



The Salon Professional Academy, D.C.
90 K St NE, Suite 103, Washington, D.C.
202-216-9700

Reopening Plan

A. Important Contacts & Timeframes:

1. Identification of COVID-19 coordinator:

The Salon Professional Academy, D.C. will have two COVID-19 coordinators. Patrick Guarniere, who can be reached at patrick@tspadc.com and Elena Gioacchini, who can be reached at elena@tspadc.com

2. Contact information and procedures for engaging DC Health and HELC:

Patrick Guarniere will be the contact for HELC and DC Health should an incident occur within the Academy. Patrick can be reached at patrick@tspadc.com or by cell phone at 703-304-3648. He will notify DC Health & HELC as soon as a known incident occurs.

3. Provide a timeline for reopening:

TSPA, D.C. will bring staff back on **July 20th**. The first week of operations will be only staff in the building. This week will be spent training staff on the sanitation, safety, disinfection, social distancing and other COVID-19 related policies that the Academy has developed throughout this plan.

Students will be brought back to the Academy beginning **July 27th**. This first week back will be spent training all students on the sanitation, disinfection, social distancing and other COVID-19 related policies that the Academy has developed throughout this plan. Students, utilizing proper safety protocols, will be able to begin practical work on each other only in a very limited basis.

The week of **August 3rd**, the Academy will open appointments to friends and family basis only. No walk-in appointments will be allowed, and we will not be open to the general public.

August 10th, the Academy will begin accepting appointments for services from the general public. No walk-in appointments will be allowed.

B. Support Safety of Employees & Students:

1. Daily Health Screening:

A: Students, faculty and staff will be given a daily health screening. The Academy will take the temperature of all students, faculty and staff at the beginning of each day/shift as well as after the lunch break in the middle of each shift/schedule. We will utilize a forehead thermometer and will be administered by one of our COVID-19 coordinators. While administering the temperature check, the coordinators will be wearing face masks, gloves and a protective face shield. The thermometer will be disinfected and sanitized after each use. Any student, faculty, or staff that reads a temperature 100.4 degrees or higher will not be permitted to enter the Academy. In addition, all students, staff, and faculty will be given a COVID-19 questionnaire each day that will include asking if the individual has experienced any of the symptoms on page 5 of the Guidance for Institutions of Higher Education, as well as asking if the individual has been in close contact with a person who has COVID-19. Should any individual answer yes to any of these questions, they will not be permitted to enter the Academy. We will direct that individual to contact their health care provider immediately. They will not be permitted back into our building until they are able to provide to the Academy a negative COVID-19 test.

B. The break room to the Academy will be closed for use. Should anyone in the Academy develop symptoms during the course of the day, they will be asked to self-quarantine in the break room until they are able to get home safely. After they have exited the break room, one of the two COVID-19 coordinators will sanitize and disinfect the break room.

2. Encourage Health Practices:

A. The two COVID-19 coordinators will take twice daily inventory checks of the Academy's supplies soap, paper towels, hand sanitizer and tissues in support of healthy hygiene practices. Orders have been placed and filled to provide the Academy with enough of these supplies for two weeks upon opening. When supplies have dropped below a one-week supply level, they will be reordered to ensure enough are constantly on hand.

B. The first two days back in the Academy for staff, as well as the first two days back for students, will be spent giving each half days of COVID-19 prevention education/training. This will include hand washing, sanitizing equipment and staying home if ill.

A. Students will be placed in cohorts to be able to identify potential areas of contamination. Should a member of the cohort be contaminated, the Academy will be able to identify, through contact tracing, who we will need to notify of this potential contamination. Lastly, we will keep records of all guests that each students performs a service on, including name/phone/email/address, to provide DC Health should a potential contamination occur.

B. The Academy communicates with its faculty, staff and student population in various ways. We utilize CampusLogin, which allows us the ability to text/email students. We can do this either do so individually or in a mass text format.

3. High-Risk Individuals:

A. Any individual that is a student, staff or faculty of our Academy that is at high risk for severe illness will be able to work remotely/attend virtual learning when possible and feasible to either employment or graduation.

B. Sick leave for faculty and staff will be on an as needed basis and our normal policies will be relaxed due to COVID-19. Students that need a sick day due to COVID-19 will be allowed to stay home and will not count against their schedule as they will be excused absences. All contract days will be extended if a student needs to be home to self-isolate.

C. If a student, faculty or staff member has been out due to COVID-19, they will be allowed back in the building after a 14 day quarantine and being able to produce a negative test result.

D. Any student, staff, faculty that returns domestic or international travel will be required to stay home for a 14 day quarantine. They will be allowed to enter the Academy once they are able to produce a negative COVID-19 test result.

