrases Emailed to Instructor [[Required](#)]
Per-Session Student Access to Live Instructor [Q+A via Email]
Secured Protocol Online Final Course Exam [[Required](#)]

What it is NOT

On-Demand
Student-Driven
Self-Study