

**PB Cosmetology Education Centre  
Covid-19  
School Reopening Plan  
For In-person Instruction  
July 2020**

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## **Our Commitment**

PB Cosmetology Education Centre is fully committed to the health and safety of our staff, students, and the community. In doing so we pledge to uphold all regulations set forth by state and local officials, as well as the Center for Disease Control and all law governing bodies. We are committed to doing our part to slow the spread of Covid-19. We have set forth this plan for contact tracing and vow to keep accurate records while notifying the proper authorities of any knowledge of positive test results or exposure to Covid-19. We reserve the right to revise this plan at any given time based on adoptions to current guidelines and regulations.

PB Cosmetology Education Centre will maintain daily screening logs as well as a daily log of all visitors, staff, students, or any other persons that enter PB Cosmetology Education Centre to assist with contact tracing procedures for state and local government.

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience fever, shortness of breath, dry cough and loss of taste and/or smell. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the virus, understand how it spreads and practice proper prevention methods. Protect yourself and others from infection by washing your hands and/or using an alcohol based sanitizer frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's imperative to practice the best respiratory etiquette by always wearing a face mask or face shield.

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

The following information will explain more in depth.



Another way to catch coronavirus is when you touch surfaces that someone who has the virus has coughed or sneezed on. You may touch a countertop or doorknob that's contaminated and then touch your nose, mouth, or eyes. To stop this, clean and disinfect all counters, knobs, and other surfaces that are touched frequently.

**To prevent infection and to slow transmission of COVID-19, you MUST do following:**

Wash your hands regularly with soap and water for at least 20 seconds, or clean them with alcohol-based sanitizer for 30 seconds.

Maintain at least 6 foot distance between you and others.

Avoid touching your face with unwashed hands.

Wear a protective mask or shield at all times when in public.

Cover all sneezes and coughs even when wearing a mask, use the inside of your elbow.

Stay home if you feel unwell, have a cough or have a fever!

Routinely disinfect your immediate work area.

Disinfect the bathroom before and after each use.

### **Training for Staff and Students on How to Prevent the Spread of Covid-19**

Prior to the return of in person classes all staff will be fully trained on the proper disinfection and sanitation procedures that must occur at specified daily checkpoint times.

These procedures will include but are not limited to the following:

1. Sanitizing all surfaces in their classroom: including but not limited to chairs, tables, doorknobs, light switches, sinks, bottles, any and all supplies used by students. This will take place before and after each class as well as once during student breaktime. Staff reserves the right to do so more often if the need arises.
2. All persons should wash their hands frequently for at least 20 seconds with soap and water.
3. All persons must always practice social distancing.
4. All persons must wear face masks while in the building.
5. Any person exhibiting signs of Covid-19 must stay home and follow all self-quarantining procedures.
6. Any person exposed to Covid-19 must report this to the administrative staff of PB Cosmetology Education Centre and follow self-quarantining procedures.
7. Any person testing positive for Covid-19 must report this to the administrative staff of PB Cosmetology Education Centre and follow self-quarantining procedures.

**This information will be delivered to the staff via a staff meeting held prior to opening for instruction.**

**This information will be delivered to the student via informational sessions held prior to opening for instruction.**

**This information will be posted in visible places around the school as reminders made in classrooms daily.**

### **Face Mask Requirement**

Face masks are required to be worn at all times by any person wishing to enter PB Cosmetology Education Centre. This includes but is not limited to staff, student, student clinic clients, admissions appointments, financial aid appointments.

Face mask but comply with the school's dress code requirements and therefore may not contain images or logos associated with illegal drugs, offensive logos or slogans, logos or slogans used to reference sexual natures, or any other statement or logo deemed unacceptable for a school environment.

All individuals must have their own masks, PB Cosmetology Education Centre will not supply masks to the public. Any individual without a mask will be turned away and prohibited to enter.

**All individuals not having a proper mask will be turned away. Please read below for instructions if you are turned away.**

Individuals with appointments for the student clinic will be rescheduled and informed they must return with a mask.

Individuals with appointments for admissions and financial aid will be rescheduled and informed they must return with a mask.

Individuals who are students should refer to the section on **Class Instruction Accommodations** for details on how to still participate in training for the day.