4. Social & Mental Health:

A. The Academy plans to educate the staff, students and faculty on COVID-19 and part of this training will contain anti-stigma behavior around persons exposed to COVID. Any student, staff or faculty that tests positive for the virus will be kept confidential as much as possible given the situation.

B. The Academy's student handbook provides contact information for various health clinics in D.C. that they can be referred to should they need support with mental health services.

C. Implement Controls to Limit Contact:

1. Non-medical Face Coverings (Masks)

A. The Academy has purchased a ventilated, filtered mask for each student enrolled in the Academy. The same masks have been purchased for staff/faculty as well. Part of the orientation process when we reopen the Academy will include the Academy's requirements on wearing masks and teaching individuals about the importance in doing so.

B. All faculty, staff and students will be required to wear masks at all times when they are in the Academy, without exception. Signs will be placed on the front door to notify any person entering that the use of a non-medical face mask is required to enter our Academy.

C. Students, staff and faculty will be instructed to talk in normal speaking levels and not to sing while in the Academy.

D. Anyone entering the Academy will be required to wear a mask at all times, without exception.

E. Anyone entering the Academy will be required to wear a mask at all times, without exception regardless of their time spent and/or business in the Academy.

F. Should it arise that a student, staff or faculty be able to provide a verifiable note from a physician that they should be exempt from wearing a face mask, the Academy will handle these cases on an individual basis. These individuals will be placed in a separate office so that they may

perform their work, asked to work from home and/or provided a space to continue their education that is more socially distant from the rest of the persons in the building.

G. The Academy has purchased a ventilated, filtered mask for each faculty/staff and students. Should an individual come to the Academy without a mask, the first time they will be given another that the Academy has purchased at no charge. Any infraction thereafter and the individual will be required to pay \$2.00 for an additional mask.

2. Social/Physical Distancing

A. The Academy will only utilize every other of its salon chairs/stations for cosmetology students as to promote 6ft of social distancing. The Academy's esthetic beds have all been placed 6ft apart so students may practice safe social distancing. Tables in classrooms have all been faced in the same direction and placed 6ft apart. Students will sit one to a table as well. Due to limited stations, cosmetology students will be placed into A and B schedule cohorts and will only attend school on those days. Esthetic students will keep their same schedules as there is more space in the Academy to accommodate their program.

B. To allow safe social distancing, the main, front door of the Academy will be used to enter the building. The side door will be used to exit as to allow for social distancing on our entrance ramp. When we resume performing services, guests will be asked to wait outside until a member of the staff comes to get them to let them know the student is ready for their service. Services will only be performed at certain hours to allow certain hours to allow sanitation/disinfection/disinfection time after the appointment has finished.

C. To restrict use of communal space, the Academy break room will be closed until we are informed that it is safe to open it. Water fountains have been marked "not in use" to allow for social distancing and the spreading of possible contamination. Students will be allowed to enter the locker areas one at a time, one time daily. They will be required to remove all needed items for their day at that time. Restrooms will be marked as single occupancy use and only one individual will be allowed to enter at a time.

D. The Academy will not allow gatherings inside the building to allow for strict social distancing. Everyone will be reminded, at all times, to keep 6ft apart from another individual.

E. The Academy does not offer dining services, however the break room will be closed when the Academy reopens.

D. Potential Exposures and Positive COVID-19 Cases

1. Describe the institution's exclusion criteria for:

A. Any student, faculty or staff that has a temperature of 100.4 degrees or higher will not be permitted to enter the Academy. This individual will be required to isolate at home until they can produce a negative test result and have their temperature read below 100.4 degrees.

B. Should a student, faculty, or staff member be confirmed to have COVID-19, they will not be allowed to enter the Academy until they are able to produce a negative test result and have quarantined at home for 14 days.

C. Should a student, staff or faculty member have a suspicion of contracting COVID-19, while they are awaiting test results, they will be asked to stay home and either work remote or participate in virtual learning until they have gotten their results back AND they are negative.

2. If any person in the Academy develops a fever or other signs of illness, they will be self isolated until it is safe for them to leave the premises. They will be allowed to come back to the Academy when their signs of illness have passed and they have a negative test result.

E. Cleaning & Disinfecting:

A. All communal spaces in the Academy will be disinfected on an hourly basis. Students, staff and faculty will be required to disinfect their work areas at least on an hourly basis. Restrooms will be disinfected hourly by the Academy COVID-19 coordinators. Time clocks will be closed to promote safe social distancing and eliminate multiple students touching the same surface after one another. Staff will take attendance 4 times a day to track daily attendance of the students.

B. The Academy has 4 hand washing stations located throughout the building with hand soap placed at each station. Each restroom also has 2 hand washing stations with hand soap. Hand sanitizer will be placed through the Academy, (on each station, at the front desk, in classrooms, at other communal spaces throughout the Academy) for all persons to use throughout the day.

