

OSM COVID-19 POLICIES

Oregon School of Massage is committed to providing the highest-level training to our students, developing skill sets and tools for applying procedures that protect the public as well as our staff. This is an important part of our program as our students will become professionals providing education and engaging in a sustaining practice for safe and effective touch within a variety of settings.

Regardless of the setting, or where the future will take our graduates, we are committed to providing a safe atmosphere to practice building those skills while welcoming those joining our community or participating in our program. Our goal is to provide support and safety to the best of our ability to our OSM community. To accomplish this, we are requiring our staff, faculty, students and clients to fully participate in the following policies and procedures.

Adjustments and Policies are based on considerations after reviewing recommendations and outlines for practice listed by organizations such as the World Health Organization, Centers for Disease Control and Prevention, Federation of State Massage Therapy Boards, the Oregon Board of Massage Therapy as well as the Oregon Health Authority. Other references were reviewed in the making of our current policies and updates will occur as new information is available.

OSM wishes you and your families only the best of health during this challenging time and strives to ensure the safety and support of staff and students as well as the public.

- **Face masks** MUST be worn at all times and in all areas while inside the school building, while giving and receiving massage. Multiple masks are recommended, and even a change of clothing where possible.
- **Temperature Tracking:** Those entering the premise will need to have their temperature and tracking information taken prior to being helped at the desk, bookstore or for hands-on classes and student clinic.
- **Self-Monitor and Limit Exposure:** Students who are or may have been exposed to COVID-19, or if you are experiencing symptoms must stay at home and are required to report this information to the school's Director. **Limited Exposure** means reducing potential exposure. Staff, and students are asked to monitor their interactions with the public outside of school, to avoid situations that may expose them and their classmates to COVID-19.
- **Social Distancing:** Keep your space. We need your help in keeping everyone safe. Maintain proper distance whenever possible.
- **Wash Hand Regularly:** Sanitizer and disinfecting wipes have been placed throughout the office and classrooms. Washing hands and following CDC guidelines in order to prevent exposure or sharing of the virus is required between all hands-on sessions. *OSM also is using a hospital grade disinfecting sanitizer for cleaning all surfaces in classrooms. Instructions for use will be provided by your instructors.*

- Furniture with cloth upholstery that is not easily sanitized have been removed from public spaces as well as lounge areas.
- Reduced numbers of people are allowed in the store at all times: no more than 3.
- Classrooms have been limited in size to 8-10 students to ensure safe distancing.
- Students will be set at opposite ends of the tables to ensure a minimum distancing. Tables will be spaced accordingly to allow for six feet distancing.
- Students will provide linens, and both set up and breakdown, including sanitation and disinfection of table and linens. Extra time will be provided to ensure product is used effectively to kill the virus and will include table, face cradle, and extended table parts. Cleaning product will be supplied by OSM.
- Doors may be propped open to limit contact for regularly touched surfaces.
- Use of gloves is optional for all areas except when working the head, face or anterior neck.

More detailed walk-throughs for safety expectations will be sent out over the next week to bolster this information and to adjust for any recommended changes in these protocols by organizations providing guidelines such as the CDC, WHO and others.

The general expectations for students for Core pre-Licensing programs and CE classes, are to follow our guidelines and to note whether you have travelled 10 days or sooner before a given class.

I am available at jb@oregonschoolofmassage.com should you have any further questions at this time. We look forward to seeing you all soon, and in my case, to meeting each of you as we move into this end of year quarter!

Thank you for your continued patience, and feedback. We will constantly fine-tune procedures to ensure local and public safety within the industry and on campus.

Jordan Barton
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Walk-Through

OFFICE

- 1) For everyone that enters the lobby
 - a. FILL OUT TEMPERATURE AND QUESTIONAIRE/Tracking SHEET.
 - b. At the end of the day, place sheet in GM's box.
- 2) The following should be sanitized and disinfected after use, or every 30-45 minutes, or after foot traffic: DESKS, COUNTERTOPS, PHONES, DOOR HANDLES, KEYBOARDS, ETC (HARD SURFACES),
- 3) WHEN YOU SWITCH work AREAS, WIPE DOWN KEYBOARD, PHONE, ETC. PRIOR TO WALKING AWAY IF YOU WILL NOT BE RETURNING.
- 4) DOORS MAY BE PROPPED OPEN TO REDUCE HANDLING
- 5) Desktops and counters should be free of debris, and misc. items that counter sanitation needs.
- 6) Sanitizer should be available at every desk and countertop.
- 7) Disinfectant wipes, or warm soap and water should be used to clean surfaces. Using the industrial disinfectant, it is important to remember to allow the cleaner to set for at least 1 minutes prior to wiping dry.

