



TEMPLATE ONLY - Check with your insurers, lawyers, and medical advisors at your discretion to create your own version of this document.

[INSERT STUDIO NAME]

Updated [insert date]

Policies and Procedures for COVID

Below are the updates that we have made to our facility, policies and procedures to keep you and/or your child safer while training with us:

[INSERT YOUR STUDIO/SCHOOL PROCEDURES HERE]

Examples:

- *Disinfecting surfaces between classes*
- *Changing entrance and exit procedures*

We ask that you do the following while you are at [INSERT STUDIO NAME]:

[INSERT STUDIO POLICIES FOR MITIGATION STRATEGIES]

Examples:

- *Wash your hands for a minimum of 20 seconds after you sneeze or cough into your elbow.*
- *Refrain from touching your face.*
- *Maintain a minimum of (insert number of feet)' social distance from fellow students and staff.*

Refund Policy Due to COVID:

[INSERT YOUR STUDIO/SCHOOL REFUND POLICY HERE]

Example: We do not guarantee refunds for any cancellations for any reasons.

Notes for “Policies and Procedures for COVID” document:

Make a plan to to update this document regularly, and determine in advance what time period constitutes ‘regularly’ for your business.

