

Tri-State Cosmetology Institute Safety Protocol and Procedures

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental prevention practices (such as cleaning and disinfection) are important principles that are covered in this document.

Strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home or Self-Isolating when Appropriate**

- We require students, faculty, clients, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure, at work or international travel) to follow CDC guidance to self-isolate or stay home. This includes if you have been notified by the local health department as a result of contact tracing OR you have had known contact with someone to have tested positive for COVID-19.
- Once back on campus, students, faculty, clients and staff should stay home or self-isolate in their living quarters if they:
 - Are sick or have recently had close contact with a person with COVID-19. We encourage sick individuals to stay at home without fear of reprisals. We offer virtual learning and telework options, if feasible. Students, faculty, clients and staff should stay home when they have tested positive for or are showing symptoms of COVID-19.
 - Have recently had close contact with a person with COVID-19.
 - Are waiting for test results, or have cough, or shortness of breath or difficulty breathing, or feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, or chills, or fatigue, or muscle or body aches, or headache, or new loss of taste or smell, or sore throat, or congestion or runny nose, or nausea or vomiting, or diarrhea.
 - In the case where a student or staff member have been in the building and later find that they have been potentially exposed, administration must be notified IMMEDIATELY and that person will be required to self-quarantine and be placed on a leave of absence if they are eligible. Depending on the timing of exposure and the potential exposure within the school, temporary distance education may be required of all persons who were in contact with the potentially exposed individual.
 - Individuals who have had known contact with a person who has tested positive for COVID-19 should be advised that the current

recommendation is to wait until five days have passed since the exposure to be tested in order to avoid a false-negative test result.

- **Returning to Work or School**

- In the case of a student, faculty, client, contractor and/or staff who was diagnosed with COVID-19, the individual may return to work/school when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or –
- In the case of a student, faculty, client, contractor and/or staff who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above;
- If a student, faculty, client, contractor and/or staff has symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- We will not allow a student, faculty, client, contractor and/or staff with known close contact to a person who is lab-confirmed to have COVID-19 to return to work/school until the end of the 14-day self-quarantine period from the last date of exposure.

Hand Hygiene and Respiratory Etiquette

- We require handwashing with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Please cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

TSCI Mandatory Cloth Face Coverings

- TSCI requires the use of cloth face coverings among students, faculty, clients, and staff while inside the school, even if individuals are practicing social distancing. Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information is provided to all

students, faculty, and staff on proper use, removal, and washing of cloth face coverings below.

- Note: Cloth face coverings should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

How to Clean Face Coverings

Washing Machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by Hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Make sure to completely dry cloth face covering after washing.

How to Dry in a Dryer

Use the highest heat setting and leave in the dryer until completely dry

Air Dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

TSCI mandatory face shields when working on a client, model or student without a face mask.

Students who perform any service on another STUDENT, MODEL, OR CLIENT that requires the person receiving the service to remove their mask (e.g. facial, waxing, make-up) must wear both a face mask and a face shield.

Temperature Checks

- We will be using temperature checks with a no-contact thermometer upon entrance of the school by a student, faculty, client, staff or contractor.

Adequate Supplies

TSCI will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant, face coverings as needed, and no-touch/foot pedal trash cans, EPA registered disinfectants such as Barbicide and/or Marvicide.

Maintaining Healthy Environments

- **Cleaning and Disinfection**
 - TSCI will clean frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stall, dispensary items and surfaces) within the facilities at least daily or between use as much as possible. Use of shared objects, e.g. stations, shampoo bowls, chairs, and desks must be cleaned between use. Including a complete wipe down.
 - Implement a schedule for increased, routine cleaning and disinfection.
 - Ensure safe and correct use and storage of cleaners and disinfectants external icon, including storing products securely. Use products that meet EPA disinfection criteria.
 - We encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. We

encourage students, faculty, and staff to use disinfectant to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.

- Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.
- All trash containers are emptied daily and kept clean by using plastic liners.
- The on-site laundry room will be sanitized daily.
- Any time an employee, client, student, touches their face, nose, eyes, cell phone, door, credit card machine or surface they have not sanitized, they must immediately change their gloves or rewash hands with soap and water. If gloves cannot be worn for a service, then hands must be washed with soap and water prior to providing services. Hands must be washed for a minimum of 20 seconds. Used gloves must be disposed of immediately in the trash.

- **Shared Objects**

- We discourage sharing of items that are difficult to clean or disinfect.
- Used towels shall be deposited directly in the used towel collection bins with trash bags labeled esthetics, manicuring and cosmetology. They cannot be put in a laundry basket. Towels must be washed in hot water and chlorine bleach. Clean towels should only be handled by someone who has cleaned their hands immediately before touching the towels or someone who has a fresh pair of gloves.
- All clean and disinfected tools and materials must be stored in a clean, dry, debris free environment when not in use and separate from soiled tools and materials
- Avoid sharing electronic devices, books, pens, and other learning devices if possible
- Drinking fountains are cleaned and disinfected, but we encourage faculty, staff, clients and students to bring their own water to minimize use.

- **Communal Spaces**

The CDC recommends 6 feet of space between every individual OR the wearing of face coverings. Since it is not possible to ensure 6 feet of space between every individual in the school, face coverings must be worn at all times. For this reason, we have closed the shared lunchroom/breakroom to ensure everyone can maintain the social distancing guidelines currently in place. Furthermore, no food will be allowed in the building since consuming it would require the removal of the face covering. We are therefore adjusting our class schedules for all courses to remove the fifteen-minute break and include a thirty minute, off-the-clock break. This adjustment allows students sufficient time since they will no longer be able to stay inside the building to eat. Please refrain from taking this break together in one car unmasked and/or eating together less than six feet apart.

Preparing for When Someone Gets Sick

- **Advise Sick Individuals of Home Isolation Criteria**
 - Sick faculty, staff, clients, or students should not return to in-person classes, or end isolation until they have met the CDC's criteria to discontinue home isolation.
- **Isolate and Transport Those Who are Sick**
 - Faculty, staff, clients, and students should not come to the school if they are sick, and should notify the COVID-19 administrators if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - We will immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) in the employee break/lunch room and send individuals who are sick home or to a healthcare facility.
 - We will use Standard and Transmission-Based Precautions when caring for sick people.
 - Emergency dispatch, if required, will be informed that the person may have COVID-19.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
 - We will wait at least 24 hours before cleaning and disinfecting.
- **Notify Health Officials and Close Contacts**

Celia Coulter and Mara Leon are designated COVID-19 administrators for responding to COVID-19 concerns. All students, faculty, clients and staff can contact Celia Coulter between 8:30 am and 3:30 pm at (915) 778-1741 and Mara Leon from 3:30 pm to 10:00 pm at (915) 778-1741. If a student, faculty, client and/or staff member test positive for COVID-19, they will immediately report to the local Health Department at (915) 212-6843 and TSCI Management while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA or any other applicable laws and regulations. Management will ensure all people with close contact are notified via email, phone call or text no later than 24 hours after receiving notice.

For more information on COVID-19 please call the COVID-19 hotline at (915) 21-COVID (212-6843) or go to the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Free testing numbers and websites: An appointment must be made in advance 5 days after potential exposure. No symptoms necessary.

El Paso County 915-212-0783

Project La Vida-915-298-5044

Anthony/Canutillo=915-877-7620

Walmart: <https://DoINeedaCOVID19test.com>

Emergency Operations Plan for an Infected Person with COVID-19 on Campus

TSCI may potentially need to implement short-term building closure procedures regardless of community spread **if an infected person has been on campus**. If this happens, CDC recommends the following procedures, regardless of level of community spread:

Coordinate with local health officials. Once learning of a positive COVID-19 case in someone who has been on the campus, TSCI will immediately reach out to local public health officials. These officials will help us determine a course of action.