REGARDING FOOD:

- To reduce risk of exposure, the staff lounge, and public lounge areas are limited to two persons at any given time.
- Staff are asked to each lunch in their offices. Should items require cleaning in the staff lounge, please respect the limitations for numbers in that area. You will be responsible for washing the area used once your task is completed, by wiping the sink and counter areas with a sanitation wipe (Clorox wipe, or other provided, or soap and warm water).
- Staff without offices will need to eat in the break room, or outside the facility such as in the building lounge, or appropriate location for safe
- STUDENTS: most courses being offered on campus will not have a meal break at this time. We encourage you to eat either prior to, or after, your classes. Should you decide to eat on a break, limit eating to the lounge area and maintain minimum numbers (maximum of two at a time) or eat in your vehicle.
- At any given time, when students are attending a class or on campus, they must wear a mask.
- You are responsible for cleaning the area where you eat your meal or snack. Please ask for supplies if you are unable to find them readily in the Lounge area.

CLASSROOMS

- 1) Class sizes have been reduced to ten and under.
- 2) You must wear your mask at all times.
 - a. When face down on the table, there are two options. You may lay face down and remove a loop from behind one of your ears to ease tension on the mask and your face, allowing the cradle to keep the mask secure to your face.
 - b. A pillowcase may be placed, like a tube, over the face cradle providing a masked space to reduce droplet spread. You may undo the loops of your mask at both ears but keep the mask 'on' while prone upon the face cradle.
- 3) The school will provide masks for in-class sessions, and a face shield to be worn in class. Students are responsible for maintaining the face shields during class, and for sanitization and disinfection prior to leaving for the day.
- 4) Students will bring their own linens and any change of clothing they wish to use, please also bring a bag large enough to contain used linens safely.
- 5) Options to wear a smock, or apron while working on your client will help to reduce secondary contact with your client/guest. This should be removed, while wearing gloves, and folded into your sheet bundle when taking down your table.
- 6) Everyone's temperature will be taken when entering the building, BUT, for the sake of good form, we will take temperatures during our intake.
- 7) Intakes will be done verbally, and notes taken by the provider.
- 8) Notes can be reviewed by guest for accuracy, or verbal confirmation can be taken.
- 9) While in lecture set up, students will sit at opposite ends of the massage tables, or at least six (6') feet apart.
- 10) Sanitation and disinfection product will be available at each table.
- 11) Working in pairs for bodywork:**
 - a. Students receiving work will set up and then clean/sanitize the massage table
 - b. Wear gloves to break-down table set-up
 - c. When removing linens from table, pull from the foot of the table, using less used linen to grab and bundle the rest of the table setting.
 - d. Place bundle into the transport bag you brought with you.
 - e. Use sanitation wipe to clean table.
 - f. Spray table and bolster with disinfectant.
 - g. While you wait for disinfectant to dry,
 - h. Remove your gloves by pulling from the inner wrist of one hand and use the removed glove for removal of the second.
 - i. Wash hands with warm soap and water.
 - j. Next student will set table for their session, repeating steps 1 – 5i
- 12) Breakdown room if needed or help to ensure everything is prepped and cleaned for next class.**

CLINIC:

- 1) Students will work on one guest per clinic.
- 2) Half of the students attending clinic will perform massage, starting in staggered timeslots, on 15-minute increments.
- 3) The other half of the class will work on one another performing focused work per the educator's direction (i.e. treatment work and/or testing for thoracic outlet syndrome, etc.)
- 4) There will be a break while students clean and prepare for the second sessions and then they will switch.
- 5) Students will work on faculty, staff or other students held to the same expectations for safety, in order to reduce exposure.

EXPECTATIONS FOR Students and Faculty

As we work to safely add hands-on courses back into the curriculum, we must navigate a great deal of social, public and private uncertainty. OSM's guidelines are a living document that will allow us to adjust as needed, based upon staff and student feedback, and by taking information directly from national organizations from the industry of massage, state and national, as well as international, health organizations such as the Oregon Health Authority, OSHA, the CDC and the WHO.

Because of this, we expect that our students and faculty will participate in actions outside of the classroom that will support the successful transition back into providing the quality and quantity of education we have in the past. It is imperative that the following guidelines be followed and that you take these precautions seriously.

The following list are standards of practice and expectation that OSM asks its staff and students to adhere to.

- 1) Refrain from activity that may unduly expose you to the COVID19 virus. This includes large group gatherings (10 or more people), until further guidelines are set. We are social beings, and we need the connection to others in order to grow and flourish. Remember that even with friends you have not seen in a while, wear your mask. It protects everyone else and may reduce your risk.

- 2) Change your mask. Wash it, reuse it, but change your mask daily.
- 3) Monitor your own health. If you are feeling something that may be a symptom of COVID19 please do not come into school. Contact us immediately and we will work with you regarding make-up opportunities.
- 4) Wash your hands regularly with soap and water.
- 5) Avoid touching your face, mouth and eyes, to reduce potential for contracting this illness.
- 6) We are asking students to begin acting in professional manner prior to your licensure, and this preparation will provide strong foundations for your ethical and practical behavior.
- 7) We are asking staff to model strong professional boundaries and to ensure, to the best of their abilities, that they are reducing risk to those they come into contact with as clients.