### Cleaning Procedures

PB Cosmetology Education Centre has adapted a robust procedure for cleaning and sanitizing the building. Restrooms are cleaned before and after each class as well as after break time. Seat covers have been provided in all rest rooms, as well as hand soap and hand sanitizer dispensers installed. At the entrance of every building a hand sanitizer dispenser has also been installed.

Staff, student, and guests will have access to gloves to use on frequently touched surfaces. We have placed bottles with sanitizing spray at each station to ensure each station is sanitized before and after each client.

The school has purchased additional towels, capes, and other items for student clinic guests to ensure each item is laundered after each use.

We currently maintain and will continue to maintain an adequate supply of cleaning and sanitizing products as well as PPE (Personal Protective Equipment) equipment for emergency use.

### Entrance Screening

Any person wishing to enter PB Cosmetology Education Centre will be required to undergo the Covid-19 screening recommended by the Center for Disease Control (CDC).

Any person includes but is not limited to Students, staff, student clinic clients, admissions and financial aid guests.

Each person will have their temperature taken by a contactless thermometer and must complete the pre-screening questionnaire (example attached to the end of this document) if they wish to enter PB Cosmetology Education Centre.

Any person with a temperature reading 100.4 or higher will be turned away and not permitted to enter.

If that person is a student, please see the section on *Class Instruction Accommodations* for the next step.

If that person is a student clinic client, they will be instructed to reschedule their appointment for 14 days from the date the temperature was taken.

If that person is a staff member, they will be sent home as instructed to do so for 14 days from the date the temperature was taken.

If that person is an admissions or financial aid appointment, they will be instructed to reschedule their appointment for 14 days from the date the temperature was taken.

Any person wishing to return prior to the 14 day mark must produce a negative Covid-19 test result. Results must be dated on or after the date the temperature was taken. **Test results displaying a date prior to the date in question will not be accepted.**

### **Social Distancing Requirements**

All students, staff, and guests must practice social distancing and remain 6 feet apart. To ensure proper social distancing space we have taken the following precautions.

In our classrooms have been placed chairs 6 feet apart at the student desks and all excess chairs have been removed from the classroom. Students may only sit at their assigned seat.

To ensure social distancing in our student clinic we have wrapped every other station in a protective barrier to allow for only every other station to be used. Students must sit at their assigned stations. We have also removed any excess seating such as waiting areas or seating not to be used.

Our student lunchroom and locker room are currently closed and will remain closed until social distancing restrictions are lifted.

A limit of 2 persons at a time has been placed on our women's restroom, with signs posted on the entrance door and all remaining stalls locked. A limit of 1 person at a time has been placed on our men's restroom with signs on the entrance door and all remaining stalls locked.

A barrier has been placed in any area where social distancing is limited such as but not limited to student clinic receptionist desk, admissions meeting room, financial aid office.

### **Entrances to the Building**

To allow for social distancing and proper pre-screening prior to enter each class will be assigned a specific entrance door to use to enter and exit the building. (Please see attached document for entrance assignments).

When approaching the entrance on a Monday morning/night each student and staff member will be required to complete the pre-screening questionnaire (sample attached), please notice the document notes should the answer to any of these questions change during the course of that week they must notify the administration immediately. They can do so by emailing Jessica Rea at [admissions@pbbeautyschool.com](mailto:admissions@pbbeautyschool.com) or by calling 856-456-7978 and speaking with Jessica Rea or Tracey Mitchell. Students may also notify their instructor. During oral roll call every subsequent day of that week educators will be required to read the disclosure to the students reminding them of their obligation to notify PB Cosmetology Education Centre immediately of any changes to the answers to any of the pre-screening questions.

Once the student completes the questionnaire and returns to the door with all questions answered “No” the educator will take their temperature with the contactless thermometer and log the temperature on the log sheet (sample attached). Students who have a temperature below 100.4 and a completed questionnaire showing “No” will then be permitted to enter the building for class.

Although the questionnaire will only be done on Mondays student will be required to have their temperature taken each morning/night before they can enter for class.

Students will be required to monitor their temperature on the weekends or nonscheduled class days. Should they register a temperature 100.4 or higher they must notify PB Cosmetology Education Centre for instructions before returning.

