



Dymond Designs Beauty School COVID-19 Preparedness and Response Plan for Health and Safety

Dymond Designs Beauty School is committed to providing a safe and healthy workplace for all our employees and students. To ensure we have a safe and healthy workplace and institution, we have developed the following COVID-19 Preparedness and Response Plan in response to the COVID-19 pandemic. Administration, Faculty and Instructors are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, institution, and communities, and that requires full cooperation among our staff, instructors, students, and customers. Only through this cooperative effort can we establish and maintain the safety and health of workers and workplaces.

The Director of Operations and all staff members are responsible for implementing and complying with all aspects of this COVID-19 Preparedness and Response Plan. Dymond Designs Beauty School management and staff are in full support in enforcing the provisions of this policy.

Our staff, faculty, students and guest, are our most important assets. We are serious about safety/health, and keeping our employees at Dymond Designs Beauty School working and students continuing education safely. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness and Response Plan. We have involved our employees via virtual meetings in this process by addressing all concerns of possible sick employees/students, social distancing, employee and student hygiene, workplace cleanliness, disinfection and ventilation protocols, additional protection, protocols drop- off, pick-up, delivery, protocol for clinical services performed by students, retail, admitting/ orientation of new students. There were a few suggestions on how to implement these recommendations into our daily regiment and they are now integrated into the plan.

Our COVID-19 Preparedness Plans follows Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and the Executive Order 20-48, and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Cleaning, disinfecting, decontamination and ventilation;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to staff and instructors.
- Management and supervision necessary to ensure effective implementation of the plan.
- Protection for pick-up, drop-off and delivery;
- Communications and instructions for customers;
- Communication and instructions for instructing students.

I. Pre-Employment Employee and Student Testing for Dymond Designs Staff/Students

A. Prior to opening Dymond Designs Beauty School all employees and students will produce evidence of a negative COVID-19 test no older than two weeks from the first day on the job or in class.

Employees/students will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees, students, and customers health status prior to entering the workplace and institution. Employees and students are to report when they are sick or experiencing symptoms.

Employees who test positive for COVID-19 should be cleared by a health care provider before they return to work or class. The healthcare provider should ensure the following prior to certifying that an employee is ready to return to work or class:

- At least 14 days should elapse since the positive test; and
- The individual has been free of fever, shortness of breath, and /or sore throat, without medication, for 72 hours

If the prior conditions have been met for employees, the Director of Operations or designee will contact the CCCN drive-thru testing site at the State Fair Grounds at (313)230-0505 to set up testing for our employees. DDBS Employer Code for testing is:110821DY

B. For all students who test positive for COVID-19 or experiencing signs or symptoms must contact the nearest testing center for testing. All students MUST notify the institution of results. The healthcare provider should ensure the following prior to certifying that an employee is ready to return to work or class:

- At least 14 days should elapse since the positive test; and
- The individual has been free of fever, shortness of breath, and /or sore throat, without medication, for 72 hours
- Students should provide written evidence of a negative test result before returning to school. A copy will be kept in the student files.

II. Daily Employee/ Student /Customer Health Screening and Monitoring

A. DAILY HEALTH SCREENING

Employee/Student/Customer health status should be monitored as soon as they arrive at the campus by:

- Having their temperature (s) taken
- Answering the questions on the daily questionnaire which is attached to the Preparedness Plan

- Employees/Student will be screened once a day and given a color-coded sticker to be placed on their nametag as a visual marker of screening.
- All customers will be given a color-coded sticker ensuring the students that are performing services that the customer has passed the temperature check and successfully filled out the customers COVID-19 questionnaire.

The Director of Operations or Designee will assure the all staff, faculty, instructors, and students are screened daily. The screening will include gauging the employee's and student's temperature to ensure that the employee/student does not have a low-grade fever, which is often the first symptom of COVID-19. If the employee/student does not pass the screening they will not be permitted to enter the premises.

