

## FALL 2020 TCMA Added Policies & Changes During Covid19

The following additions to our policies will be in effect until further notice. All previous policies are listed without updates in your student handbooks and are still in effect. We are doing our best to make Tiger's Claw the safest environment we can. Please understand this is a huge change in our Family Friendly atmosphere. We all miss the "good old days" but we are working to make the best of where we are now. Please expect changes as we know Covid19 & our state will dictate many decisions this year.

- **RELEASE FORMS** will be emailed prior to your first class. If you are attending In Dojo you must bring your signed form in the day of your first class or for your trial class.
- **Tuition** is due on the 15<sup>th</sup> of the month prior. (ex. Sept 15<sup>th</sup> for Oct 1<sup>st</sup> classes) Please PAY on time as some classes are full and space is limited to hold your spot. You can pay by: Auto Pay, Self Pay Online with a Credit Card or in person for cash or checks only. We are charging month to month through December 2020. No refunds once tuition is paid. \$25.00 Registration Fees will be due this year in January 2021.
- **Make-up Classes** are not guaranteed for In Dojo or on Zoom. We will do our best but with In Dojo space so limited you may be offered a Zoom class instead of In Dojo. IF we have to close down because Covid19 we will immediately switch to all Zoom for the remainder of that month. There will be No Refunds or Holds for tuition if a shutdown occurs.
- **Uniforms** and masks must be cleaned prior to each In Dojo class. **Masks** must be worn at all times once entering the building. We will have the windows open so our summer uniform Pants & TCMA Tee shirt is fine for all ages and ranks this Fall. Gi tops are optional but a good idea during cooler days. We do not recommend socks as they increase injuries. IF you feel better wearing socks they should be gripper sport socks not regular slippery socks. We will schedule Masks breaks as needed.
- **Schedule** It is "Ever changing – and go with the flow this Fall" at Tiger's Claw MA, ...We cannot tell you how our schedule will change but we expect it will. We

will make every effort to have them out in advance of the next month, if there are changes.

- **LOBBY** One of our biggest changes we have to make is to limit the use of our lobby. PLEASE only **ONE GUEST** per student if necessary, NO siblings or additional guest are permitted this Fall. **DROP OFF is highly recommended** for student in all programs above Little Tigers. **MASKS** must be worn when entering the building and at all times while waiting for class to end and 6' distancing marks are on the lobby floor. Please exit the building immediately after class with 6' distancing so we can clean and prepare for the next class. We are available by email for any schedule changes, enrollments, Pro Shop purchases or questions.
- **BATHROOM** the bathroom is for emergency use ONLY. If you use the bathroom please notify a Sensei before or after class. Thank you for understanding.
- **FRONT DESK & PROSHOP** all sales should be arranged prior to class or for a pick-up time by email or phone prior to 3:00pm. The Pro Shop will NOT be open between classes. All new enrollments and will processed by email.
- **ARRIVAL/DEPARTURE** all classes will start on time and the doors will only open 5 mins prior to class. Do not drop off or come earlier then 5 mins, the door will be locked. Anyone entering our Lobby must use hand sanitizer and have a no touch temperature check. If dropping off PLEASE pickup on time. Exit on the staircase using social distancing and “**wait upstairs**” if someone is entering the building and coming up the staircase.

#### **STUDENT PROCEDURES FOR IN DOJO CLASS: Students PLEASE READ!**

- **AT HOME** Before leaving home please wash your hands and use the bathroom. The dojo's bathroom is for emergency use ONLY. Thank you for understanding.
- **NO** Sparring bags, bo staff, or other weapons should be brought with you. We will email ahead if there is any equipment needed for class.
- **ARRIVAL** Doors do not open until 5 mins prior to class. Once you arrive use the hand sanitizer and get your non touch temperature checked. Attendance will be put in by your Sensei, you do not have to sign in. Put your shoes into a cubby. Wait on a social distance lobby marker for your Sensei to call you onto a the dojo floor dot.

- **ENTERING The Dojo** We will not be using rank order. Your Sensei will tell you which 6' spot to take and it will not be in rank order. Once you are on your spot please do not leave your 6' area without permission from your Sensei. You can stretch and practice Kata while waiting for the Bow In.
- **EQUIPMENT** No dojo equipment will be shared between students during class. Water will not be sold. If you bring water leave it in your cubby and make sure it is labeled with your name.
- **MASKS** must be worn at all times. Mask breaks will happen when needed.
- **SOCIAL DISTANCE AND CLASS CHANGES** No CONTACT drills, No Partner work, No Sparring & No Kai.
- **YOUR SENSEIS** are here to help you. Just ask them for assistance if you need it.
- **EXITING the Dojo** After the bow out wait for your Sensei to dismiss you so you maintain social distancing. Use the hand sanitizer and go to your cubby for your shoes. Wait on a social distance marker if your ride is late. Exit on the staircase using social distancing and “**wait upstairs**” if someone is entering the building and coming up the staircase.

## **DOJO CLEANING PROCEDURES**

Tiger's Claw MA has always prided itself on its high standards when keeping our dojo clean. We are stepping up those standards and doing all we can to maximize our cleaning procedure. We are following the CDC/EPA Cleaning and Disinfecting Guidelines.

### **AFTER EACH CLASS**

- After each class the dojo floor will be cleaned with CDC approved disinfectant
- After each class all equipment & touched surfaces will be cleaned with CDC approved disinfectant

- After each class Stair Railings, Door Knobs, Chairs and Cubby will be cleaned with CDC approved disinfectant

**EACH NIGHT** (In addition)

- Counter and tables will be cleaned & disinfected
- Bathroom will be cleaned & disinfected
- Floors will be cleaned & disinfected
- ALL Electronics cleaned & disinfected

**HAND SANITIZER** is available at all time for use by Students & Guest

Thank you for your cooperation and Thank you for choosing Tiger's Claw MA,

Master Maureen