



Responding to COVID-19

I hope that each of you is keeping healthy and safe as we all continue to operate under the threat of COVID-19. And I thank you again for being a part of the Cape School family. I also want to update you on how Cape School is responding to the pandemic and the various changes it has brought to our operations.

The health and well-being of our customers, our staff, and the communities we serve will always be our top priority. Our dedicated team has recently implemented additional steps to help create a safe and healthy environment for our students and staff. These include:

- **canceling all live insurance CE classes** through December 31, 2020. We will continue to monitor the situation in each state and make decisions regarding live classes for 2021 at the start of the new year. In the meantime, we are offering live webinar and teleconference classes to provide you with live instruction that you can complete from the safety and comfort of your own home.
- **canceling all live insurance pre-license classes** and replacing these with live webinar classes.
- **canceling all live real estate CE classes.** We also are transitioning to live webinar delivery of these classes, starting in NY and VA with plans to offer these live webinar classes in our other locations as soon as possible.
- **continuing to waive all no-show, rescheduling, and transfer fees** associated with all our classes. We encourage all our students to consider our many options that can be done in the comfort and safety of your own home. Live webinars, teleconference, online self-study, and correspondence courses are offered daily and can be a convenient and conscientious alternative to live classroom classes.

We appreciate your understanding and patience as we continue to adapt to the ever-changing environment. The safety and well-being of our customers and staff, while providing the level of service to which you are accustomed, remains our top priority. Many of our team are working remotely and to date, we have been fortunate not to have any confirmed cases of COVID-19 amongst us. We hope by implementing these changes we can further limit the potential exposure and spread of the COVID-19 virus.

Cape School is a family-owned and operated business that was built with a deep commitment to serve people in order to contribute to a world that works for and includes everyone. Never has there been a better time to live our values. As we continue to navigate through these unprecedented times, we will continue to look for ways to serve.

Walton G. Moseley
Cape School Inc.