

Alexander Paul

INSTITUTE OF HAIR DESIGN

Coronavirus Safety Policy

Updated: 5/24/2021

This policy is provided as a supplement to the Alexander Paul Institute Course Catalog, the Student Guide, and other school documents to provide for safety and disclosures to students and staff. This guidance will be updated periodically. This policy summarizes guidance from the CDC and other health authorities, and resources from those sources should be viewed for full guidance.

Resources

The school continues to update and post resources and updates to this policy at

<https://www.alexanderpaul.edu/admissions/consumer-information/covid-19/>

How the School is Making Decisions

Alexander Paul Institute is making decisions in regard to reopening and safety precautions taking into consideration guidance from national and state authorities about safety in both institutes of higher education, workplaces, and beauty establishments. Using that information, our school leadership team has assessed, and continues to assess, the risk to the Alexander Paul Institute campus community. To assess this risk, the school uses guidance as well as consideration of local circumstances regarding to the Coronavirus Pandemic and infections. The school also takes into consideration unique factors to our campus and campus community such as size, space, ability to social distance, demographic risk of students and campus population, etc. The school also considers the educational needs of the campus community in relation to risk in its decision making.

Students & Staff Self-Screening Checklist

Students and staff will not be screened upon entering school, and will instead self-screen at the beginning of each day. A staff member can check an individual's temperature or conduct a screening upon request or based on their judgement. Each day, students and staff members should self-screen using the following questions and report answers to their instructor on duty if they answer yes or have any listed symptoms:

- 1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**
 - Yes
 - No
- 2. Since you last worked, have you had any of these symptoms?**
 - Fever
 - Chills
 - Shortness of breath or difficulty breathing
 - New cough
 - New loss of taste or smell
- 3. Since you last worked, have you been diagnosed with COVID-19?**
 - Yes
 - No

Close Contact & Quarantine

Close Contact is defined in Question 1 above. If an individual has had close conduct, that individual must quarantine and quarantine can end:

- After 14 days if they experience any clinical evidence of COVID-19 symptoms during their quarantine period.
- After 10 days if they do not develop any clinical evidence of COVID-19 symptoms

- After 7 days if they receive a negative COVID-19 Test taken within 48 hours of their return (Take test on day 5 or after)

If an individual is diagnosed with COVID-19 based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they can return to work when they can answer YES to ALL three questions:

- Has it been at least 10 days since you first had symptoms?
- Has it been at least 1 day since you've had a fever (without using fever reducing medicine)?
- Have your other symptoms improved?

If a person has been diagnosed with COVID-19 but does not have symptoms, they can return to work when 10 days have passed since the date of their first positive COVID-19 test, assuming they have not subsequently developed symptoms since their positive test.

If an employee has had a negative COVID-19 test, they can return to work once they have no fever without the use of fever-reducing medicines and have felt well for 24 hours.

Fully vaccinated people (i.e., at least 2 weeks after getting their second dose in a 2-dose series or one-dose of a single-dose series) or people who have tested positive for COVID-19 within the last 3 months with no COVID-like symptoms do not need to quarantine following an exposure to someone with COVID-19.

Quarantine & Scheduled Hours

Students who are under quarantine and unable to attend class due to COVID-19 will be given an Enrollment Agreement Addendum to remove their scheduled hours for the period and move their contracted graduation date based on the changed schedule and time missed so the student will not have adverse attendance consequences based on a quarantine. Students will be able to complete makeup work for missed classes due to their quarantine upon return.

Temporary Distance Education

After 5/31/2021, TDE will only be offered in Phase 1. Students must provide medical documentation of the necessity to utilize TDE to the school. In most cases, this documentation would be a note from a doctor or medical authority advising the student to quarantine. In extreme and/or unusual circumstances, the school may use TDE at its discretion.

Risk Statement and Personal Risk Assessment

In the same way that Alexander Paul Institute assessed the risk to the campus community as a whole and balanced it with the needs of the campus community as a whole, each individual student and staff member should assess their own personal risk and circumstances and make decisions on how to proceed accordingly to the best of their knowledge and ability. Our school leadership is available to counsel and discuss this and help students assess their individual risk and address concerns. Everyone in the campus community should understand that the risk of infection with Coronavirus is still very present.

Vulnerable Groups and Safety Concerns

Because of the risks, students and staff who are in vulnerable groups and vulnerable populations are encouraged to and should self-identify with the school and begin an interactive conversation to assess risk and vulnerability to work with school staff on the best path forward for them. Likewise, students and staff with other safety concerns or those who might live with someone in a vulnerable population or be exposed regularly to someone in a vulnerable population should self-identify with the school to discuss the situation.

School Staff

This section outlines responsible school staff and roles in relation to this policy and official contacts. All staff are responsible for enforcing this policy.

