

## Staff and Student Protocol

1. Upon arrival, we will take your temperature and perform a symptoms assessment. If you are experiencing a cough, shortness of breath or difficulty breathing ***plus*** two of the following you will not be allowed to work/attend school.
  1. Fever
  2. Chills
  3. Repeated shaking with chills
  4. Headaches
  5. Sore throat
  6. New loss of taste or smell
2. Face coverings will be required of all staff and students unless you have a medical exemption. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin. Employees/students do not have to wear a facial covering while alone in their work area. Staff/students using face shields provided by the school will be required to turn in the face shield before leaving, so the shield can be disinfected.
3. Please follow the social distancing guidelines in hallways, classrooms, break area, restrooms, etc.
4. Self-serve coffee area will not be available.
5. If you have paperwork to pick up, your name will be posted, and you can collect it from the office.

## Class-specific Information

1. Practical work in class not done on a manikin, will be treated the same as student/client interaction when performing a service.
2. Students will be assigned a product "kit" to be used for the duration of class, or product will be pre-portioned.
3. Teacher demonstrations will be projected to maintain social distancing.

## Student Salon Information

1. After clocking in, students will notify the instructor at the front desk to sign in.
2. Students will not be allowed behind the front desk.
3. Students will be assigned to work in the dispensary, stock room and laundry area to limit congestion in these areas.
4. Students will mix color in the dispensary next to the Blue classroom.
5. Please refer to Client information letter for further info on clinic procedures