



# Lexington Healing Arts Academy

## Covid-19 Campus Handbook for Faculty, Staff, and Students

## LHAA COVID-19 CAMPUS HANDBOOK

Dear faculty, staff, and students,

We are living in unprecedented times. Never have we seen, in our lifetime, has a pandemic spread so fast globally and affect so many. We all have been affected by Covid-19. We all have adjusted to keep ourselves and our loved ones, safe.

This is no different at the Lexington Healing Arts Academy (LHAA). Our staff has worked tirelessly to put together a comprehensive, campus-wide safety plan on returning to campus. Our first phase of safety was to pivot to remote learning with 100% of our classes. Our next steps are to pivot to a blended learning format of both remote learning, and residential course instruction through 2020.

We believe that by monitoring the latest guidance from Governor Andy Beshear, the Centers for Disease Control (CDC), and our professional organizations such as the American Massage Therapy Association (AMTA), the National Academy of Sports Medicine (NASM), and the Yoga Alliance, we can safely continue to provide a rich classroom experience, whether it is at LHAA or in a distance learning atmosphere.

The following is a handbook and guide as to how life will look when we return, once again, to our LHAA campus. We have put in hours of work, and feel confident, that with everyone's help and cooperation, we will be able to continue our amazing programs at our amazing campus.

Please take your time, read carefully through all the policies and procedures. The environment that we all find ourselves in is ever-changing with new information, coming out all the time. With that in mind, in the future we may have to make adjustments to the policies. Please reach out if you need to, with any questions or concerns.

You are a valued and honored member of the LHAA community. Together, we will get through this difficult time in our history. Together, we can keep everyone safe.

Thank you all for what you bring to the LHAA Ohana, and I look forward to seeing you soon.

Sincerely,

Bill Booker  
Executive Director  
Lexington Healing Arts Academy

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## **Section 1: LHAA Governance**

### ***Mission Statement***

LHAA is dedicated to providing an environment & curriculum that encourages and inspires professional development and personal growth for massage therapy, personal fitness training, and yoga students. We are committed to creating a community spirit in which each individual is respected, appreciated, and accepted. The faculty and staff are actively engaged in assisting students to attain career aspirations in the massage, fitness and nutrition coaching, and yoga professions.

### ***Overview***

LHAA is an educational institution that is dedicated to the highest quality of instruction in the profession of massage therapy, fitness and nutrition coaching, and yoga instruction. This policy and procedure manual define the requirements and expectations of the faculty, staff and students, in response to compliance related to the Covid-19 pandemic.

## **Section 2: What to Know Before You Go**

### ***Upholding of School Procedures and Academic Policies***

- It is a fundamental responsibility of every LHAA faculty, staff, and student to exemplify the highest professional standards. Faculty, staff, and students must be familiar with, abide by, and enforce all current policies, procedures, and guidelines of this educational institution.
- Addendum to Covid-19 related make-up, attendance policies will be in section 3.

### ***Self-Administered Wellness Check***

- It is important that all faculty, staff, and students monitor their temperatures daily. Staff and faculty will administer daily temperature checks upon arrival. Further, each faculty, staff, and student are to monitor themselves for any Covid-19 related symptoms, and it is highly encouraged that regular Covid-19 tests be administered. For a list of available testing sites, visit <https://govstatus.egov.com/kycovid19>.
- Each faculty, staff and student will have to sign an attestation regarding exposure to Covid-19, either through visiting a hot spot of infection, exposure through another person, or lack of social distancing.

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- We strongly recommend that all faculty, staff, and students not travel outside of Kentucky during the Covid-19 pandemic. If they do travel outside of Kentucky, they should let LHAA staff know.
- For all members of the campus community, including students, please note that whether or not you meet all or any of the below guidelines, we request that no one come to campus if you are exhibiting a temperature that exceeds 100.4 degrees. It is advised that you take your temperature each morning before arriving on campus. If you don't have a thermometer available, please gauge your own health and wellness by other means, including whether you feel that you may have a fever.

### **Symptoms of COVID-19**

- These are signs that you may have COVID-19:
  - Cough
  - Shortness of breath/difficulty breathing

Two or more of these symptoms:

1. Fever
2. Chills
3. Repeated shaking with chills
4. Muscle pain
5. Headache
6. Sore throat
7. Loss of taste or smell.

Symptoms may be mild or severe and may appear 2 to 14 days after exposure to the virus; however, some people with COVID-19 have no symptoms.

Seek prompt medical attention if you develop emergency warning signs for COVID-19. In adults, these can include:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

This list is not all inclusive.

Please consult your personal healthcare provider for any other severe or concerning symptoms.

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- Again, if you have signs of COVID-19, do not come to campus. There can be no exceptions. You are required to wear a facial covering to avoid possible virus transmission to others.
- If you develop symptoms at school, leave immediately.
- All students are required to immediately report symptoms to the staff at LHAA and your local health department.

