



## COVID-19 Make-up Room 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.

**Note:** For the safety of fellow students, faculty, staff, and clients, it is vitally 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](mailto: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.

Make-up Room will now have a capacity of 5 students at a time. The make-ups will take place in Classroom #2 weekday afternoons from 1:00pm to 5:30pm and in Classroom #1 on Saturdays & Sundays from 10:30am to 4:00pm. These hours are subject to change and will be display accurately on the make-up sign-up calendar.

**AT HOME, as you start your day** - Students should take their temperature before leaving for the school and follow the exposure/contraction procedure if they believe they have been exposed; have a fever (99.6+); or are exhibiting any of the symptoms listed above.

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. PLEASE NOTE** - 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.** The refrigerator, microwaves & toaster ovens are also no longer available for use. 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.

As we try to manage foot traffic and minimize clustering, the main entrance is now off limits to students. Please use the entrance designated below:

**Monday through Friday Make-up Classroom #2:** If you attending make-up class Monday through Friday, you will be in classroom #2. Your designated entrance and exit point are on the south side of the building. This is the entrance at the student lounge area. **Students should report**

**to Classroom #2. The MTI will check-in make-up students after the start of each clinic session.** Please maintain the recommended 6ft. distance until the MTI checks their temperature. Late arrivals may need to wait until the MTI returns. **DO NOT ENTER THE STUDENT CLINIC.** Unless using the rest rooms, or picking up a supplies order from the front desk, please do not congregate in any other areas of the school.

**Saturday & Sunday Make-up Classroom #1:** If you attending make-up class on Saturday or Sunday, you will be in classroom #1. Your designated entrance and exit point are on the north side of the building (this is the entrance located next to our main parking lot). **Students should report to Classroom #1. The MTI will check-in make-up students after the start of each clinic session.** Please maintain the recommended 6ft. distance until the MTI checks their temperature. Late arrivals may need to wait until the MTI returns. **DO NOT ENTER THE STUDENT CLINIC.** Unless using the rest rooms, or or picking up a supplies order, please do not congregate in any other areas of the school.

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.*

After the start of each clinic session, an MTI will take the temperature of each student. Students with a fever (99.6 degrees or more), will be sent home and will need to reschedule their make-up. If you are sent home, please follow the exposure/contraction procedures listed above.

#### **For Hands-on study/practice and testing:**

If you plan to practice massage or take a hands-on assessment, please ask the MTI-on-duty for linens.

Students will disinfect their lubricant bottles/containers using the solution provided, then follow handwashing protocol.

Students will disinfect all contents/equipment in the make-up room prior to the start of their session. This includes; Table, table legs, height adjustment knobs and any smooth surfaces, clipboards, pens whether or not they are following a student who has just completed their post-session clean up. After complete, students will then repeat the handwashing protocol.

**PLEASE NOTE:** Facial massage 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 with your MTIs for guidance.

After the session, remove all linens, blankets, and table setups; fold items in on themselves before putting in a closed bin or hamper. **Do not shake linens.** View pre- and post- massage sanitation protocols on the student resource page.

Students will then repeat the handwashing protocol and reset the table and treatment space for next session by disinfecting all contents/equipment from in the make-up room at the completion of their practice/testing. This includes: table, table legs, height adjustment knobs and any smooth surface, clipboards, pens.

Finish by repeating the handwashing protocol.

All make-up sessions must end on time to allow for sanitation. Once dismissed, please take all of your personal items. **If you don't have class, clinic appointments, or meetings with faculty or staff, please vacate the building.**