B. EXPOSURE RESPONSE

If an employee/student/customer becomes sick while on campus (e.g., begins demonstrating symptoms during the school day) that employee/student/customer will be asked to leave and recommended to be evaluated. **If employee/student/customer becomes seriously ill, 911 will be contacted immediately.**

If employee/student is safe to be sent home, the employee or student should not return to work/class until being evaluated and receiving a negative COVID-19 test.

If a customer becomes sick with symptoms Dymond Designs Beauty School will not perform services on the client until a negative result is received.

Similarly, **if an employee/student who worked or attended classes on campus develops symptoms of COVID-19 during non-work or school hours, they should not return to work or class until receiving a negative COVID-19 test result.** The testing regimen outlined in Section I of these policies should be followed for any employee/student who develops symptoms. All employees/students who begin to develop symptoms should contact the Director of Operations or institution administration.

If an employee/student/customer has been diagnosed, exposed, recovered or was a caretaker to someone who was diagnosed, exposed, or recovered to COVID-19 in order to work, attend classes, or receive services the individual **MUST** show DDBS a negative result of COVID-19 that is within the two weeks of the date of request.

III. Workplace Practices and Distancing

A. Sick Policy

Anyone experiencing COVID-19 related symptoms (i.e. fever, cough, shortness of breath, diarrhea, loss of smell or taste), or has prolonged exposure to someone who has tested positive SHOULD NOT attempt to enter the campus either as a employee, student, or customer.

In this instance employees, students should not report to work or classes. All employees should follow the institution's call-in procedure reporting their absence to the Dean of Students and students should report to either their Instructor or Dean of Students of their absence. Staying home and isolating will minimize the potential spread to other staff, faculty, students, and customers.

Employees/students with worsening health conditions should consult a physician.

B. Strict Physical Distancing for all Employees/ Students/Customers

The Centers of Disease Control (CDC) has identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another person. We are an institution that students **MUST** have physical contact with either a customer or a mannequin in order to receive the Minimum Practical Application hours needed in order to graduate. Towards that end, the following social-distancing and protocols for protection are establish:

- Employees, students, and customers will remain 6 feet apart from one another as much as possible.
- All employees and students will be provided a face shield that **MUST BE WORN** over the face mask at all times.
- Employers and Instructors will utilize Zoom and Bongo for meetings that require more than 20 people in the meeting.
- The limit of customers that can receive services will be 1 to every 4 students.
- Appointment only for all student services.
- COVID-19 Questionnaire for customers are available on the school's website for to fill out to limit the time inside the institution.
- Prepay for services are available
- Student enrollment/ orientation is performed via Zoom and all forms and student handbook are sent digitally for the students to read and fill out.
- Limited number of individuals in the waiting area.
- Anyone entering the facility **MUST** wear a mask and adhere to a temperature gauging if they refuse, they will be asked to leave the campus.

C. Workspace Modifications or Changes

In order to ensure adherence to physical distancing guidelines, the Director of Operation/Owner assessed all workspaces for necessary modifications and changes. Modifications or changes are:

- Creating 6- foot markings on the floor to encourage employee, student, and customer spacing where feasible or appropriate.
- All desk and chairs are 6 feet apart.
- All students are 6 feet apart
- The institution is 8,683 square feet so we have limited our capacity for day and night classes to no more than 50 people inside the institution at all times
- Utilized space that was not being utilized prior to create more distancing.
- All students are to perform services at least 6 feet apart from the next student.

D. Hygiene Practices

Good hygiene is a **MUST** at Dymond Designs Beauty School. Cleanliness, Sanitation, and Disinfection is a part of the curriculum that is taught and practice at DDBS and is required by the State of Michigan Department of Licensing and Regulatory Affairs Bureau of Professional

Licensing. Signs are placed throughout the institution and workspaces reminding employees/students and customers to:

