

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 Jersey's Quarantine list.
- Our institution will provide to each student and staff member a face shield, and have masks available. Face Shields are optional unless specified in "Guest Services Policies and Procedure." 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 100.4 degrees or above 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 self-quarantine for 14 days, provide a negative test result and/or release letter from your local department of health 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 are 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 Senior 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.
- Innovate Salon Academy will have a zero tolerance policy for COVID-19 guidelines and policies not followed.

Student Clinic Reopening Plan

On **November 2, 2020**, Innovate Salon Academy will welcome back the public to receive personal care services from our students under the supervision of licensed educators. The following guidelines will take effect to ensure the safety of our students, staff, & guests:

- Innovate Salon Academy will begin with a “soft” opening and proceed in phases as we continue to welcome back guests.
- Hair & Skin services will be permitted, excluding makeup applications.
- Services will be accepted by APPOINTMENT ONLY. Walk-ins will not be accepted at this time.
- Additional time will be scheduled to allow adequate time for cleaning and disinfecting all non-porous surfaces in-between appointments and to minimize person-to-person contact and the number on the premises at any given time.

Guest Services Policies and Procedures:

Once you arrive for your appointment, call or text us at (908) 412-9600 for South Plainfield or (609) 888-6550 for Ewing and let us know you're here. We will call you back when you can enter the building.

- A staff member will take your temperature, have you sign a COVID questionnaire and Liability Release Waiver. Temperatures of 100.4 or higher or an affirmative response to the COVID questionnaire will not be permitted to receive services and must exit the facility immediately.
 - Only persons receiving services will be permitted in the academy. This includes children or significant others.
 - Face masks are required upon entry into the building, and throughout the service. When providing a service that requires the removal of the client's face covering, students will wear (1) a mask and (2) a face shield.
 - Please adhere to the Social Distancing Guidelines when possible.
 - You must use hand sanitizer upon entrance to the academy. We have also placed hand sanitizing bottles around our student salon area and service desk for our patrons to use. We ask that you sanitize frequently during your time with us.
 - We have removed magazines/books/newspapers and other publications; candy dishes; product testers/samples; any and all open food or self-service food or beverage stations to reduce the risk of transmission.
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- Our product shelves will be disinfected and cleaned every day to reduce the spread of any germs/bacteria. We ask you to please see a support staff member to assist with picking out products
 - All retail purchases are final; we will not be accepting any returns on purchases to reduce the spread of COVID-19.