C. Each student is responsible for the disinfection of their tools. Should a student perform a service on another individual, they will be required to disinfect all instruments used after they have completed that service. Academy staff utilize their own computer/laptops as well as each student using their own iPad while in class.

D. The Academy does not have custodial staff, but hired cleaning crews will use the EPA approved products (that the Academy has purchased) outlined in this section when they are to clean the Academy.

F. Building Considerations

1. Instruction and other Facilities

A. The Academy's facility is constantly checked by building engineers to ensure that all ventilation systems are operating properly. When the weather permits, we will open all doors to the outside to allow for more air circulation inside the building.

B. Since the Academy shares water sources with the rest of the building, there is no stagnant water inside the academy for us to be concerned about. To ensure that there is no stagnant water in any of our pipes, all Academy water sources will be flushed until water reaches maximum temperature the few days prior to reopening.

2. Housing

The academy does not provide student housing to it's enrolled students.

G. Shutdown Considerations if Necessitated by Severe Conditions and/or Public Health Guidance

1. Should the Academy feel there is a need to shutdown due to a potential outbreak, COVID-19 coordinators will report all necessary information to DC Health and upon a conversation with them, will determine if a shutdown is needed. If there is a contamination, the Academy will close for 14 days to quarantine each individual that was inside the building at the time of contamination. The Academy will be thoroughly disinfected during this closure using EPA approved disinfectants.
2. As outlined in this plan, the Academy will place students in different cohorts to reduce campus activity. All persons entering the building will only be allowed inside during their scheduled shift/schedule. No large gatherings will be allowed inside the Academy. Should D.C. return to significant community transmissions, the Academy will revert back to virtual learning where possible to allow students to continue their education and graduate their respective programs.
3. Should the Academy need to dismiss/shutdown, all staff, faculty and students will be notified in various ways. An email and text will be sent to each individual, private Facebook groups will be updated, GroupMe chat forums will be sent the pertinent information and the Academy's emergency blog will be updated as well.

H. Communication Strategy

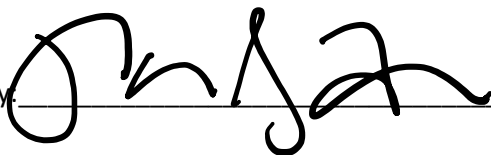
1. The Academy's COVID-19 coordinators have been made aware of contact information for DC Health. Should there be ANY indication that the Academy needs to communicate a possible contamination/situation, the COVID-19 coordinators will do so. They will exercise an abundance of caution so as to protect the health and safety of all individuals entering our Academy. Daily records of who was in our building, cohorts of students and contact information from all guests will be kept so as to provide contact tracing information should it be necessary by DC Health.
2. When alerting students and staff to a positive COVID-19 case, the Academy will not disclose personally identifiable information to anyone other than the COVID-19 coordinators at the Academy.
- 3a/b. Should there be a positive COVID-19 case reported in the Academy, out of an abundance of caution, the Academy will close to allow each student, faculty, staff to quarantine for 14 days. Where possible, virtual learning will be utilized to allow students the opportunity to continue their education. During this 14 day quarantine, the Academy will be cleaned and disinfected. Once the 14 day quarantine is over, the Academy will survey all students, faculty and staff to ensure that proper procedures were utilized by each individual to ensure a successful quarantine period. Should the Academy feel that an individual was not properly quarantining, they will ask that the individual remain quarantined until they can demonstrate that they have followed proper procedures. The Academy will utilize all outlined communication methods above to notify members of the staff, faculty and the student body about the quarantine period start/end dates.

I. Academic Affairs

1. Relationships with salons and spas have been an ongoing practice for the Academy. We will work, as we always have, to ensure placement for each of our graduates once completion of their respected programs. By placing students in various cohorts, the Academy will ensure that students that need hands-

on experiences will be able to do so. This will limit the number of individuals inside the building and allow for proper social distancing when possible. Students in the practical phase of their course will be required to wear masks, face coverings, gloves and follow sanitation/disinfection protocols during their schedule time in the building.

2. To allow for minimal communal spaces, the Academy has moved it's library mostly virtual. All students are now utilizing MindTap, an online platform for course work and/or resources, during their program. Cosmetology students are given virtual access to various industry websites, such as Redkenpro.com, that will allow them supplemental information to their course. Esthetic students are able to attend virtual Dermalogica trainings that utilize the same materials once housed in our in-person library. All students kits contain an iPad that allows them access to a variety of industry-related apps and websites to supplement their education. The Academy will utilize zoom to offer academic advising to all students on a monthly basis. This platform will be utilized when a student would like career services as well.

By:  7-13-2020

Name: Patrick Guarniere

Title: Director of Operations & Owner