- Eliminate handshaking and consider an elbow greeting or wave.
- Wash hands frequently with soap and water for at least 20 seconds especially before or after going to the restroom, working on a client/mannequin, assisting a student going to the restroom, before and after eating, blowing your nose, coughing, or sneezing. If soap and water are not readily available, use sanitizer that contains at least 60% alcohol.
- Use the available Sanitizer and disinfectant provided throughout the entire institute for safety.
- Cover your mouth when sneezing and coughing and discard tissue afterwards. If you don't have tissue please cough or sneeze into your upper sleeve and not your hands.
- Wash and sanitize your hands after the removal of glasses.
- Sanitizing all implements, chairs, tables, and equipment before and after services or classes begin.
- **AVOID TOUCHING YOUR FACE.**

IV. USE OF PERSONAL PROTECTIVE EQUIPMENT

A. Daily Use of Surgical Masks for Employees/Student/Clients

All employees, students, and clients, are required to wear a mask (preferably surgical) while reporting to work, school, or receiving services from a senior student to reduce the spread of the virus. All employees, students, and clients are required to wear this mask throughout the time in attendance at DDBS unless they are alone in a closed office or vehicle.

Masks can be reused by the students/staff provided the mask does not get soiled, wet, or exposed to others who have been tested for COVID-19.

All employees and students are to wear a face shield as well as a mask at all times during the school hours. The face shield protects your eyes, nose and mouth which can assist in lowering the possibility of spreading any kind of virus. These are other suggestions when and where to wear the face shield and mask:

- When interacting with other employees, students, and customers.
- Driving in the car with another individual in the passenger seat.
- In grocery stores, department stores, or any other time there is more than ten people in the area you are in.

All face shields can be cleaned and disinfected everyday more than once a day. While these face shields, masks, and surgical masks, provide protection in daily activity, social distancing, and hand hygiene are the most important steps to prevent the spread of COVID 19

B. Daily use of N-95 Masks, Face Shields, and regular mask by Employees and Students Interfacing with the Public

Whenever possible, employees and students that interact with the public should always wear their face shield and a mask underneath. Face shields can be cleaned daily and mask can be reused if

not soiled or wet. Whenever an employee/student requires a new face shield, or mask they should notify management.

C. Use of mask in the public

We at DDBS encourage the stringent use of mask for any member of the public who enters into the institution. The public will not be allowed into the facility without a mask whether it's for customer services, clinical floor services, delivery, administration, employment or classes.

D. Use of Gloves in Selected Environments

For employees/students who have regular interaction with the public, DDBS will require that everyone wash their hands before applying gloves then immediately afterwards if someone is interacting with the public. When services are being performed, gloves must be worn during the service then immediately removed after service has been completed. Everyone is required to wash their hands after removal of gloves (sanitizer accepted as well) and throughout the day as well.

E. Use of Eye Protection

Some of the job functions and student services requires for employees and students to inevitably come within 6 feet so face shields will be used for eye protection.

V. WORKSITE/ CLASSROOM CLEANING

Protocols have been established to ensure that all high-touch, or high-traffic surfaces such as doorknobs, railings frequently used drawer handles, equipment, learning tools such as desk, computers, chairs, and stations are sanitized every two hours. A checklist for cleaning has been created to help reduce the spread of COVID-19. Hospital grade disinfectant and 10% chlorine bleach is used to disinfect all tools used in the school. Disinfectant wipes and sprays are used to clean commonly used surfaces every two hours.

You will find the cleaning steps outlined on the Sanitation and Disinfection Sheet in the Appendix section. The guide will show what protocols should be used routinely, based on frequency mentioned, to disinfect workplaces, chairs, tables, etc. and to protect the public, staff, and students.

Certified by:

Marlene Brooks
Director of Operations
Dymond Designs Beauty School

Individual completing this form, please circle the correct one:

Client

Student

Instructor

Employee

Signature _____ **Date** _____

For More Information:

- **Occupational Safety and Health Administration website: www.osha.gov**
- **Centers for Disease Control and Prevention website: www.cdc.gov**
- **National Institute for Occupational Safety and Health website: www.cdc.gov/niosh**
- **State of Michigan Bureau of Professional Licensing website: www.michigan.gov**