



CALIFORNIA MASSAGE THERAPY COUNCIL

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To: CAMTC Approved Schools

From: Joe Bob Smith, Director, Educational Standards Divisions

Date: March 12, 2020

Subject: Coronavirus (COVID-19) Contingency Plan for Schools

CAMTC is closely monitoring the situation regarding the coronavirus (COVID-19). Protecting the health and safety of the public are foremost during this uncertain and ever-changing coronavirus threat.

CAMTC's goal is to work with schools and find ways to enable schools to accommodate students and help them continue their education despite interruptions caused by COVID-19. This memo provides remedies for schools working to help students complete the program in which they are currently enrolled while maintaining compliance with the Massage Therapy Act (Business and Professions Code sections 4600 et al) and CAMTC's Policies and Procedures for Approval of Schools ("Procedures"). This memo does not contemplate accommodations for students who have not yet enrolled or whose program has not yet begun. CAMTC will continue to monitor the situation and make a later determination of what accommodations may be necessary should longer-term interruptions become likely.

The information below incorporates guidance provided by the U.S. Department of Education and their recognized accrediting agencies, as well as the California Department of Public Health. Guidance is provided relative to two scenarios applicable to CAMTC Approved Schools, including:

1. A student is quarantined and misses class or a student is incapacitated due to COVID-19 illness; or
2. A campus temporarily stops offering in-person classes in order to prevent the spread of COVID-19.

In the event that either or both of these two scenarios affect your approved massage program, CAMTC policies already provide for the following remedies:

- For programs longer than 500 hours, once students have met the requirements for CAMTC Certification, your school has flexibility in how it administers additional hours.
- Schools may modify and accelerate schedules to help students make up for missed classes so long as the hours of education do not exceed 40 hours of total education in any 7-day period, with no more than 10 hours in any one day.
- CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school.
- For students who applied early for CAMTC Certification in anticipation of completing education soon but are delayed, their applications remain active for one year from the date of submission, which should allow enough time to complete the education.

Additionally, CAMTC is temporarily waiving certain requirements for approved schools in order to provide the following flexibilities:

- Temporarily accept interactive distance learning (IDL) for current students whose enrollment is otherwise interrupted as a result of COVID-19. IDL training is limited to lecture-based subject matter and cannot be substituted for hands-on subject matter and training. To meet the requirements for providing distance education, an institution must communicate to students through one of several types of technology, including email, and instructors must initiate substantive communication with students, either individually or collectively, on a regular basis. In other words, an instructor could use email to provide instructional materials to students enrolled in his or her class, use chat features to communicate with students, set up conference calls to facilitate group conversations, engage in email exchanges, or require students to submit work electronically that the instructor assesses.
- CAMTC Approved Schools may also enter into temporary consortium agreements with other CAMTC Approved Schools so that students can complete courses at other institutions but be awarded credit by their home institution. If this occurs, transcripts must clearly identify the education provide by each school.

CAMTC requires that your school submit written notice to CAMTC in the event that:

- (1) Your institution must temporarily close due to the coronavirus (including the start and projected end date of the closure), or

- (2) Your institution will be utilizing any of the above remedies to temporarily accommodate currently enrolled students. Please email your written notice to jbsmith@camtc.org.

CAMTC requests that schools document, as contemporaneously as possible, any actions taken as a result of COVID-19, including those actions described in this memo. Schools are reminded that, regardless of how broadly an event may affect its student population, professional judgement determinations must be made and documented on a case-by-case basis. To ensure that students' education during this time can be considered for CAMTC Certification, schools must continue to keep complete and accurate student records.

At this time, CAMTC is operating normally without interruptions due to the coronavirus, including scheduled and unscheduled site visits which are proceeding as planned. That said, the coronavirus situation is changing quickly; therefore, schools should remain in close communication with CAMTC and promptly inform CAMTC of any changes to school operations that might affect CAMTC's ability to perform a scheduled or unscheduled site visit or compromise the health of the site inspector(s) due to the coronavirus.

While the coronavirus threat to the American public remains low, we encourage school communities to take all steps to ensure the health and well-being of students, faculty, and staff. CAMTC will continue to provide information to CAMTC Approved Schools as warranted. In addition to reviewing CAMTC's "What You Need to Know About Corona Virus," located on CAMTC's website, CAMTC Approved Schools are advised to check the websites of the U.S. Department of Education (DOE), the Center for Disease Control (CDC), the U.S. Department of Health and Human Services (DHHS), and other authorities for updated and useful information regarding COVID-19:

- <https://www.ed.gov/coronavirus>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://who.int/health-topics/coronavirus>