

COVID-19 Preparedness Plan for EMPIRE BEAUTY SCHOOL

Empire Beauty School is committed to providing a safe and healthy workplace for all our workers, students and guests. To ensure we have a safe and healthy workplace, Empire Beauty School has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by **Tonya Henry**, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Empire Beauty School's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Empire Beauty School is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: [We encourage feedback from our co-workers via email to the mailbox of ideas@empire.edu. All feedback has been reviewed and integrated into developing the plan.](mailto:ideas@empire.edu)

Empire Beauty School's COVID-19 Preparedness Plan follows the industry guidance developed by the state of New Jersey, which is based upon Centers for Disease Control and Prevention (CDC) and New Jersey State Department of Health (NJSDH) guidelines for COVID-19, Occupational Safety and Health Administration (OSHA) statutes, rules and standards, and New Jersey relevant and current executive orders. It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing – workers must be at least six-feet apart;
- Worker hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

Empire Beauty School has reviewed and incorporated the industry guidance applicable to our business provided by the state of New Jersey for the development of this plan, including the following industry guidance on Salons. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- Additional protections and protocols for customers, clients, guests and visitors;
- Additional protections and protocols for personal protective equipment (PPE);
- Additional protections and protocol for access and assignment;
- Additional protections and protocol for sanitation and hygiene;

- Additional protections and protocols for work clothes and handwashing;
- Additional protections and protocol for distancing and barriers;
- Additional protections and protocols for managing occupancy;
- Additional protocols to limit face-to-face interaction;
- Additional protections for receiving or exchanging payment; and
- Additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers and students health status prior to entering the workplace and for workers and students to report when they are sick or experiencing symptoms. [The COVID-19 Preparedness Plan Administrator conducts and oral health screening of each co-worker and students on a daily basis as they enter the building. Anyone displaying symptoms of ill health are sent home for the day. Any co-worker or student that feels they've been exposed to COVID-19 is encouraged to self-quarantine and seek medical assistance.](#)

Empire Beauty School has implemented leave policies that promote workers and students staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. [Empire Beauty School offers Paid Time Off \(PTO\) for any worker who is sick. A Leave of Absence can be requested by any coworkers who require more than 5 business days off from work.](#) Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. [Empire Beauty School offers any coworker the opportunity to request reasonable accommodations in the event of their own or a household members underlying medical condition.](#)

Empire Beauty School has also implemented a policy for informing workers and students if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. [Empire Beauty School will notify coworkers of any possible exposure to COVID-19 in the event of a positive test result.](#)

In addition, a policy has been implemented to protect the privacy of workers and students health status and health information. [It is Empire Beauty School's policy to protect the privacy of all coworkers and students.](#)

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers, students and guests in the workplace through the following engineering and administrative controls: [Empire Beauty School has placed window clings, posters, signs and floor decals within the building to instruct anyone within the building on the social distancing guidelines to be followed. In the event that the six-foot distance cannot be adhered to, Empire Beauty School requires masks on all parties involved.](#)

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are

instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All workers, students and guests to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. [Hand sanitizer dispensers are located near the entrance, timeclocks, and restrooms.](#) Source controls are being implemented at our workplaces at all times. [Face masks and face shields will be utilized for contact services. Front desk is equipped with an acrylic shield.](#)

Workers, students and guests are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, students and guests are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. [Social distancing guidelines are posted throughout the building.](#) [Handwashing reminders are posted in restrooms.](#)

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. [Empire Beauty Schools are equipped with exhaust systems in continuous operation.](#) The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. [Fresh outside air is introduced into our buildings through HVAC system economizer apparatus per National Building Code.](#)

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. [Disinfection and sanitization of high contact areas/surfaces will be performed by building occupants throughout the day. Nightly janitorial service will disinfect and sanitize restrooms and break areas. In the event of a confirmed case of Covid-19, additional disinfection services will be performed including ionized broad spectrum disinfection and/or fumigation.](#)

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. [Empire Beauty Schools are equipped with disinfectant sprays \(available throughout the building\). Instructions have been provided to ensure appropriate disinfectant contact time. Safety Data Sheets are maintained on our web platform.](#)

Drop-off, pick-up and delivery practices and protocol

Beauty School is adhering to the CDC Guidelines for all drop-off, pick-up and delivery practices from bagging to picking up orders.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated to all workers on **[insert date]**, and necessary training was provided. Additional communication and training will be ongoing by being discussed at each staff meeting. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers, students and guests, monitoring social distancing at start/end of class day, and staggering breaks. All workers, students and guests will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Local and Regional Leadership are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Empire Beauty School management and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by **Tonya Henry**.

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

New Jersey State Department of Health: Coronavirus (COVID-19) – <https://covid19.nj.gov/>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Federal OSHA – www.osha.gov

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf