

Last updated 2/12/21

**WELCOME BACK**  
**The Salon Professional**  
**Academy**  
**STUDENTS AND STAFF**

**We are so excited to be back in person with you.**

**Re-Opening Plan**

4741 US Highway 9, Howell, NJ 07731

# Adjusting to a New Normal

Due to the Covid-19 crisis there are certain procedures we all need to actively be participating in to protect ourselves, each other, and our loved ones.

We believe that it's important to remember that the choices we make don't just affect us, but the people in our lives as well.

Please be mindful of each other in this time.

WE ARE ALL IN THIS TOGETHER



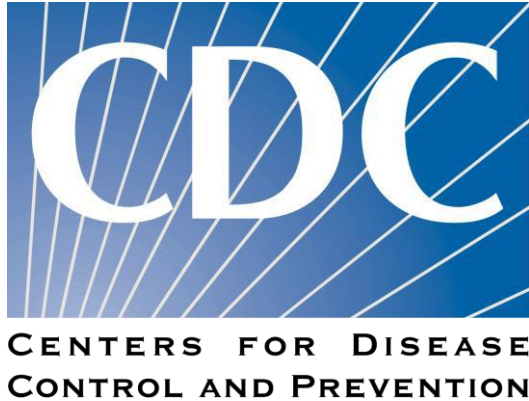


The beauty industry is changing rapidly in response to the coronavirus pandemic. As a result its becoming increasingly clear that this crisis will leave a lasting impact on the industry.



We are in an industry that gives us the licence to touch people. That is something that very few professions have, and we must take this very seriously. We are trained and prepared to protect people from infectious disease transmission from ourselves and from others. Before Covid-19 we were prepared for MRSA, HIV, Staph, Strep, Tuberculosis, and many more ailments. Covid-19 may be new, but our practices aren't. As professionals we are held to a high standard for safety and sanitation. Let's do our part to protect ourselves and each other.

To maintain a safe environment, we will need to continue the recommended practices set by the CDC, OSHA, WHO, State and local board of health . It is highly suggested that each student takes the covid-19 barbicide certification



# Entrance Into The Building

Upon entrance into the building whether it's starting off the day or coming back from break certain practices will be required.

- ❑ Students and staff MUST be wearing a face mask while inside the building. Make sure your mask is comfortable and breathable. If you enter the building without a mask you will be required to purchase one to stay in the building. Face shields are optional.
- ❑ Temperature will be taken upon entrance into the building. Any temperature over 100.4 degrees Fahrenheit will not be permitted entrance. (Temp checks will only happen at the start of the day).
- ❑ Students must use the sanitation station in the front of the building before proceeding to class and periodically throughout the day.
- ❑ Logged screening will be conducted daily for all Staff, Students and Guests





## Maintaining Safe Behavioral Practices & Personal Protective Equipment (PPE)

- ❑ Social Distancing (staying 6 feet away from others in a shared space), common areas in the school, entrance/exit areas of the school and as necessary.
- ❑ Frequently washing hands ( 20 seconds or more) or the use of alcohol-based (at least 60% alcohol) hand sanitizer when soap and water is not possible.
- ❑ Wear a mask or face covering.
- ❑ PPE is not to be shared.
- ❑ Gloves should be removed so they are inside-out and properly disposed of.
- ❑ Avoid touching eyes, nose and mouth.
- ❑ Eliminating contact with others, such as handshake or embracing your peers, visitors or friends.
- ❑ Avoiding anyone who appears to be sick, or who is coughing or sneezing.
- ❑ Stay home when sick.
- ❑ Clean and disinfect frequently touched objects and surfaces.



# Schedules and Makeup Hours

Each class will be split up into small groups. Each day these groups follow a combination of both methods, distant learning and on ground classes. Both distance learning and on ground class will be full time hours (6.75 hours) for full-time students. During your time on distance learning you must be on camera and working on assignments the entire time except for breaks to recieve hours. Failure to participate will result in loss of hours for the day.

Evening Part-time classes will follow a combination of both methods, distant learning (when necessary) and on ground classes.

Schedules are subject to change at anytime in terms of distance learning and on ground classes.

# Makeup Hours

Makeup hours will be divided by class on a first come first serve basis. Sign up with your educator one week in advance.

