

REOPENING PLAN & GUIDELINES

Before you can even think about opening your school again or getting people on the mat, it's vital you have a plan in place to ease fears surrounding COVID-19. Things are going to look radically different post-coronavirus, so it's important your staff, students and parents all know what to expect when they enter your school.

With that in mind, we've put together this packet as a guideline to help you navigate the reopening process and keep everyone **SAFE!**

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IMMEDIATE NEXT STEPS & CHECKLIST

Your state government has probably already released their own plan for the phases of re-opening businesses. Your date may be a few days away, or it may be a few weeks or even months out. Even if your state government has released a re-open date further out, it is best to have a plan ready to go in case the Stay at Home order is lifted early.

With that in mind, you need to be prepared with a re-opening plan to share with your staff, parents and students to show what measures you are taking to keep everyone safe.

There will be many who do not feel comfortable going back to your school just yet. So it is important to still provide virtual training to have options based on your parents' and students' level of comfort during this transition.

NEXT STEPS:

- ☐ **Inform your staff, parents, and students** of the opening date and what precautions you are taking once students come back to your school.
 - Preparation and communication are going to be the keys to making this process as simple and painless as possible. Use every means at your disposal to get the word out: phone calls, text messages, Facebook group posts, emails, etc.
 - We've included a PDF outlining your general best practice plan that you can send to parents provided by Beth Block with Block Insurance.
- ☐ **Release your temporary class schedule.** Depending on your student count, you will likely need to offer smaller classes and keep students spaced apart.
 - If your students come twice a week, consider making one class a week all virtual to allow time in your schedule to have smaller classes.
 - Read through the *Class Scheduling* section of this packet for more details.
- ☐ **Stock up on cleaning and safety supplies.** Be prepared to check temperatures at the door and provide masks and gloves.
 - Carefully read the *School Preparation & Daily Disinfection Measures* sections of this packet so you can know exactly what to purchase.
- ☐ **Set up a time for staff and instructor training.** You will want to go over your plan and training for what needs to be disinfected, how to communicate with parents, and other specific details.
 - Check out the *Pre-Opening Trainings* section of this packet for more information.

CLASS SCHEDULING

Many school owners have asked about how to structure their classes after reopening. You will want to keep classes small knowing it's important to continue with social distancing.

Create a new temporary class schedule with more time slots offered to allow all students to train live once a week for Day A (curriculum, belt advancement training). Continue to host Day B (specialty classes, weapons, bag workouts, etc.) on your virtual platforms.

It's important that those students who feel comfortable coming back into your school get a chance to train at least once a week live. Limit your classes to 10 students. If you wish to allow parents inside and don't have a separate area for them, you may consider smaller classes. Remember that if you do allow parents inside, that will be another area to disinfect between classes.

Some parents and students will still not feel comfortable attending class live for a while. Continue to provide virtual training as long as necessary. You can even use virtual training as a way to continuously allow your students to train online in the future.

Additional Tips:

- ☐ Assume that when you can open, it will be in small gatherings of only 10 people or less.
- ☐ Space out markers or dots on the mats 6' apart.
- ☐ Start classes earlier in the day to fit in more time options.
- ☐ If you have a larger student count, consider keeping classes to 30 minutes to allow for more live classes without risking instructor burn out.
- ☐ Space start and end times to allow one class to completely leave and give staff time to perform disinfection duties before the next class begins to arrive.
- ☐ Call each student and/or parent to set up a live class time and figure out what works best for them.

SCHOOL PREPARATION

It is vital to everyone's safety for you to properly prepare your school for re-opening. The more you do prior to opening and the more you continue to do before and after classes will greatly help your staff, parents and students feel more at ease about coming back to your school.

Here are some items you need to keep in stock:

- ☐ Mask – disposable surgical mask
- ☐ Nitrile gloves
- ☐ Infrared thermometer
- ☐ Disinfectant spray – 10% bleach solution made fresh daily or a hospital-grade disinfectant
- ☐ Spray bottles – 1-liter plastic spray bottles
- ☐ Hand sanitizer dispenser floor stand
- ☐ Hand sanitizer refills
- ☐ Hand soap
- ☐ Paper towels

DISINFECTANT SUPPLIES

- ☐ Confirm you have an adequate supply of soap, disinfection spray, hand gel, paper towels and tissue.
- ☐ Schools should keep a minimum quantity of 30-day supply of disinfectant supplies.

