



COVID-19 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:

Note: For the safety of fellow students, faculty, staff, and clients, it is vital important that those who suspect that they or someone in their bubble has been exposed to COVID-19 that they inform TLC, get tested, and self-quarantine (**bubble refers to a person or people with which one is in frequent, close contact, often unmasked.**). Failure to comply with TLC's COVID-19 policies and procedures may result in disciplinary action, up to and including dismissal.

Exposure/Contraction Procedures

If you have or suspect that you or someone in your bubble has been exposed to COVID-19, please do not come on school grounds. Symptoms you should check for include: fever (99.6+), chills, shortness of breath, difficulty breathing, new loss of sense of smell or taste, muscle or body aches, sore throat. If you believe you have been exposed or are experiencing any of the above symptoms contact the Director at markd@tlcschool.com to schedule a phone call.

TLC requires any student with real or suspected illness to get tested and cleared by a physician before returning school. The student must submit documentation from a physician that clears them to return to campus. As an extra-added precaution, students with real or suspected illness may not return to the building for 14 days after their initial COVID-19 test, regardless of the test results.

If you are enrolled in a Hybrid program and feel well enough to attend from home, please do so. If not, any class missed must be made up. Non-Participation (NP's) can be applied if you have them (see Attendance Requirements, Not-Participating (NP)). If you are sick or awaiting test results, please limit your exposure to others so you can resume classes as soon as you are cleared to do so.

Students who miss class because of real or suspected illness will need to make-up classes in the make-up room. **Students are encouraged to appeal to have their associated make-up fees waived and should include their doctor's note** (See Appeal Procedure). Students with real or suspected illness that are scheduled for clinic, **must** contact the MTI-on-Duty at 512.374.9222, ext. 30 immediately. The MTI-on-Duty will cancel all appointments at no cost or penalty to the student.

AT HOME, as you start your day

Students should take their temperature before leaving for the school and follow the contraction procedure if they believe they have been exposed; have a fever (99.6+); or are exhibiting any of the symptoms listed above.

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 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.

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. 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 restrooms, 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. 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 restrooms, 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 the building, you will find masks available. If you do not have your own mask, please put one of these masks on. Students will be expected to wear masks **at all times** while in the building (No Exceptions). *Bandannas, gators, and scarves are not acceptable.* 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 (see Make-up Classes).

Upon arrival, students should wash their hands with soap and water for a minimum of 20 seconds or utilize hand sanitizer provided near their entrance. **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

Each classroom has two "Clean Stations" which contain latex-free protective gloves, protective face masks, hand sanitizers, and cleaning solution. The person(s) 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 the cleaning solution provided. Please give these students space to work.

Students are expected to put their lecture supplies on their table (books, pen/pencil, notes, water) and all other items (backpack/carrier, lubricants) should be stowed at the back of the classroom against the wall. Students arriving late should walk to the side of the lecture area by the closet and wait to have their temperature taken before taking their seat.

When students need to drink their water, they should lift their mask to drink and lower it when finished.

DURING ROLL/LECTURE CLASS

The MTI will take the temperature of each student at within the first few minutes of class. Students are encouraged to arrive a few minutes early to expedite this process. Any student presenting with a fever will be sent home and should follow the contraction procedures listed above.

POST LECTURE CLASS

At the end of A class, select students will put on gloves and use the solution provided to disinfect all surfaces on their row. Other select students will put on gloves to put the tables and chairs away. All other students will put on gloves and use the solution provided to disinfect their lubricant bottles/containers. Students cleaning and putting tables away will clean their lubricant bottles/containers when after stowing the tables.

PRACTICAL CLASS SETUP

When massage tables are set up, students should stow their belongings under their assigned table. Nothing should be left along the walls.

FIRST TRADE

Upon initial table set up, the receiver (“client”) will disinfect 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 client 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 instructor will distribute linens to the givers (“therapists”). The therapists should dress their tables. Please do not allow the linens, clean or not, to touch the floor. Should your clean linens become contaminated in any way, request another set from the MTI. Only the MTI should hand out sheets and blankets.

Both partners should wash their hands, wrists, and elbows before massaging/receiving. The therapist will wear gloves during the entire session including pre- and post- interview. Both the therapist and client will wear their masks during the entire session. When not in use, the therapist will keep their lubricant on the massage table, but off of the client’s body. **We will not be using holsters until further notice.**

PLEASE NOTE: Facial massages is prohibited until further notice. Additionally, therapists are permitted to work with their forearms, but can opt out if they so choose. For further clarification, please review the videos on the Student Resources page of our website and/or consult 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 client is dressed and off of the table, the therapist 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 therapist will use hand sanitizer, put on gloves and 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 therapist 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 therapist will wear gloves during the entire session including pre- and post- interview. Both the therapist and client will wear their masks during the entire session. When not in use, the therapist will keep their lubricant on the massage table, but off of the client's body. **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 client is dressed and off of the table, the therapist 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 therapist will use hand sanitizer, put on gloves and 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, to put your equipment away.

AT THE END OF CLASS

Students should sit or stand at a distance that is observing social distancing to reflect on the class and receive reminders from their MTI. Once dismissed, please take all of your personal items. **If you don't have any scheduled appointments, make-ups or meetings with faculty or staff, please vacate the building.**

At this time, students will only be able to use the classrooms/building to practice massage or study during their scheduled make-up or their scheduled hands-on practice time.