**\*Any student with a temperature 100.4 or higher, or who answers “Yes” to any of the pre-screening questions will not be permitted to enter the building for class that day and for 14 days thereafter. Students should refer to the section on Classroom Instruction Accommodations for options to continue their training for the 14 days.**

**\* Any student wishing to return prior to the 14 day mark must produce a negative Covid-19 test result. Results must be dated on or after the date the temperature was taken. Test results displaying a date prior to the date in question will not be accepted.**

**\*Educators are required to submit prescreening questionnaire and daily temperature logs with their daily sign in sheets. These records will be locked in the administrative office.**



**Daily/Nightly sign in /check in instructions:**

1. Educators will be stationed at the 2 student entrances and front door as follows:
  - MiMi-clinic side door for cos day seniors
  - Cait-break room side door for cos day juniors
  - Denise-front door for all skin care
  - Kelly-break room side door for cos night juniors
2. **Students must use their assigned door to enter the building.**
3. At the door educators will take student's temperature and log it on the sign in sheet.
4. If it is a Monday students will be given the prescreening questionnaire to complete.
5. Educators will attach all prescreening questionnaires to the daily sign in sheet and submit at the end of day to comply with contact tracing guidelines.
6. **All doors will be locked at 9:10am, 1:10pm, 5:40pm**
7. Educators will leave their sign in sheets with the front desk receptionist until 10am or 6pm.
8. Any student looking to use their 1x per week late pass must enter through the front door and be checked in with the front desk.
9. At 10am and 6pm no student will be permitted to enter and the front desk will deliver all sign in sheets back to their class rooms.

**We encourage both staff and students to plan extra time to allow for all prescreening to be completed.**

Dismissal will go as follows to ensure social distancing and to avoid clogging the halls.

Cos day seniors 4:00pm

Cos day juniors 4:05pm

Skin Care 4:00pm

**Please do not dismiss your classes early.**

**Evening classes will both dismiss at 9:30pm**

**Please make sure when you dismiss your classes you have them stay standing at their stations and dismiss rows individually.**

### Class Instruction Protocol

Any student sent home for the following:

1. Improper or lack of face mask.
2. Temperature of 100.4 or higher
3. Answering “Yes” to any of the prescreening questions.

Any student required to self-quarantine for 14 days due to the following:

1. Exposure to Covid-19
2. Possessing a positive Covid-19 test result
3. Displaying symptoms of Covid-19

The above students will have their hours through this time unscheduled. Resulting in not accruing missed time in the program.

Should an educator need to self-quarantine due to one of the above reasons a substitute educator will fill in for the class as to not disrupt the student’s education.

**The office labeled “EDUCATION” will be reserved for emergency quarantining.**



### **Class Schedules**

In an effort to accommodate social distancing PB Cosmetology Education Centre has adapted the classroom setting to allow for proper social distancing.

At this time per the Executive Order Number 155 the student clinic will not be open to the public. Public clinic will resume once we are given full approval from the state.

#### **Staggered lunch schedule goes as follows:**

Sr. Cos class 11:30pm-12:30pm

Jr Cos class 12:30pm-1:30pm

Skin care class 12:30-1:30pm

### **COVID-19 Testing Guidelines and Contact Tracing**

To ensure the health and safety of staff, students, guests, and their families PB Cosmetology School will be keeping “Contact Tracing Logs” daily. These logs will be housed in a binder on the desk of the Assistant School Director. The logs will include any person or persons that have entered the building, their temperature at the time of entry, and a copy of their completed prescreening questionnaire. The goal of this will be to quickly be able to inform the local health department of any possible infections of Covid-19, as well as to give the owner of the school the ability to notify any persons that may have come in contact with an infected person.

1. Once notified of an infected person PB Cosmetology School will contact the individual(s) to conduct a phone screening to try and determine how long the person may have been infected and what level of contagiousness their doctor has determined.
2. PB Cosmetology School will notify the local Department of Health and request further direction.
3. PB Cosmetology School will provide a list or help any interested person locate a testing center if they will to be tested.
4. PB Cosmetology School will isolate those infected by offering them distance education, a temporary leave from the course, or the option to withdraw- whichever is in the best interested of the school at that time.
5. Once determined if or when the infected person(s) may have contaminated the school, along with guidance from the local health department PB Cosmetology School is committed to take any and all measures to decontaminate the building prior to allowing any individuals to return.