PPE (Personal Protection Equipment)

- ☐ Confirm stock of face masks and gloves on-site and on-order with proper lead time.
- ☐ Schools should keep a minimum quantity of 30-day supply of PPE.

MASKS

- ☐ Require all parents/siblings inside building to wear masks.
- ☐ Require all non-teaching staff to wear masks.

GLOVES

- ☐ The top priority is always protecting people. Based on CDC findings, the company does not require or recommend that employees wear gloves except for those performing disinfection of common surfaces. However, the company should provide gloves if mandated by local laws.

NOTE: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk. We want people to wash their hands because it is the number one defense against any virus.

PRE-OPENING DISINFECTION MEASURES

According to the CDC website, "If it has been more than 7 days since a person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary."

However, you may wish to go to the extra measure of disinfecting your school in order to put students'/parents' minds at ease before restarting classes. If this is the case, here are some points to pay attention to:

- ☐ All surfaces (benches, chairs, countertops, etc.)
- ☐ All equipment/gear
- ☐ Bathrooms/locker rooms
- ☐ Replace HVAC air filters

DAILY OPERATION

DAILY DISINFECTION MEASURES

In order to help mitigate the potential for virus transfer, you and your employees will need to undertake routine disinfecting protocols using a hospital-grade disinfectant or fresh 10% bleach solution as appropriate.

This protocol should be conducted at least at the end of every class with the exception of wiping down general objects such as doors, handles, faucets, sinks, and bathrooms which should be done a minimum of 4 times per day. During this routine, be sure to wipe down all seating areas, locker rooms, countertops, equipment/gear, etc. For electronics (tablets, keyboards, phones, etc.), follow the manufacturer's instructions for cleaning and disinfecting products.

Employees performing these routine disinfection measures should be wearing PPE in the form of nitrile gloves while doing so. Along with that, proper training for safe glove removal/disposal will be needed. A downloadable PDF is available on the [CDC website here](#) for you to post in areas visible to staff.

DEEP CLEANING and DISINFECTION PROTOCOL

Deep Cleaning protocol is triggered when an employee or student is identified as being COVID-19 positive by testing. Deep cleaning should be performed as soon after the confirmation of a positive test as possible.

In lieu of deep cleaning, you may shut down for at least 72 hours to allow for natural deactivation of the virus, followed by performing a comprehensive disinfection of all common surfaces.

SOCIAL DISTANCING PROTOCOL

Social distancing is a simple yet very effective mechanism to prevent potential infection that relies on simple distance to avoid infection.

In practice, this means:

- ☐ Staying 6' away from others as a normal practice
- ☐ Eliminating contact with others, such as handshakes or embracing
- ☐ Avoiding touching surfaces touched by others, to the extent feasible
- ☐ Avoiding anyone who appears to be sick or who is coughing or sneezing

To help facilitate social distancing, it's recommended to place signage/markers in your seating area to help parents to maintain the 6' distance while observing classes.

SOCIAL DISTANCE DURING CLASS CHANGES

Class changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the school.

Start times must be separated by enough of a gap in time to allow for one class to leave and for employees to perform disinfection protocol before the next class begins to arrive.

Helpful Tips to Communicate to Parents & Students:

- ☐ Avoid gathering when entering and exiting the school.
- ☐ Encourage students to stay in their car if they have arrived early until the previous class has exited.
- ☐ Ensure 3' to 6' space between each person while entering the school or waiting to check in.
- ☐ Do not touch your face before you have had a chance to wash or disinfect your hands after entering.

PRE-OPENING TRAININGS

Part of your pre-opening agenda will be to be sure that all staff, students, and parents are trained on the new protocols applicable to them.

For staff, it's imperative they know exactly what the daily protocol is and who's responsible for which tasks during the day. The last thing you want to have happen is for the door handles to not get wiped down because it wasn't assigned to anyone. Be diligent and specific when assigning tasks.

Staff should also know ALL of the protocols concerning students and parents and should be encouraged to help enforce them, for example — kindly reminding friends grouped too closely together upon entering of the social distancing rule.

For students and parents, if possible, it may be helpful to schedule a video chat with each family independently to go over all the details and also to address any questions or concerns they have at that point as well.