Cosmetology Seniors on Wednesdays with 1:00 P.M.-8:30 P.M. shift will have the opportunity to makeup hours in the morning from 9-1 and Thursdays with 9:00 A.M. - 4:30 P.M. shift will have the opportunity to makeup hours in the evening from 5 P.M. - 9 P.M.

Junior Cosmetology can makeup hours on Wed and Thur (can only pick one day) from 5:00 P.M. - 9:00 P.M. No more than 2 people from the class can makeup hours at a time.

# Makeup Hours

Skincare Juniors can makeup hours on Wed or Thur (only the day the student is scheduled) from 5:00 P.M. - 9:00 P.M. No more than 2 people from the class can makeup hours at a time. No more than 4 hours a week.

Skincare Seniors can makeup hours on Weds from 9:00A.M. - 1:00 P.M and/or 5:00 P.M. - 9:00 P.M. depending on their shift on Wed and Thur.

Part-time Barbering Program can makeup hours on Weds from 3:00 P.M. - 7:00 P.M. upto maximum of 4 hours a week.

Part-time Skincare Program can makeup hours on Wed from 9:00 A.M - 1:00 P.M or Fri from 1:00p to 4:30p. Only 3 people are allowed to makeup hours at any given time. Only a maximum of 4 hours a week.

# Makeup Hours

Part-time Manicuring Program can makeup hours on Weds from 9:00a to 1:00p or Friday from 1:00 P.M - 4:30 P.M. Only 3 people are allowed to makeup hours at any given time.

Distance learning does not allow for makeup hours remotely.

We are only allowed makeup hours on ground/in-house only.

# Cleaning and Disinfecting

- ❑ Wear disposable gloves to clean and disinfect
- ❑ Clean surfaces using soap and water, then use a disinfectant. (backbar, sinks)
- ❑ Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on a surface. Surfaces must be cleaned before disinfecting in order for the disinfectant to be effective.
- ❑ Practice routine cleaning and disinfection of frequently touched surfaces.
- ❑ Follow the instructions on the recommended epa registered disinfectant to ensure safe and effective use of the product
- ❑ 70% alcohol can be used as a safe and effective disinfectant.

**In addition to our usual end of the day clean up we will each have a personal checklist to be accountable for throughout the day**

**Cosmetology and Hairstyling / Barbering**

- ★ Workstations and tables MUST be disinfected after each client and at the start of the day
- ★ Chairs and chair bases MUST be disinfected at the start of each day and after each client
- ★ Workstations drawers MUST be free from all hair and debris
- ★ All tools and implements MUST be properly cleaned and disinfected and stored inside drawers or closed containers
- ★ Mirrors MUST be cleaned at the start of the day and after each client
- ★ Floors MUST be swept and cleaned around station after each client
- ★ Shampoo bowls and chairs MUST be disinfected after each use

## Personal checklist continued

- ★ Neck strips or towels MUST be used under the cape of each client. The cape should not touch the clients skin.
- ★ Towels and capes MUST be placed in the laundry after each use. Towels and capes cannot be left on the station.
- ★ Wax cart MUST be disinfected after each use
- ★ Product bottles MUST be disinfected after each use
- ★ Color bowls and brushes MUST be cleaned at the time of the service
- ★ Barbicide MUST be changed weekly at minimum. If contaminated, change immediately
- ★ Hands MUST be washed before and after every service, and after gloves are removed.

# Personal checklist continued

## Skin Care Specialty

- ★ Hands MUST be washed before and after each service.
- ★ Need to wear face covering, face shield and gloves.
- ★ Beds MUST be disinfected after each use.
- ★ Trays MUST be disinfected after each use.
- ★ Bedding and towels MUST be taken to the laundry after each use.
- ★ Floors MUST be cleaned from all product.
- ★ Jelly cups MUST be cleaned and disinfected after each use.
- ★ Products MUST be disinfected and put away after each use.
- ★ Brushes and bowls MUST be cleaned and disinfected after each use.



