



### Disease Control: COVID19 Classroom Modifications

The following are the student's modified procedures for the classroom. Please review carefully as failure to comply with the following may result in disciplinary action, up to and including dismissal.

#### **What we expect from you:**

**AT HOME, as you start your day-** Students should take their own temperature before each school day begins to ensure they are not presenting with any covid19 related symptoms or any other contagious conditions that could compromise yourself or those around you. Symptoms you should check for include: Fever (100.4+) or chills, shortness of breath or difficulty breathing, new loss of sense of smell or taste, muscle or body aches, or a sore throat. If you are presenting with fever or any other symptoms you should not come to the school and need to leave a message for the Student Administrator at 512.374.9222, ext. 13.

Students who stay home due to illness/being cautious must contact the Student Administrator at [Tilat@tlcschool.com](mailto:Tilat@tlcschool.com) the day they are absent. In the email they will include their name, the symptoms they are presenting with and what actions they are taking (going to the Dr, etc.). Students who miss class because of illness may appeal to have their make-up fees waived, provided they submit an appeal with documentation (if applicable). Students who miss 5 days in a row may need to consider withdrawing re-enrolling in another class.

**PLEASE NOTE-** In order to adhere to social distancing standards, the student lounge is no longer available for storage, meal prep, or in-room dining; neither are the benches and tables outside. **Please do not gather in these areas.** Please do not bring any food items or drinks other than water into the building. All breaks and food consumption should be done outside or in your car until further notice.

**Also,** TLC will now provide all linens and blankets for students use in the classroom to mitigate unwanted pathogens entering the building. Please do not bring ANY linens into the building.

#### **WHEN YOU ARRIVE AT SCHOOL-**

Please arrive **no more than 15 minutes early**. Upon arrival students should only bring their classroom supplies (books, pen/pencil, backpack/carrier, and lubricants) into the building. **ALL other personal items (food, linens, holsters, etc.) should be left in your vehicle.** Students without vehicles should reach out to their MTI (massage therapy instructor) for additional details. As we try to manage foot traffic and minimize clustering, the **main entrance is now off limits to students**. Please use the entrance detailed below regarding your classroom:

#### **Classroom #1 Students**

If you are a student that attends class in classroom #1, please park in the school lot or in the unpaved church parking lot. Do not park in clinic parking, instructor/visitor parking, or at surrounding businesses. Your designated entrance for entering the school will be on the north side of the building (this is the entrance located next to our main parking lot). This will be your exit point as well. Unless using the rest rooms, or purchasing items from the front desk, please do not congregate in any other areas of the school.

## **Classroom #2 Students**

If you are a student that attends class in classroom #2, please park in the paved church lot with designated parking signs for TLC or the unpaved church lot and walk past the main entrance and around the corner (behind our building) to the student lounge entrance. Do not park in clinic parking, instructor/visitor parking, or surrounding businesses. Your designated entrance for entering the school will be on the south side of the building (This is the entrance at the student lounge area). This will be your exit point as well. Unless using the rest rooms, or purchasing items from the front desk, please do not congregate in any other areas of the school.

### **WHEN ENTERING THE BUILDING-**

As you enter your classroom, you will find masks available, please one of these masks on. Students will be expected to wear TLC provided masks **at all times** while in the building (No Exceptions). Failure to comply will result in suspension from that day's class. Time missed will need to be made up in accordance with make-up policies in the Student Handbook.

Upon arrival, students should wash their hands with soap and water for a minimum of 20 seconds or utilize the provided hand sanitizer. Please avoid congregating in any area. Classroom 1 students should use the sink in the student hallway or in the restrooms. Classroom 2 students should use the sink in the student lounge or in the restrooms.

### **WHEN ENTERING THE CLASSROOM FOR A CLASS-**

The persons assigned to set the room up will have lecture tables and chairs assembled a minimum of 15 minutes before the class start time. These students will glove up and clean lecture tables and chairs with 90/10 solution. Please give these students space to work.

Each classroom has two "Clean Stations" consisting of: wall mounted protective glove boxes, wall mounted mask boxes, wall mounted hand sanitizers, shelf mounted cleaning products with 90/10 alcohol solution. Specially designed air purifiers have been placed in the classroom and clinic areas (Please see more information below in the Sanitation section).

Students will put their lecture supplies on their table (books, pen/pencil, notes, water) and all other supplies (backpack/carrier, and lubricants) will be stowed at the back of the classroom against the wall. When students need to drink their water, they should lift their mask to drink and lower it when finished.

### **DURING ROLL/LECTURE CLASS-**

Your Massage Therapy Instructor (MTI) will take the temperature of each student at roll within the first few minutes of class. Students should try to arrive a few minutes early for class to expedite this process. Students arriving late should walk to the side of the lecture area by the closet and wait to have their temperature taken.

Students presenting with a fever (100.4 degrees+), will be sent home. The student with fever cannot return to the school for any reason unless they are fever free for 48 hours. Depending on their symptoms, the student may be required to be tested for COVID19 and would not be able to return to class until results are sent to the school. Each case will be handled by the School Director.

Students who are sent home due to illness/being cautious must contact the School Director at [MarkD@tlcschool.com](mailto:MarkD@tlcschool.com) within 24 hours from when they are sent home. In the email they will include their name and class, the symptoms they are presenting with and what actions they are taking (going to the Dr). Students who miss 5 days in a row of class due to illness related absences may need to drop and re-enroll in

another class and some hours may need to be made up in the make-up room. Students are encouraged to submit an appeal if they would like to.

