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| Your Logo Here | TEMPORARY COVID-19 PREVENTING RULES AND PROCEDURES FOR CLASSES |

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| FOR PARENTS AND STUDENTS |
| 1. Wear a mask at ALL times, before, during, and after class.
2. Cover your mouth with tissue or sleeves when coughing or sneezing.
3. Please let us know beforehand if you have traveled to another country within the past 14 days or have any respiratory issues. If you follow any of these conditions, please do not attend the classes.
4. If possible, try not to use the public facilities (bathroom, water fountain, dressing rooms). In case of emergency, tell the master or instructor before and after using these facilities. To avoid indirect contact, the staff will immediately sanitize the used facility. After usage, wash your hands for at least 30 seconds with water and soap and apply hand sanitizer afterward.
	1. Please go to the bathroom at home before attending class.
	2. Prepare your own water and towels and do NOT share it with anyone.
	3. Wear your uniform before coming to class.
5. Before entering the studio, students will have to sanitize their hands and feet using hand sanitizer and sanitization mats provided and taken their temperatures.
6. Do not pick up your attendance cards, the staff will organize them.
7. Do not use any training equipment without permission. Only instructors and masters will be able to handle them.
8. Do not leave your assigned designated area of 6 feet during class unless instructed to move and avoid ANY physical contact with any student, master, and instructor at any time. Practice social distancing at ALL times.
9. Prevent from shouting, yelling (Kihap), unless instructed to do so.
10. Do not bring your sparring gear unless told to do so.
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| FOR PARENTS |
| 1. Please go over all the rules with your children thoroughly .
2. Please inform of us of any respiratory issues or symptoms and if you traveled to another country with the past 14 days.
3. Please makes sure your children have used the bathroom, prepared their water, towels, and any materials, wore a mask, and wore their uniform, before coming to class.
4. Drop off and pick up children at the set times. Please do not make your children wait for class to start or wait to be picked up. Do NOT wait in front of studio for a class to end or start.
5. When early, please wait inside the car before class starts or until class ends.
6. After wearing the uniform, wash them immediately. Do not wear the same uniform more than once if not washed.
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| FOR STAFF |
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| 1. If you have traveled within the last 14 days or have any respiratory issues, let us know in advance and do not come to the studio.
2. Wear masks always before, during, and after class.
3. Check the students’ health status before class starts
	* + Check their temperature.
		+ Make sure they sanitized feet and hands using provided hand sanitizer and sanitizing mat.
		+ Report any respiratory symptoms or health issues to parents and staff.
4. Maintain social distancing of 6 feet. Avoid any physical contact if possible.
5. When a student uses any public facility due to an emergency (bathroom, water fountain, dressing room), immediately sanitize the facility. Wipe toilet seat, handles, paper towel dispenser, faucet, door handles, etc. (anywhere that can be touched or used).
6. Make sure students do not pick up attendance cards. Masters and Instructors are responsible for the attendance cards.
7. Use one set of training gear for each student. Do NOT share gear between students. Sanitize gear after usage immediately .
8. Prepare for the next class by sanitizing all equipment, shared facilities, hand sanitizer dispenser, sanitization mat with prepared spray and wipe, and open the doors to allow air circulation throughout the studio.
9. Wash your hands and apply hand sanitizer before and after every class.
10. Avoid instructing students to shout or yell (Kihap).
11. Sanitize all areas around the studio (inside and outside) before and after every class.
12. Record down the names, time, and date of visit of all people (students, parents, guests) throughout the day.
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