## Personal checklist continued

- ★ Steamers and all other appliances MUST be disinfected after each use
- ★ Wax cart MUST be disinfected after each use
- ★ All other tools and implements must be cleaned and disinfected after each use
- ★ Gloves must be worn during services
- ★ The use of blankets are prohibited as per state guidelines

# Client Services

- ❑ Clients MUST be wearing a face mask when they enter the building, if they do not have one they will be required to purchase one or the service will be denied.
- ❑ Client MUST sanitize their hands at the sanitizing station before being serviced.
- ❑ Clients will have a temperature check when they enter the building .  
Temperatures over 100.4 will be denied entrance.
- ❑ Clients MUST sign the Covid-19 waiver upon arrival in order to be serviced.
- ❑ Only clients serviced will be allowed in the building. NO EXTRA GUESTS.
- ❑ Clients must check-in by calling/texting the school prior to entering the building.
- ❑ Remain in their car until we are ready to provide the service.

# Lunch Break

Due to the sanitation regulations the lunch tables in the back have been removed. Moving forward lunch breaks must be taken outside the building. There is absolutely no food in the classrooms or on a senior floor.

# Bathroom

There are only two people allowed in the bathroom at one time.

Follow CDC guidelines for hand washing with soap and water for a minimum of 20 seconds

# Travel Advisory

- Travelers and residents returning from **any U.S. state or territory** beyond the immediate region (New York, Connecticut, Pennsylvania, and Delaware) should self-quarantine at their home, hotel, or other temporary lodging following [recommendations from the CDC](#):
- If travel is unavoidable, travelers should consider getting tested with a viral test (not an antibody test) 1-3 days before the trip and again 3-5 days after the trip.
- If travelers test positive, they should **self-isolate for at least 10 days and should postpone travel during that time.**
- If travelers test negative, they should **quarantine for a full 7 days after travel.**
- If testing is not available (or if the results are delayed), travelers should **quarantine for 10 days after travel.**

# Travel Advisory

- The advisory is no longer specific to certain states. Because of the rising number of case counts across all states, there is an increased risk of spread of COVID-19 upon return from any travel.
- The self-quarantine is voluntary, but **compliance is expected**. Travelers arriving from areas with increasing COVID-19 cases may wish to postpone their travel to the region if they are unwilling or unable to follow the quarantine advisory.
- Travelers and those residents who are returning from states and territories beyond the immediate region should quarantine at their home, or a hotel or other temporary lodging. Individuals should leave the place of quarantine only to seek medical care/treatment or to obtain food and other essential items.

# Testing

Testing is available to everyone in New Jersey and is strongly encouraged for those who travelled to areas heavily impacted by COVID-19. To find a testing site near you, visit [covid19.nj.gov/testing](https://covid19.nj.gov/testing)

If you are from an impacted state and get a diagnostic/virus test, you should still self-quarantine for 10 days without lab results or 7 days if lab results come back negative. If you test negative, you are still advised to self-quarantine for 7 days because you remain in the incubation period. A diagnostic test is a point-in-time indicator from the date of when you were last exposed - in this case, being in a state with significant community spread of COVID-19.

If you are positive, you should self-isolate for 10 days and at least three days (or 72 hours) after any fever is resolved and [any other symptoms](#) are significantly improved. You should only leave self-isolation to receive medical care and to obtain food or other essential items.

# COVID-19 Symptoms

## Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



# COVID-19 Symptoms

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

## When to Seek Emergency Medical Attention

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

# Staff Disinfection Guideline

High touch points should be cleaned (Touch screens , Remote control, panels, table-tops/Work surfaces, stools/ chairs).

Staff should clean their assigned Podium at the start of their shift, when transferring to a different podium and at the end of the shift/work period.

Dedicated tools and equipment must be thoroughly cleaned/disinfected prior to and after each use.

Educators office desk should be wiped down every morning and the end of the day and garbage should be disposed after lunch and end of the day. Pre-use safety inspection checklist should be checked when complete.

# Temporary Distance Policy and Leave of Absence Policy

- The Academy is only approved for 50% in Temporary Distance Learning.
- Leave of Absence can be a maximum of 180 days in a 12-month time frame.

# Updates

The Re-Opening Plan is subject to change. Please refer to The Salon Professional Academy's website for the latest updates in regards to the Re-Opening Plan:

<https://www.tspahowell.com/>

# Acknowledgment

By signing the Re-Opening Plan both the Student and The Academy representative agree that they understand and accept the guidelines stated in this Agreement. The signers also agree by the signing below that they **have read and received copies of this Re-Opening Plan** (pages 1-30).

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Student Signature

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Date

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Academy Representative Signature

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Acceptance Date by The Academy