#### **POST LECTURE CLASS-**

Select students will put on gloves and disinfect all contents/equipment in their row at the completion of their lecture using the supplied cleaning items. Other select students will glove up to put the tables and chairs away. All other students will glove up to disinfect their lubricant and bottles/containers using 90/10 solution. Students cleaning and putting tables away will clean their lubricant when they're finished.

#### **PRACTICAL CLASS SETUP/FIRST TRADE-**

Upon initial table set up, the **receiver** will disinfect all contents/equipment they will be using prior to the start of their practice session. This includes; Table, table legs, height adjustment knobs, chairs, any smooth surface, clipboards, and pens. The **receiver** will then approach the door, remove and dispose of their gloves, and exit the room to wash their hands.

While everything is being cleaned, the **givers** will be invited to receive their linens and blanket from the instructor, row by row. Students will store their water and classroom supplies under their tables. Nothing should be left along the walls. Please do not allow the linens, clean or not, to touch the floor, should your clean linens become contaminated (touch the floor), request more from the MTI. Only the MTI should hand out sheets and blankets.

While students are dressing their tables, MTI's will inspect every student's clothing for cleanliness, inspect hands, fingernails, cuticles, open wounds, cuts, scratches or abrasions and level of cleanliness. Should a student's level of cleanliness be found to not meet standards, student will be written up and sent home and the student will need to schedule a meeting with the School Director.

If a student is found to have any hand injuries and if the injury is of a significant nature (where it could be dangerous to both students), the student will not be permitted to perform the session(s) and take an NP.

Both partners should wash their hands, wrists, and elbows before massaging/receiving. The **giver** will wear gloves during the entire session including pre and post interview after getting approved by the MTI. Both the **giver** and **receiver** will wear their masks during the entire session, as well as in the building. The **receiver** will keep their lubricant on the massage table, off of the client's body, when it is not in use. We will not be using holsters until further notice.

**PLEASE NOTE:** Facial massages, and work with the elbows and/or forearms are prohibited until further notice. For further clarification, please review the videos on the Student Resources page of our website and/or consult with your MTIs for guidance.

#### **AT THE END OF THE FIRST TRADE-**

**Please refer the videos on post session clean up, laundry removal and hand washing located on the student resources page.**

At the end of the session, after the receiver is dressed and off of the table, the **giver** will remove the linens and put them in the hamper, then approach the door, remove and dispose of their gloves, and exit the room to wash their hands. **Linens, Clothing, and Other Items That Go in the Laundry:** In order to minimize the possibility of dispersing any particles through the air, do not shake dirty laundry. Remove all linens, blankets, and table setups; fold items in on themselves before putting in a closed bin or hamper.

After linens are removed and placed in the hamper, the **receiver** will use hand sanitizer, put on gloves and will disinfect all contents/equipment they will be using prior to the start of their practice session. This includes; Table, table legs, height adjustment knobs, chairs, any smooth surface, clipboards, and pens.

When the **giver** returns, they should wait to be invited to receive their linens and blanket from the instructor, row by row. Students will store their water and classroom supplies under their tables. Nothing should be left along the walls. Please do not allow the linens, clean or not, to touch the floor, should your clean linens become contaminated (touch the floor), request more from the MTI. Only the MTI should hand out sheets.

After the tables are dressed, the MTI will allow students to go on their break. Please try to minimize bathroom breaks until after everything is cleaned and setup.

**SECOND TRADE-** Both partners should wash their hands, wrists, and elbows before massaging/receiving. The **giver** will wear gloves during the entire session including pre and post interview after getting approved by the MTI. Both the **giver** and **receiver** will wear their masks during the entire session, as well as in the building. The **receiver** will keep their lubricant on the massage table, off of the client's body, when it is not in use. We will not be using holsters until further notice.

#### **AT THE END OF THE SECOND TRADE-**

**Please refer the videos on post session clean up, laundry removal and hand washing located on the student resources page.**

At the end of the session, after the receiver is dressed and off of the table, the **giver** will remove the linens and put them in the hamper, then approach the door, remove and dispose of their gloves, and exit the room to wash their hands. **Linens, Clothing, and Other Items That Go in the Laundry:** In order to minimize the possibility of dispersing any particles through the air, do not shake dirty laundry. Remove all linens, blankets, and table setups; fold items in on themselves before putting in a closed bin or hamper.

After linens are removed and placed in the hamper, the **receiver** will use hand sanitizer, put on gloves and will disinfect all contents/equipment they will be using prior to the start of their practice session. This includes; Table, table legs, height adjustment knobs, chairs, any smooth surface, clipboards, and pens.

When students are done cleaning their tables, all of their personal belongings should be moved to the wall and out of the way. One student should fold the table in half, and the other should hold the face cradle and bolster and wait to be instructed, row by row, then put your equipment away.

#### **AT THE END OF CLASS-**

Students will sit or stand either where they sit in class or at a distance that is observing social distancing and reflect on the class and receive reminders from their MTIs. Once dismissed, please take all of your personal items and as you exit the classroom, please take a new mask with you for your next class. **If you don't have any scheduled appointments, make-ups or meetings with faculty or staff, please vacate the building. This will allow the cleaning service the opportunity to better prepare the building for the next group.**

At this time, students will not be able to use the classrooms/building to practice massage or study.