



ATELIER ESTHETIQUE

INSTITUTE OF ESTHETICS®  
EST. 1985

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

*Effective July 27, 2020*

### **Purpose:**

The purpose of the COVID-19 Preparedness and Response Plan is to define the objectives and strategies Atelier Esthetique Institute of Esthetics has developed and implemented to safeguard all staff, students, and visitors to the school during the COVID-19 pandemic. This plan is considered to be a living document and will be updated and edited as needed to respond to the evolving COVID-19 pandemic and the receipt of any additional guidance from government and regulatory entities. The COVID-19 Preparedness and Response Plan is available for review on the Atelier Esthetique Institute of Esthetics website at [www.AEInstitute.net](http://www.AEInstitute.net).

### **Objectives:**

1. Restrict the number of staff and students present on school premises to no more than necessary to perform the in-person work and instruction.
2. Promote remote work and instruction whenever possible.
3. Require face masks by all staff, students and visitors at all times while on campus. In addition, face shields, gloves, and disposable gowns are required of individuals while performing skin care procedures on others.
4. Increase standards of cleaning and disinfection to limit staff, student and visitor exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the school.
5. Promote heightened personal hygiene, including proper and frequent hand-washing methods.
6. Adopt applicable social distancing practices and mitigation measures recommended by the CDC.
7. Conduct daily screening protocol for all staff, students and visitors entering the school, including at a minimum, temperature checks with a no-touch thermometer, completion of a health form, and signature logs of all persons entering the school.
8. Maintain physical distancing of six feet between individuals as much as possible and as appropriate for the school. (Floor and wall signage are posted throughout the school.)
9. If a staff member or student is identified with a confirmed case of COVID-19, the school will, within 24 hours, notify both:
  - a) The local public health department, and
  - b) Any staff member and/or student who may have come into contact with the person with a confirmed case of COVID-19.
10. Establish a response plan for dealing with a confirmed infection in the school, including protocols for sending staff and students home and for temporary closures of all or part of the school to allow time for disinfection and deep cleaning. The school must wait 24 hours before entering and cleaning infected area.
11. Any staff or student who has travelled in areas that are identified as “hot spots” with recent surges of COVID-19 cases are required to “self-quarantine” for a minimum of 14 days prior to entering the school premises.

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## Strategies:

### 1. Campus Staffing and Students:

- a. Staff and students will be permitted to be on campus to complete critical work and delivery of all required education activities. Staff and students are required to follow Atelier Esthetique Institute of Esthetics COVID-19 Social Distancing and Conduct Policy. Staff working from home must have the approval of the Chief Operating Officer.
- b. Instructors and students will be permitted to complete all required course work on campus. Student groups will be staggered and limited in size and must adhere to the COVID-19 Social Distancing and Conduct Policy. Students who are on campus must be authorized by the Director of Education.

2. **Health Screening:** Anyone entering the school will be required to wear a face mask and complete a health-screening procedure. This includes but not limited to completing a temperature check with a no-touch thermometer, completion of a medical clearance form, and the signature log (completed on I-pad stations – individuals must use hand sanitizer and I-pads to be sanitized after each use). Individuals whose temperature exceeds the establish minimum must leave the school for the day.

3. **Social Distancing and Conduct Policy (attached):** Atelier Esthetique Institute of Esthetics has developed a COVID-19 Social Distancing and Conduct Policy to establish strict rules for any person entering the school, including staff, students, and visitors. The policy includes, but is not limited to the following:

- a. Maintaining six feet social distancing where possible and adhering to posted social distancing signs and guidelines on campus.
- b. Requirements for wearing a face mask while at the school.
- c. Encouraging individuals who are ill to stay home; and if necessary, deny entry to a person who is ill, displaying illness symptoms, or has recently been in direct contact with a person with a confirmed diagnosis of COVID-19. According to the [CDC](#), 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:
  - o Cough
  - o Shortness of breath or difficulty breathing
  - o Fever
  - o Chills
  - o Muscle pain
  - o Sore throat
  - o New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. A person may return once they have

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met CDC's ["Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19 \(Interim Guidance\)"](#)

