



UPDATED GUIDELINES FOR IN-PERSON HTE  
CLASSES, EFFECTIVE APRIL 4, 2021

- Total size of class including students, guests and instructors is limited to that which can be accommodated following 6-ft social distancing standards. No class may consist of more than 25% of the building code capacity of the location in which the class is held.

For Instructors that desire to conduct a class they will need to determine whether the building's general occupancy limit applies, or whether they will be holding the class in a section of the building that is separate enough from the building as a whole that it has a different occupancy limit. If they are not aware of what the occupancy limit is for either the building or the room as the case may be, Instructors should refer any questions to their local building code officials as the entity with the authority to designate an occupancy limit.

- For any student removed from the roster due to class size requirements, offer the opportunity to take online Hunter Trapper Education for free, register for another class or take advantage of expanded Mentored Hunting License opportunities.
- The seating of students shall be in accordance with the 6-ft social distancing guideline. Visit each location pre-course to determine how many students can safely attend. Limit students according to current social distancing guidelines (6-ft), including entry and exit and bathroom routes.
- Whenever feasible and weather permitting, instructors are encouraged to hold classes outside. If a class is held outside, the instructors shall ensure that the PowerPoint is properly displayed, and all students can view the presentation. If an outside venue

is used, classes will be limited to 50% of the capacity of the venue; if no capacity is listed, determination of maximum capacity shall be made at 67 persons per 1000 square feet.

- Instructors, students, and guests shall wear protective face coverings at all times during the duration of the class.
- Instructors shall contact students prior to the class to confirm that participants understand the need for class size restrictions, social distancing, wearing of masks and other considerations to protect the health of participants and instructors.
- Instructors shall make reasonable efforts to ensure that the facility has been thoroughly cleaned/disinfected prior to conducting the class.
- Instructors must ensure that the facility has a location for attendees to wash their hands.
- Consider ways to maximize airflow to increase fresh air circulation (E.g. opening windows, or doors).
- Students will be assigned seating and provided with specific instructions regarding wearing of masks and social distancing and hand washing to maintain health guidelines.
- Classes are limited to pre-registered students only; Walk-in students will not be permitted. A parent or guardian attending with a minor child shall be required to register or remain outside the facility. All persons in attendance will count towards the maximum number of people for the classroom.
- Each student shall be responsible for providing their own face covering/mask and will only be allowed to bring into the classroom a jacket, keys, phone and wallet or purse. Food and drinks will not be provided. Students should bring their own meals and beverages.
- Instructors shall remind students to practice continuous social distancing throughout the day, including during any breaks. Encourage students to inform instructors of any issues of non-compliance they may observe.
- Instructors shall post a sign at the entrance of the facility asking students not to attend if they exhibit symptoms of COVID-19 or are not

feeling well. Under no circumstances should an instructor or student participate in a course if they show signs of illness.

- Students/guests must follow quarantine guidelines. If a student has been exposed to COVID-19 they must have self- quarantined for at least 14 days following the exposure.
- Explain the course agenda, how breaks will be handled, use of the bathroom, social distancing etc.
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- Avoid student handling of any demonstration materials.
- Instructors shall comply with social distancing guidelines while instructing.
- Do not serve beverages or snacks to the students or guests.
- Instructors are directed to cancel a class if an attendee refuses to comply with Social Distancing Guidelines or to wear a mask/face covering. At no time shall a class proceed unless all those in attendance are complying with these established guidelines.
- Before each student and guardian may enter the class facility, an instructor shall ask the following questions. If the student or guardian answers "yes" to any question, they shall not be permitted into the facility and cannot take the class:
  - Do you have any signs of illness, such as coughing, sneezing, or loss of the senses of smell and/or taste?
  - Have you been exposed to someone who has tested positive for COVID-19 in the past 14 days?