



COVID-19 Health and Safety Policy

(Effective November 2020 until further notice)

Local authorities & health agencies take precedence over the following policy.

It is difficult in these uncertain times to plan, teach, and learn. We understand that remote learning may create additional challenges. However, the health and safety of our instructors and students is our utmost priority. Utilizing the latest scientific data from around the world, we have created protective measures to reduce the spread of COVID-19. We recommend that our instructors hold online courses until and unless cases are minimal in the area where they plan to teach. While we recommend teaching remotely, this policy outlines our guidelines for those instructors and students who choose to participate in person. All are required to sign a COVID-19 Waiver prior to the start of class. In addition:

- Closely monitor and comply with guidelines from local, regional, and country health agencies, as well as use common sense procedures to protect yourself and those around you.
- Stay home if you:
 - Feel unwell or are experiencing any symptoms
 - Or someone you have been in close contact with has:
 - traveled internationally or traveled in any significant way domestically
 - been in contact with someone who has tested positive for COVID-19 within the past 14 days
- Maintain 6 feet (2 meters) between people whenever possible
- Face coverings are required at all times, indoors and outdoors
- Maintain hygiene etiquette (wash hands frequently / sneeze or cough into elbow or tissue / avoid touching face, mouth, nose, eyes, etc.)

As this is a stressful and challenging time, please remember to treat yourself and others with respect, kindness, and patience.

Instructor Responsibilities

We recommend instructors hold online courses until or unless COVID-19 cases are minimal in the area in which the course is being taught. For in-person classes, our instructors must follow these guidelines:

- Abide by all public health recommendations, orders, and directives from regional and country health officials
- Prior to class, inform students of BTi's COVID-19 Health & Safety policy
- Students and instructors are required to sign the COVID-19 waiver before class begins. We recommend including a copy of the waiver with registration information
- Sanitization:
 - Before, during breaks, and after class, disinfect the venue space (e.g. door handles, surfaces, chairs, equipment, etc.)
 - Encourage frequent hand washing during class and make hand soap / sanitizer available
- Distancing and Class size:
 - Adhere to current public health requirements limiting the size of group gatherings — limit class capacity and reduce density as necessary
 - Maintain a distance of 6 feet (2 meters) between people whenever possible.
 - Consider holding class outside, weather permitting
- Ensure the venue has adequate ventilation
- Participants must wear a face covering at all times that covers the nose and mouth, indoors and outdoors

Compliance

- Students who do not comply with this policy may be asked to leave the class.
- Faculty & Instructors who do not comply with this policy may be subject to disciplinary action including suspension / termination of their license.