### *When to Arrive at School*

- ***For Day Class faculty, staff, and students:*** it is recommended that faculty arrive at least thirty minutes early to prepare for class and for taking each students' temperature. It is required that students arrive at 9:15 am, and socially distance outside of the main door until it is their turn to have their temperature read. Day students' key fobs will gain access to the building at 9:15 am.
- ***For Night Class faculty, staff, and students:*** it is recommended that faculty arrive at least thirty minutes early to prepare for class and for taking each students' temperature. It is required that students arrive at 5:45 pm, and socially distance outside of the main door until it is their turn to have their temperature read. Night students' key fobs will gain access to the building at 5:45 pm.
- ***For Weekend Class faculty, staff and students:*** it is recommended that faculty arrive at least thirty minutes early to prepare for class and for taking each students' temperature. It is required that students arrive at 8:45 am, and socially distance outside of the main door until it is their turn to have their temperature read. Weekend students' key fobs will gain access to the building at 8:45 am.

### *Masks and Gloves*

- While on LHAA's campus, all faculty, staff, and students are required to wear a mask. No one will be let in the building without either a mask, or a temperature screening of 100.4 or less, upon arrival, that reflects a normal temperature.
- Members of the campus community are responsible for providing their own facial coverings.
- Appropriate use of face coverings is critical in minimizing risks to others. You could spread COVID-19 to others even if you do not feel sick. The face covering is not a substitute for social distancing.
- At minimum, a facial covering should be cloth / fabric and cover the nose, mouth, and chin. Facial coverings can also be made with a bandana. See more advice from the Centers for Disease Control and Prevention on [how to wear and position a facial covering](#).

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- During bodywork classes, all faculty, staff, and students are required to wear gloves and a mask while giving a massage. LHAA will provide gloves; students will provide face masks.

### *Faculty Takes Temperature Upon Arrival*

- Entering through the MAIN DOOR only, all persons will be monitored by having their temperature taken. Faculty will monitor each student's temperature upon arrival by the door in the main foyer.

### *What to Bring, What to Leave at Home*

- Faculty, staff, and students must only bring essential materials required to complete their daily tasks.
- For students, this includes book(s) for appropriate class; lunch; bodywork materials, mask. No extra, large personal items will be allowed in the school, only essentials for the class.
- Nothing will be left in the classroom after class. This will be enforced by daily, rigorous cleaning of the building and the throwing away of extra items.

## **Section 3: New Academic Policies and Procedures due to COVID-19**

### *Make-up*

- All make-up related attendance missed due to COVID-19 circumstances must be completed either on campus, with a designated make-up class or study hall, or in a virtual synchronous manner via Zoom, with an instructor.
- Whenever possible, if a student is missing class due to COVID-19 related circumstances, a Zoom synchronous will be provided, or attendance in a later make-up class/study hall will be required.

***Exposure to COVID or Positive Test for COVID-19***  
***Exposure to COVID-19***

- 1) If faculty, staff, or student is exposed to COVID-19, they must notify LHAA as soon as possible and they must stay home. Please do not come to campus.  
Notify- Patricia Seaman at 516-650-2360 or [patricia@lexingtonhealingarts.com](mailto:patricia@lexingtonhealingarts.com)  
or Bill Booker- [bill@lexingtonhealingarts.com](mailto:bill@lexingtonhealingarts.com)  
Please include the following information in the notification
  - a) Date of exposure.
  - b) Date person who tested positive took test, if known.
  - c) Date person who tested positive notified of positive result, if known.
  - d) Date person who tested positive showed symptoms, if known or if they tested for work or other reasons
  - e) If they were on campus after exposure, if they performed bodywork on a fellow student or faculty member, please provide name. Those students/faculty members will also be required to quarantine for 14 days since last exposure.
  - f) If they have any COVID-19 symptoms.
- 2) They must quarantine for 14 days since last exposure. They may not come to LHAA campus or in-person classes for 14 days since last exposure. They must submit a negative test at the end of the quarantine period to be cleared to return.
- 3) Students will receive information regarding classes/attendance/make-up work from the Registrar.
- 4) Testing negative for the virus during the quarantine period does not shorten the quarantine, because contacts could develop disease any time up to and including day 14.
- 5) If someone who was exposed to COVID-19 then tests positive, they must follow the procedure below.