Coronavirus Policy Coordinator

Alex Naoum

Office: 252-830-5536 ext 2 - Cell: 252-917-1088 - alex@alexanderpaul.edu

Liaison between school and regulatory and health authorities, responsible for external requests and compliance, responsible for ensuring policy is in compliance with regulations, responsible for ensuring policy is developed and followed

Sanitation & Safety Specialist/Sanitation Education Coordinator

Paul Naoum

Office: 252-830-5536 ext 2 - Cell: 252-917-1141 - paul@alexanderpaul.edu

Expert in sanitation and safety methodologies, responsible for developing and implementing education and resources for students regarding sanitation and safety methodologies according to guidance

Ongoing Safety Concerns

Students and staff should immediately report any and all safety concerns and/or noncompliance with safety procedures to the school officials described above depending on the situation. In issues of serious noncompliance or safety risks, these instances should be reported immediately to someone who is available to immediately correct the issue.

Attendance Implications & Impacts

Related to the section above, the school does not want to endanger the campus by allowing students onsite that could pose a health risk to other students, staff or guests. If you have concerns related to the screening questionnaire or have any reason to believe you might be endangering the campus community by being on campus, you should immediately be in contact with school staff mentioned in this policy. Appropriate school staff can direct you on what to do on a case-by-case basis to keep the campus safe.

Two scenarios that are not acceptable outcomes are:

1. Arriving to campus and having contact with others when you have an uncommunicated concern that you might be endangering the campus community
2. Not communicating about your lack of attendance and showing up at a later date and claiming it was a coronavirus concern

All concerns should be immediately communicated so school officials can direct you on action properly and promptly. All attendance rules in the Course Catalog and other school guidance remain in effect, so this communication is essential. The school has temporarily waived the internal student file documentation requirement for excused absences and other attendance issues and has instead granted the school officials the authority to handle attendance at their discretion based on direct and prompt communication with students to prioritize safety, responsiveness, and flexibility.

Sanitation & Safety Procedures

Alexander Paul Institute has outlined the following list of actions and procedures to limit touch points, maintain social distance, limit congregation, and reduce possibility of infection:

- Cloth face masks required
 - All individuals in the facility are required to properly wear cloth face masks at all times.
 - Students are issued masks, but may use their own if they are similarly effective as the school issued masks
 - Notwithstanding this general requirement, people whose religious beliefs prevent them from wearing a Face Covering, people who cannot wear a Face Covering due to a medical or behavioral condition, and people who are under twelve (12) years of age are excepted from the requirement to wear a Face Covering. Children under two (2) years of age shall not wear a Face Covering so that their breathing may not be inhibited.
 - Fully vaccinated staff members may meet without face coverings in non-public areas
- If a guest does not have a face mask, we can provide a disposable one at no charge.
- Face shields are stocked and available for use by request for close contact services.
 - Closed break room - Students should take breaks outdoors or in their vehicles
- Student group separation
 - The school is maintaining separation of groups of students to limit the possibility of infection across groups and to rather localize a potential infection
 - Students are not allowed in departments where they're not assigned

- Instructors should only interact with students outside of their department when necessary for education
- Sanitation of chairs, stations, spa tables, shampoo bowls, and other shared equipment/areas
 - Students are to sanitize these areas after each use and in between each guest according to their sanitation training and current sanitation guidance
 - Students should utilize the Clean/Disinfected Cards available for each station
 - When leaving a chair, table, or shampoo with a guest, such as to take them to another area, flip the card to “To Be Disinfected”
 - Then return, disinfect area, disinfect card, and flip to “Clean”
- Guest can request socially distant station
 - Service areas are re-arranged to maintain social distance of 6 ft between guests
 - To help with this, students will be assigned stations that will change daily or throughout the day based on guest services and other educational activities
 - Guests should have 6 ft of distance between them at all times in and out of service areas
- Each guest will be asked to self-screen by answering questions on a sign at the front desk
- Payment terminals are to be disinfected regularly
- Hand sanitizer (when available) will be located at the front desk and guests should be encouraged by students to use it or otherwise wash their hands upon entering
- Students are required to wash their hands prior to each service
- Staff are required to wash their hands before touching a guest
- Students and staff are required to wash hands after finishing with a guest as well
- Washing Linens, Capes, & Towels, Dirty Implements
 - Students and staff are required to wash their hands after handling soiled linens or dirty implements
 - The school will utilize capes as back stock for customers
- Performing Ongoing & Routine Disinfection of High Touch Areas – Completed Once Daily

Offsite Risk

Students and staff are expected to be careful off campus and limit their offsite risk as well to keep the campus community safe so we can ensure safety and continue education.

Disciplinary Actions

We want to remain educating students onsite and educating safely. To make this situation work for everyone, our school needs to put a great deal of trust and faith in our students and staff to do what is expected to stay safe. The school has a Zero Tolerance policy for withholding information related to COVID-19 or any willful misconduct related to safety and sanitation and other coronavirus policies. The school also has a Zero Tolerance policy towards taking advantage of safety policies for any kind of personal gain. Activities that fall in this category or otherwise put the school community at risk are subject to severe disciplinary action including immediate termination of enrollment.