

## Innovate Salon Academy Reopening Plan

Our institution will implement the following plan of action to provide a safe and clean space for our students and staff. Our goal is to do our best to try and eliminate the known ways that the virus spreads to reduce the likelihood of infection and to provide ideal space for each individual to work and be safe upon our academy re-opening.

- Susan Guido, Director will be the Covid-19 Point of Contact
- Staff and Instructors will receive ongoing training that comes from the CDC and local and state Government.
- Students and staff must follow self quarantine guidelines after visiting states included in New Jerseys Quarantine list.
- Our institution will provide to each student and staff member a face shield, and a mask. Face Shields are optional. Face masks covering nose and mouth must be worn at all times upon any parties entering the facility even if a face shield is utilized. **No exceptions.**
- Temperatures will be taken for all staff, students, and guests prior to entering the facility. Temperatures above 100.4 degrees will not be permitted into the facility.
- Students and staff will be instructed to stay home if they are not feeling well.
- All parties that receive a positive COVID-19 test are required to inform the Academy. Persons exposed will be required to provide a negative test result before returning to the academy.
- Anyone showing COVID-19 symptoms may be asked to get tested in order to return to the academy
- Public drinking water stations will be unavailable.
- Breaks will be staggered and encouraged to be taken outside the building when available. The lunch areas are closed for the foreseeable future.
- Hand sanitizer stations will be available upon entering the building and throughout the academy.
- Sufficient hand soap dispensers available in sink areas and maintenance areas.
- Sanitation stations will be available throughout the academy including germ killing spray for use by students and staff.
- The academy cleaning company will clean and sanitize every day. Our personnel will have germ killing solutions and equipment for sanitizing all aspects of the school including all hand touch surfaces such as workstations, classrooms, desks, cabinets, tabletops, mirrors, chalkboards, floors, bathrooms, sinks, stairs, railings, doors, station chairs and shampoo bowls. Students will be responsible for sanitizing their work stations. Staff will be responsible for sanitizing classrooms and shared areas.
- Use of shared objects like color tubes, pens, supplies and equipment will be eliminated. Students will be given their supplies by the instructor in portions necessary.

- Our institution will implement the combination of distance education and on grounds education (Pending New Jersey State Board Approval) upon return to the brick and mortar school. This will help reduce the amount of people in the school to best follow Social Distancing standards and reduce the frequency of interaction and proximity of each other inside the school.
- In school and inside each class, students will be socially distanced while performing at their individual station. There will be no free walking around. Students will need to call out when they need to move outside their work station and with the instructors watching and classmate's knowledge.
- In the clinic area for our Seniors students the same holds true. Work stations will be separated to be socially distanced and students will be restricted from freely interacting. Our instructors will oversee this.
- Students will be encouraged and reminded frequently of the importance of washing hands for 20 seconds, to avoid touching their face, and coughing or sneezing into their elbows.
- Our clinic will be closed for the foreseeable future. No services will be performed on the public and students will not be allowed to practice on each other. All practice and practical work will be performed on each individual students' mannequin.
- Innovate Salon Academy will have a zero tolerance policy for COVID-19 guidelines and policies not followed.