- d. Support contact tracing efforts by reporting confirmed COVID-19 cases of individuals who had recently been on campus to the Chief Operating Officer.
- 4. COVID-19 response plan for dealing with a confirmed infection in the workplace:** This separate plan includes the following:
- a. Encourage the reporting of confirmed COVID-19 cases that may have spread infection into the school.
  - b. Required reporting guidelines, which currently include 24-hour notification to:
    - i. The local public health department, and
    - ii. Any staff, students, or visitors who may have come into contact with the person with a confirmed case of COVID-19.
  - c. School responses including, but not limited to, a temporary closure of the school and deep cleaning and sanitation of affected areas.
- 5. Facility Cleaning and Disinfecting:**
- a. Atelier Esthetique Institute of Esthetics has increased their sanitation efforts in utilizing hospital grade germicidal cleaners to kill viruses and bacteria that can live on commonly touched surfaces like door handles and other commonly touched surfaces.
  - b. Janitorial services will increase the frequency of their cleaning to ensure occupied areas are sanitized.
  - c. Cleaning log will be maintained and documented.
- 6. Personal Protective Equipment (PPE):** Atelier Esthetique Institute of Esthetics has acquired the appropriate PPE for staff and students that includes facial masks, gloves, disposable gowns, thermometers, and separation screens in appropriate areas. Staff and students are required to wear facial masks at all times while at the school, and to use the appropriate PPE required during the course of their work and educational activities.
- 7. Operational Changes:** The following operational changes have been made to encourage social distancing and to promote cleanliness and disinfection. All students are required to adhere to these changes.
- a. Changing Room – The student break room has been converted to a changing room with privacy booths. Students must change in and out of their scrub uniform at the school to minimize exposure and contamination of their garments.
  - b. Loitering – Students may not loiter at the front desk or stand or sit in the hallways. After changing in to their uniform, students are to go straight to their classroom.

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- c. Personal Belongings – Students are encouraged to minimize the number of personal belongings they bring to the school. All items must be stored in a student locker as they will not be permitted in the classroom. Students must supply their own lock. Students may only bring what is required for the daily lesson into the classroom.
- d. Breaks / Meal Period – Breaks and meal periods will be held in the student's daily classroom. Students are highly encouraged to bring simple foods and beverage, as there will be no refrigerator or microwave. Outside food deliveries are forbidden. Students must clean up after themselves at the end of the break period and dispose of any garbage appropriately. No food or beverage is permitted once class resumes. Consumption of food/beverage is prohibited in the hallways.
- e. Cell Phones – Cell phones will not be permitted in the classroom at any time and must be stored in a locker.
- f. Leaving the School Premises / Re-Entry: Students are discouraged from leaving the school premises until the end of their class. If a student chooses to leave the school and re-enter, they must change out of their scrub uniform and be re-screened upon returning to the school. The student will need to change back into their scrub uniform to return to class.
- g. Lockers – Lockers are for daily use only. Students MAY NOT store items overnight. Students must supply their own lock. At the end of class, please remove all items and your lock as you leave the school. (Atelier Esthetique Institute of Esthetics is not responsible for any items as well as those not secured or stolen.)
- h. Classrooms – Classrooms have been reconfigured to promote social distancing where possible. Do not move or reconfigure desks and esthetics beds.
- i. Requests for Information, Hours, Grades, Letters, etc. – All requests for information must be done so through email: Ms. Ashly ([receptionist@AEInstitute.net](mailto:receptionist@AEInstitute.net)), Ms. Jeannine ([StudentServices@AEInstitute.net](mailto:StudentServices@AEInstitute.net)) or Mr. Christmas ([EducationDirector@AEInstitute.net](mailto:EducationDirector@AEInstitute.net)).

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## COVID-19 SOCIAL DISTANCING AND CONDUCT POLICY

**Effective July 27, 2020**, Atelier Esthetique Institute of Esthetics' **COVID-19 Social Distancing and Conduct Policy** was formed utilizing guidance from the Occupational Safety and Health Administration (OSHA) "[Guidance on Preparing Workplaces for COVID-19](#)" and the Center for Disease Control (CDC) "[Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#)".

The policy is designed to safeguard the well-being of all Atelier Esthetique Institute of Esthetics staff, students, and visitors. STRICT ADHERANCE IS REQUIRED.

1. Facial masks, covering both the nose and mouth, are required to be worn at all times while at the school.
2. Avoid touching your eyes, nose, and mouth.
3. Social distancing requirements are required, and depend on the activity involved.
4. Signage is posted throughout the school – adherence to all directions are required.
5. Wash your hands often with soap and water for at least 20 seconds.
6. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable. Sanitizers are available throughout the school.
7. Cover coughs and sneezes with a tissue or sleeve.
8. Clean and disinfect frequently touched objects.
9. Anyone who is ill or has symptoms of illness should remain at home; contact your supervisor/instructor by phone and email. Return to school ONLY once the individual has met the CDC's "[Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19 \(Interim Guidance\)](#)".
10. Atelier Esthetique Institute of Esthetics reserves the right to deny entry to anyone who does not meet the school's health screening standards. This includes a temperature check using a no-touch thermometer. If a person's temperature reflects a fever is at or exceeds 100.4 °F or 38 °C, they will be denied entry.
11. Support contact tracing efforts. Staff, students and visitors who are diagnosed with COVID-19 after visiting the school must notify the Chief Operating Officer ([chiefoperations@aeinstitute.net](mailto:chiefoperations@aeinstitute.net)) within 24-hours of the diagnosis.

I have read and agree to adhere to the above policy requirements. I further understand that the Atelier Esthetique Institute of Esthetics COVID-19 Preparedness and Response Plan is available for review at the school's website: [www.AEInstitute.net](http://www.AEInstitute.net).

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Signature

Date

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