**Positive test for COVID-19**

- 1) If faculty, staff, or student test positive for COVID-19, they must notify LHAA as soon as possible and they must stay home. Please do not come to campus.  
Notify- Patricia Seaman at 516-650-2360 or [patricia@lexingtonhealingarts.com](mailto:patricia@lexingtonhealingarts.com)  
or Bill Booker- [bill@lexingtonhealingarts.com](mailto:bill@lexingtonhealingarts.com)  
Please include the following information in the notification
  - a) Date of positive test.
  - b) Date showed symptoms or if they tested for work or other reasons.
  - c) If they were on campus while infectious (48 hours prior to symptoms or testing), if they performed bodywork on a fellow student or faculty member please provide name(s).
  - d) If they were on campus while infectious (48 hours prior to symptoms or testing), if they had close contact with others, please provide name(s). Close contact is defined as being less than 6 feet from a person for 15 minutes or more indoors and/or less than 6 feet for more than 30 minutes or more outdoors, regardless of if masks were worn.
- 2) They must follow their department of health requirements and quarantine.
  - a) They may not return to LHAA campus and in-person classes until released from the Department of Public Health quarantine order.
- 3) They must send a copy of the release to the Registrar to be cleared to return.
- 4) Students will receive information regarding classes/attendance/make-up work from the Registrar.



## **Section 4: Other Covid-19 Policies and Procedures**

### ***Social Distancing***

- In keeping with Governor Andy Beshear’s benchmarks for re-opening Kentucky, LHAA will enforce the recommended 6-foot social distance guideline. We will have each table placed to ensure a 6-foot gap, as well as adjustments in the student lounge area.
- Faculty and staff will be monitoring the campus and classroom for proper social distancing. For more information on the guidelines, please visit <https://govstatus.egov.com/ky-healthy-at-work>.

### ***Break Times***

- In keeping with social distancing guidelines, we are staggering lunch/dinner break times for all classes. There will be a thirty-minute staggered break time for all classes, to ensure that there will be enough social distance for each student. This will be enforced by LHAA faculty and staff.
- When students take breaks for meals while at school, we recognize that there may be limited places to sit, relax and enjoy the break/meal. Taking breaks for meals by necessity involves removing a face covering, and this may pose a risk of transmission of COVID-19 while eating. To minimize the risk of transmission of COVID-19 from asymptomatic individuals, all of the following options have been implemented.
- Students will take breaks and meals in staggered shifts, as organized by the faculty and staff.
- Seating in break rooms should maintain at least a six-foot distance between individuals.
- Students should also be mindful of the transmission risks associated with removal of the facial covering and follow the above practices.
- Students, faculty, and staff are not allowed to use the water fountain.
- Because of limited seating due to social distancing, students, faculty and staff are encouraged to either eat outside, in their car or office, while maintaining social distancing.

### ***No Food Sharing***

- Per CDC guidelines, <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>, we are pausing all food sharing and potlucks at this time.
- Any food, drink or personal items left at LHAA will be thrown out at the end of the day.

### ***Covid-19 Materials Needed***

- All faculty, staff, and students are required to provide, and wear, their own masks while on campus. LHAA students are also required to wear scrubs and close-toe shoes. LHAA will provide all gloves for bodywork classes.

### ***Hand Sanitizing Stations***

- LHAA will provide multiple hand sanitizing stations throughout campus. We will have one station at the main door, student lounge area, all bathrooms, outside of administrative offices, and two in each classroom.
- Prior to entering the administrative area or any administrative offices, all faculty, staff, and students must have on a mask and hand sanitize their hands for at least 20 seconds.

### ***Cleanliness in the Classroom***

- Per CDC and EPA guidelines, all classrooms will be thoroughly cleaned and sanitized after each class. All faculty and students are required to properly clean massage tables, face cradles, stools, doorknobs, and any other surface that they encounter. Additionally, the classrooms will be cleaned in between each class.

\*\*\*\*\*The COVID-19 pandemic is a fluid situation and we continue to evaluate our policies and procedures based on real-time information. This handbook will be updated accordingly.

**Section 5: LHAA Covid-19 Attestation**

I attest that I have not experienced any of the following symptoms in the past seven days:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I attest that myself and/or any member of my household, friends or family have not been diagnosed with COVID-19 in the last 30 days.

I attest that myself and/or any member of my household, friends or family have not been exposed to anyone diagnosed with or suspected of having COVID-19 within the past 14 days.

I attest that myself and/or any member of my household, friends or family have not traveled outside the country or to a city known to be a COVID-19 hotspot in the past 14 days.

I understand that Lexington Healing Arts Academy cannot be held liable for any exposure to the COVID-19 virus.

I attest that, to the best of my knowledge, the information I provided above is accurate, honest, and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section 5: Agreement & Acknowledgement

I, \_\_\_\_\_(Name) have read, understand, received, accept, and agree to abide by and follow the rules, guidelines, and policies established by the Lexington Healing Arts Academy as written in The Lexington Healing Arts Academy Covid-19 Campus Handbook (originated June 9, 2020).

I understand that these policies have been established to promote a safe and effective environment. Noncompliance with these policies may result in disciplinary and/or legal action taken by the school or its agents against me. All faculty, staff, and students must also comply with any updated policies as they are initiated by LHHA. Any updated policies will be available for preview in a Covid-19 Policy Handbook located in both the student library and the classroom building.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_