

**Great Lakes Institute of Technology / TONI&GUY Hairdressing Academy**

**2020 COVID-19 Return to School Procedures**

**Erie County Green Phase**

Effective: 6/26/2020. Revised 7/2/2020

**PART I : Employee and Student Safety Protocol during Erie County Green Phase**

Students and Employees

1. Operations will continue to be conducted in part remotely through individual teleworking and distance learning methods, where feasible.
2. Students schedules and employee schedules will have staggered start and end times and staggered lunch and break periods.
3. If a student or employee has been out of the country in the last 48 hours, has been exposed to COVID, or has been experiencing COVID-related symptoms, they will be asked to leave the building.
4. Employees must use the timeclock to track their time in the building. Students must report directly their classroom and use the daily sign-in acknowledgement
5. Everyone entering the building will be required to have a mask that covers both the nose and mouth.
  - a. The mask is to be worn at all times while on school premises, unless eating or drinking or a medical condition exists. If you have a personal office that is not shared or frequented by others, masks can be pulled down while you are alone if that office.
  - b. Students and employees not wearing masks will be asked to leave the building immediately. Repeated offenses will result in progressive disciplinary action up to and including termination.
  - c. The wearing of masks does not negate the need for social distancing
  - d. Individuals are encouraged to bring their own mask. For those who do not, they will be available from the front office.
6. Individuals will employ social distancing (6 feet) in all areas of the school. This includes but is not limited to offices, classrooms, hallways, restrooms, smoke deck, and common areas.
7. Student participating in clinical and lab activities where social distancing is compromised must sign an acknowledgement that they are participating on a voluntary basis and must wear all required PPE as determined by the instructor. Participation in hands on activities that compromise social distance is not mandatory.
8. Hand sanitizer will be used upon entrance to the building and as needed.
9. Handwashing for at least 20 sec is encouraged throughout the day.
10. All facilities will follow capacity guidelines issued by state and local authorities

Additional Information for Employees

1. Each morning, instructors should verify there are ample cleaning supplies in each classroom.
2. Instructors should ensure students are cleaning their spaces before and after use.

3. Supervisors are responsible to ensure their employees follow protocol
4. Instructors are responsible to ensure students follow protocol
5. Employees should schedule hand-washing breaks at least every hour.
6. Employees should keep their own workspace clean and respect the workspace of others.

#### Visitor Protocol

1. All visitors must report directly to the receptionist for screening
  - a. Receptionist will verbally attest that the visitor has not been out of the country, been exposed to COVID, or experiencing COVID symptoms. Visitors who cannot verbally verify will be asked to leave.
  - b. Visitors must sign an acknowledgement
  - c. Visitor will be used a Visitors Badge that should be returned to the front desk when leaving the building.
2. All visitors must wear masks at all times
3. Interviews will be conducted by appointment only. No walk in appointments permitted.
4. Non-essential visitors and solicitors will not be permitted in the building.

#### Part II – Building Safety Measure

##### Building Preparations

1. Visitor protocol signs will be posted on the outside doors.
2. Receptionist window will remain closed at all times.
3. Doors to high-traffic areas will remain propped open to eliminate touching door handles.
4. Hand sanitizer stations will be installed at building entrances and throughout the school.
5. Additional signage will be in restrooms regarding hand wash protocols
6. Post the signs and symptoms of COVID-19: fever, cough, shortness of breath
7. Post social distancing reminder signs throughout the building.
8. Adjust classrooms, common areas, and lobby to ensure social distancing and limited capacities
9. Remove excess seating in break room and post signs stating one person per table
10. Close all water fountains and remove the water cooler from the MT clinic
11. Hire janitorial staff during normal business hours to continuously disinfect commonly contaminated surfaces in all areas of the building such as desks, workstations, computers, countertops, light switches, eating areas, & door handles.
12. Disinfection should be done at beginning and end of each day, as well as between class shifts where applicable.
13. Assign a “Pandemic Safety Officer” to oversee the COVID-10 safety procedures for GLIT and TG.
14. Print, sign, and post the “COVID-19 Safety Procedures for Businesses” flyer on the main door in and in the employee area.

##### Preventative Guidelines

1. Instructional Operations
  - a. Divide the main campus into quadrants and stagger starting times to limit total number of students in each quadrant. (North, South, Third Floor, Basement at main campus). Students are to be confined to that quadrant.
  - b. Schedule classes to be held in larger classrooms in the building to ensure social distance of 6'
  - c. Use hybrid format so students only need to report to school limited days, maintaining lecture-based training using Zoom and Google Classroom
  - d. During the green phase, the Massage Student Clinic and TG Student Clinic will be open to the public by appointment only, following all protocols set by the State Board of Cosmetology and Massage Therapy.
2. Business Operations
  - a. Cleaning crew will clean and disinfect high-touch areas frequently in addition to the regular cleaning routine.
  - b. Maintain pre-existing cleaning protocols, and in addition clean and sanitize all surfaces after every contact with the public and visitors
  - c. One person at a time in the elevator
  - d. One person in a time in the restrooms
  - e. One person at a time in the staff break room
  - f. Limit events and meetings that require close contact. Continue using Zoom for all meetings where social distancing guidelines cannot be met.
  - g. For employees with small offices, hold student meetings and interviews in the conference room(s)
  - h. Continue with Docusign for all paperwork
  - i. Continue work-from-home where feasible
3. Protocols in Case of Probable or Confirmed Case of COVID-19
  - a. If it has been determined that an individual has entered the building who has contracted COVID-19 or is deemed a probable case by the Department of Health, the following protocols will go into place immediately.
  - b. Immediately identify the area that was affected within the last 24 hours, and evacuate that space. Close off and if possible, ventilate areas visited by that individual;
  - c. Clean all areas visited by that individual following CDC and DOH recommendations.
    - i. Any individual who was in close contact should adhere to the practices set out by the CDC in its April 8, 2020 Interim Guidance
    - ii. The privacy of the affected person will be maintained. Names or identifying data will not be released.
  - d. For 2 days after cleaning the affected areas, the following protocols will be in place.
    - i. All entrances will be locked. There will be one dedicated entrance to each building. Students and employees must enter through the front entrance.
    - ii. All individuals entering the building must be pre-screened
    - iii. A staff member will be stationed between the front doors to screen everyone who comes into the building. If staff is not available, the receptionist will screen.

- iv. Before entering the building, the individual must verbally attest to not having COVID symptoms, not being near someone with COVID, or not having been out of the country in the last 48 hours.
  - v. Temperature will be taken upon entering the building. If temperature is above 100.4 F, the individual will be sent home and advised to self-quarantine and report for testing.
    1. The individual will be not be allowed into the building for 14 days, unless he or she can provide documentation of negative COVID-19 test.
    2. The Instructor and supervisor will be notified ASAP so arrangements can be made for temporary online learning or work-from-home abilities
  - e. If no additional cases have been reported after 2 days of prescreening, we will return to standard Green protocols described in this plan
4. Other
- a. Main Campus Building hours will be from Monday through Friday, 8am to 5pm.
  - b. TG Campus Building hours will be Monday through Saturday, 8am to 4pm.
  - c. Only classrooms needed by students will be unlocked. All areas not in use will remained locked and closed

#### PART III: Supplies to Order

- Masks
- Gloves
- Hand sanitizer for entrance and classrooms (large, pump)
- Non-contact thermometers.
- Disinfectant wipes/spray
- Reminder signs: social distancing, handwashing, masks