

Great Lakes Institute of Technology / TONI&GUY Hairdressing Academy

2020 COVID-19 Return to School Procedures

Effective: 5/8/2020

PART I : Employee and Student Safety Protocol

Students and Employees

1. There will be one dedicated entrance to each building. Students and employees must enter through the front entrance. Students must have their GLIT/TG ID badge or drivers' license to enter the building.
2. Everyone will be required to have a mask that covers both the nose and mouth.
 - a. Those who do not have a mask will be issued one
 - b. The mask is to be worn at all times while in school. Students and employees not wearing masks will be asked to leave the building immediately.
 - c. The mask may be replaced if damaged. (see Program Directors)
 - i. You may choose to make and wear their own mask:
<https://youtu.be/tPx1yqvJgf4>
3. Temperature will be taken daily upon entering the building and as needed.
 - a. A staff member will be stationed between the front doors to screen everyone who comes into the building during high traffic times. If he or she is not available, the receptionist will screen.
 - b. If temperature is above 100.4 the individual will be sent home and advised to report to a medical professional for testing.
 - c. 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.
 - d. The Instructor and supervisor will be notified ASAP so arrangements can be made for temporary online learning or work-from-home abilities
4. Individuals will sign a daily attestation sheet to attest that they have not been out of the country or knowingly been exposed to anyone who has tested positive to COVID-19.
 - a. This will be each time they enter the building.
 - b. If the individual has been exposed they will be asked to go home and self-quarantine for 14 days. (see PA guidelines below)
 - c. The instructor or supervisor will be notified ASAP so arrangements can be made for temporary online learning or work from home abilities.
5. Individuals will employ social distancing (6 feet) in all areas of the school. This includes all offices, classrooms, hallways, restrooms and common areas.
6. Hand sanitizer will be used upon entrance to the building and as needed.
7. Handwashing for at least 20 sec is encouraged throughout the day.
8. Gloves will be available in all classrooms/work areas.
9. All spaces will follow capacity guidelines issued by state and local authorities

Additional Information for Employees

1. An employee schedule will be made for taking temps and signing of attestation at high entrance times
2. The receptionist will be used for temperatures and attestations for all other visitor and late arrival students.
3. Each morning, instructors should pick up cleaning supplies from the main office, and return them at the end of the day.
4. Supervisors are responsible to ensure their employees follow protocol
5. Instructors are responsible to ensure students follow protocol

Visitor Protocol

1. Non-essential visitors and solicitors will not be permitted in the building.
2. The outside door will be locked after students have been admitted
3. Visitors will ring the bell and the receptionists will respond
4. The receptionist will prescreen prior to entry. (fever, cough, shortness of breath? contact with a known positive?)
 - a. Upon entry, the receptionist will take the visitor's temp and ask them to complete the screening procedures in between the two doors.
 - b. Provide a mask and sanitizer
 - c. Allow entry
5. The receptionist will wear gloves during any exchange of materials with the public
6. Issue mask, hand sanitizer, take temperature, complete and sign attestation sheet.
7. Only go to areas of specific interest on tour.

Part II – Building Safety Measure

Building Preparations

1. Outside door will remain locked during low-traffic periods.
2. Visitor protocol signs will be posted on the outside doors.
3. Receptionist window will remain closed at all time.
4. Hand sanitizer stations will be installed at building entrances.
5. Additional signage in restrooms reminding 20 sec hand wash
6. Post the signs and symptoms of COVID-19: fever, cough, shortness of breath
7. Social distancing reminder signs throughout the building.
8. Lobby will have social distancing markings on the floor
9. Adjust lecture rooms to ensure social distancing and limited capacities
10. Remove excess seating in break room
11. Hire janitorial staff during normal business hours to continuously disinfect commonly contaminated surfaces in all areas of the building; such as desks, work stations, computers, countertops, light switches, water fountains, eating areas, & door handles.
12. Disinfection should be done at beginning and end of day, as well as between class shifts if applicable.

Preventative Guidelines

1. Instructional Operations
 - a. Divide the building into quadrants and stagger classes to limit total number of students in each quadrant. (North, South, Third Floor, Basement). Students are to be confined to that quadrant while in school.
 - b. Limit the number of students in classroom.
 - c. Schedule classes to be held in larger classrooms in the building to ensure social distance of 6'
 - d. Hands on courses requiring close contact will be delayed until the social distancing rule has been relaxed in Erie County.
 - e. Use hybrid format so students only need to report to school limited days, maintaining lecture-based training using Zoom and Google Classroom
 - f. When PA determines salons and massage therapy business can open, CO/MT will service only students, personnel, and immediate family members, and not be open to the public until the threat has cleared
 - g. Students will clean all surfaces of their workspace before and after each class session.
2. Business Operations
 - a. It is mandatory that all employees wear masks during their time in the building.
 - 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. Wear gloves when unpacking books, boxes, and mail
 - 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 online admissions interviews where feasible
 - i. Continue with DocuSign for all paperwork
 - j. Continue work-from-home where feasible
3. Protocols for Execution Upon Discovery of Exposure
 - a. Upon an exposure, businesses are also ordered to do the following:
 - i. Close off and ventilate areas visited by that individual;
 - ii. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection;
 - iii. Clean and disinfect all spaces, especially commonly used rooms and shared electronic equipment;
 - iv. Identify and notify employees who were in close contact with that individual (within 6 feet for 10 minutes or more); and
 - b. If any employee becomes sick during the work day, they will be sent home immediately and the workspace will be cleaned and disinfected

- c. All employees who were in close contact with any known exposure at the business will be promptly notified
4. Other
 - a. All areas not in use will remain locked and closed

PART III: Supplies to Order

- Masks
- Gloves
- Hand sanitizer for entrance and classrooms (large, pump)
- Non-contact thermometers (1 per building).
- Disinfectant wipes/spray
- Reminder signs: social distancing, handwashing