

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

### COVID-19 Return to School Procedures

The following document has been revised on 11/23/20 to comply with the most recent state, local, and federal guidance relating to COVID-19.

#### PART I : Employee and Student Safety Protocol

##### Students and Employees

1. Operations will continue to be conducted in part remotely through individual teleworking and distance learning methods, where feasible.
2. Students and employee schedules will have 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 sheet
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.
  - 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 physical 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 physical 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 physical 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 physical 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.
  - b. Visitors must sign an acknowledgement form at the reception desk.
  - 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. Non-essential visitors and solicitors will not be permitted in the building without an appointment.

## Part II – Building Safety Measure

### Building Preparations

1. Visitor protocol signs will be posted on the outside doors.
2. Receptionist window will remained 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 physical distancing reminder signs throughout the building.
8. Adjust classrooms, common areas, and lobby to ensure physical 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-19 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 limit the number of students in each quadrant. (North, South, Third Floor, Basement at main campus). TG is considered a single, separate unit. All students are to be confined to their space.
  - b. Schedule classes to be held in larger classrooms in the building to ensure physical distance of 6 feet
  - c. Use hybrid delivery in the classrooms so students only need to report to campus on limited days, maintaining lecture-based training using live video conferencing and the school's Learning Management Systems.
  - 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. Maintain pre-existing cleaning protocols, and in addition clean and sanitize all surfaces after every contact with the public and visitors
  - b. Cleaning crew will clean and disinfect high-touch areas frequently in addition to the regular cleaning routine.
  - c. One person at a time in the elevator
  - d. One person at a time in the staff break room or any other offices that cannot maintain a 6 foot physical distance.
  - e. Limit events and meetings that require close contact. Continue using video conferencing for all meetings where physical distancing guidelines cannot be met.
  - f. For employees with small offices, hold student meetings and interviews in the conference room(s)
  - g. Continue with DocuSign for all paperwork, where feasible
  - h. Continue work-from-home where feasible

### PART III - Exposure or Probable Exposure Guidelines

1. Building protocols in Case of a Confirmed Case of COVID-19
  - a. If it has been determined that an individual has entered the building who has contracted COVID-19 the following protocols will go into place immediately.
    - i. Immediately identify the area that was affected within the last 48 hours, and evacuate that space. Close off and if possible, ventilate areas visited by that individual;
    - ii. Clean all areas visited by that individual following CDC and DOH recommendations.
    - iii. Use the Exposure Worksheet to identify quarantine ranges and the need for any evacuations
    - iv. Gather the names, phone numbers, and email addresses of all close contacts to provide to the Department of Health, upon request.
    - v. The privacy of the affected person will be maintained. Names or identifying data will not be released to the public or to classmates.

- b. For 2 days after exposure, the affected quadrants will enter into Code Yellow phase, and the following protocols will be in place.
    - i. All entrances will be locked. There will be one dedicated entrance.
    - ii. Students and employees must enter through the front entrance.
    - iii. All individuals entering the building must be pre-screened. 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.
    - iv. 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 referred to his or her physician for recommended medical care.
      - 2. The individual should report to a testing facility and remain in self-quarantine for 14 days, or according to the most recent DOH protocols.
      - 3. The Instructor and supervisor will be notified immediately so arrangements can be made for temporary online learning or work-from-home abilities
  - c. If no related cases or symptoms have been reported after 2 days of Code Yellow, we will return to standard Green protocols described in this plan
2. Student and Employee Protocols for Positive Case of COVID-19 in the facility
- a. People who have been in close contact with someone who has COVID-19 must self-quarantine. Close contact includes:
    - i. Being within 6 feet of someone for a total of 15 minutes or more within a 24 hour period,
    - ii. Direct physical contact such as handshaking, hugging, or kissing
    - iii. Sharing eating or drinking utensils, or
    - iv. Being in direct contact with water droplets, such as from a sneeze or cough.
  - b. COVID-positive students who have been in the building should immediately quarantine and notify their Program Director
    - i. Alternative learning methods will be offered during quarantine, where feasible.
    - ii. Program Director will immediately notify the Director of Education to begin building protocols.
    - iii. Students have the option to request a COVID-Leave of Absence.
    - iv. Students will not be permitted to return to in-person classes until after quarantine.
  - c. COVID-positive students or faculty who have been at an externship site or clinical rotations should quarantine and immediately notify their Program Director
    - i. Program Director will immediately notify the Director of Education to begin protocols.
    - ii. Program Director will immediately notify the site supervisor of the possible exposure
    - iii. Students have the option to request a COVID-Leave of Absence.

- iv. Students will not be permitted to return to externship or clinical rotations until after quarantine.
- v. Once the quarantine period is over, the Program Director must contact the site supervisor to schedule the student's return
- vi. Note: if externship sites have different quarantine policy, the more stringent policy will apply.
- d. Exposed or COVID-positive employees should immediately quarantine and notify their Supervisor
  - i. Alternative work schedules will be implemented during quarantine
  - ii. Supervisor will immediately notify the Director of Education to begin protocol.
- e. Self-Quarantine Date Ranges
  - i. COVID positive, with symptoms: 10 days from the onset of symptoms, and fever-free for 24 hours
  - ii. COVID positive, without symptoms: 10 days since the date of the positive test
  - iii. Exposure to a COVID positive: 14 days from date of contact

#### Additional Information Relating to Externship or Clinical Rotation Experience

1. Students must follow the safety protocols and guidelines of the site at all times.
2. Externship Sites or Clinical Sites must be able to provide students with sufficient PPE. If the site requires the student to provide their own PPE, it must be noted prior to the student beginning the rotation.
3. Students will not be permitted to be directly involved in care of COVID-19 patients, unless approved by the Program Director on a case-by-case basis
4. All students and visiting faculty must complete all required training and paperwork provided by the site.
5. For sites that require a flu vaccine, all students and visiting faculty must obtain the vaccine prior to the beginning of the experience or prior to October 15, 2020, whichever is sooner.

#### PART IV: Supplies to maintain in each area

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