Work with local public health officials to determine cancellation of classes and closure of buildings and facilities. Management and/or COVID-19 administrators will work closely with the local health officials to determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed. In some cases, after working with local health officials, we may choose to only close facilities that have been entered by the individual(s) with COVID-19. This initial short-term class suspension and event and cancellation allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting TSCI. This allows the local health officials to help us determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, and event and activity cancellations are made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- TSCI discourages students, staff, and faculty from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local coffee shop.

Communicate with students, staff, and faculty. Management and/or COVID-19 administrators will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- Plan to include messages to counter potential [stigma](#) and discrimination.
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as

required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

Clean and disinfect thoroughly.

- Close off areas used by the infected person. Open outside doors and increase air circulation in the area and then begin cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Make decisions about extending the class suspension and event and activity

cancellation. Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities.

- When classes are suspended, management and/or COVID-19 administrators will work closely with local public health officials to determine if some building and classes may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes.
- Management and/or COVID-19 administrators will work in close collaboration with local public health officials to decide on class suspension. We will seek specific guidance from local health officials to determine if, when, and for how long to take these steps. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Management and/or COVID-19 administrators will seek guidance from local health officials to determine when students, staff, and faculty should return to campus and what additional steps are needed. In addition, students, staff, and faculty who are well but are taking care of, or share a home with, someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

Implement strategies to continue education and other related supports for students.

- **Ensure continuity of education.**
 - Review continuity plans, including plans for the continuity of teaching, learning, and research. Implement e-learning plans and distance learning options as feasible and appropriate.

- o Ensure continuity plans address how to temporarily postpone, limit or continue education in a manner that protects the safety of students and employees.
- o Tools:
 - Use of existing infrastructure and services (GoToMeeting and GoToTraining with external webcams) to support efficient transition of classes from in-person to distance-based formats. This will include tests, polls, and/or a 50 minute of every hour attendance faculty check-ins, recorded class meetings or lectures, and live class meetings.

COVID-19 WAIVER AND RELEASE OF CLAIMS

In consideration of being permitted to enter the premises of Tri-State Cosmetology Institute ("**TSCI**"), either as an employee, student, vendor or customer, I agree as follows:

1. I understand the hazards of the novel coronavirus ("**COVID-19**"). In particular, I recognize that COVID-19 is an extremely contagious disease and can be spread to others by infected persons who have few or no symptoms. I also understand that COVID-19 can be dangerous and even fatal to certain persons, especially those who are age 65 or older and those who have pre-existing health conditions, such as diabetes and heart problems.

2. I confirm that I am free from COVID-19 symptoms and I have not had any contact with persons infected with COVID-19.

3. In order for me to enter and remain on TSCI premises, I agree to take any protective measures as required by TSCI Safety Protocols and Procedure which I have been given a copy of prior to signing this release. Such measures may include temperature screenings, wearing masks and gloves and washing or sanitizing hands. I may also be required to stay outside of the premises for a limited period of time in order to comply with social distancing rules. I understand that TSCI may require me to leave the premises if I do not follow these rules.

4. I fully assume all risk of illness or death related to COVID-19 if in any way related to my being on TSCI's premises. Therefore, on behalf of myself, my heirs, representatives, successors and assigns, I release, waive and forever discharge TSCI, its employees, officers, directors, shareholders, agents, representatives, successors and assigns (the "**TSCI Released Parties**") from and against any damages, losses, costs and expenses (including, but not limited to, medical and hospitalization expenses) resulting either directly or indirectly from an infection from COVID-19 or from any other illness or injury relating to COVID-19 from any of my activities on TSCI premises. In addition, I shall indemnify and hold the TSCI Released Parties harmless from and against any claims, demands and lawsuits for such damages, losses, costs and expenses from any of my activities on TSCI premises as described in this paragraph.

5. I confirm that I: (a) have carefully read this Agreement; (b) have had adequate opportunity to seek independent legal advice relating to the matters pertaining to this Waiver and Release; (c) adequately understand the contents of this Waiver and Release and am making an informed decision to enter this Waiver and Release; (d) am not relying upon any fact, promise or representation made by TSCI; and (e) am relying solely upon my own judgment in signing this Waiver and Release.

Signature

Printed Name and Date