



BY ELECTRONIC MAIL

March 14, 2020

Dear OTFA Members:

The OTFA is closely monitoring the evolving Coronavirus (COVID-19) situation focusing on the wellbeing and safety of our community. We are working hard to do our part to minimize exposure and we have already taken measures to:

- Provide hand sanitizer at the front desk and dojang entrance
- Upgrade our cleaning process to include sanitizing and disinfecting of all touch points
- Make additional resource and communication available
- Educate staff on the execution of our health and safety plan

We are committed to providing a safe training environment and we are regularly monitoring the recommendations and guidelines provided by the Centers for Disease Control and Prevention (CDC), state and local authorities.

At this time, this OTFA dojang will continue to operate on a NORMAL schedule. We will provide updates next week with regards to future events and classes.

We are also adjusting our training regiment to temporarily discontinue any hand to hand exercises (i.e. self defense, sparring) to avoid any unnecessary contact or exposure. Students will be permitted to use Martial arts shoes for classes if they so choose. Lastly, we encourage our "Veteran" students to avoid group classes and train independently since they are at a higher risk.

If any additional changes should be made, we will communicate to everyone.

As an important partner in the execution of our health and safety plan we would like to ask you to read carefully the best practices instructed by the CDC as well as to keep yourself informed (see below). In addition, please make sure to alert us in the event staff, members or family members have tested positive for COVID-19, have a pending test result or have come into contact with an individual who has tested positive for COVID-19.

Best practices instructed by the CDC for illness prevention

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- If anyone associated with a member becomes ill and has symptoms such as coughing, fever, or general malaise, please contact a medical professional; to reduce exposure, consider self-isolation until evaluated by medical personnel; immediately exit the facility; do not come into personal contact with other participants

Please be sure to have updated medical information and contact information for all minors' parents or guardians that may not be present.

Keep yourself informed:

- [Share Facts about COVID-19](#)
- [What You Need to Know](#)
- [What to Do if You are Sick](#)
- [Stop the Spread of Germs](#)
- [Symptoms of Coronavirus Disease 2019](#)

With your support, we'll be able to ensure that the health and safety of all members and their families is a priority.

Best Regards,

Master Fabian Nunez

OTFA President