

# COVID-19 SAFETY TRAINING, EXPOSURE RESPONSE PROCEDURES, A POST-EXPOSURE INCIDENT, RECOVERY PLAN & POLICY

International Beauty Educaiton Center (IBEC) is commit to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

## **Training:**

All on-site employee-service providers, students are required to read and follow these requirements and all relevant sanitization/disinfection and social distancing protocols. Current and new employee-service providers, students are also is trained about COVID-19 and how to prevent its transmission.

The information about coronavirus, prevent transmission and business policy is posted on the school premise and also on school website so employee and students can view at any time.

## **Policy and procedure:**

- All students and employees are screen for signs/symptoms of COVID-19 including checking body temperature, Thermometers used is a no touch device, at start of shift or school day. Any student or employee with a temperature of 100.4°F or higher is considered to have a fever, or feel or appear sick is will be sent home.
- Each student and staff is issued a cloth mask and is require to wear at all time.
- A minimum six-foot separation between employee-service providers and clients in all interactions at all times is required and signs are posted throughout school premise.
- Sanitation and disinfecting stations are set up throughout school premise to provide supplies which includes glove, hospital graded Barbicide disinfectant spray and hand sanitizer, necessary for cleaning and disinfecting tools, implements and work areas.
- All students, customers and staffs are requires to frequently washing hands.
- IBEC established a schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services daily. The cleaning and disinfecting schedule and assigned area is posted in student's room.

Below is a list of additional practices for IBEC employees and students to follow in order to provide a safe back to work environment for themselves and clients.

- Authorized access to the business is primarily through the front door. Other access points will be kept closed and locked.
- Signs of required hygienic practices are posted throughout the school premise which include:
  - Not touching the face with unwashed hands or with gloves;
  - Washing hands often with soap and water for at least 20 seconds;
  - Using hand sanitizer with at least 60% alcohol;
  - Cleaning and disinfecting frequently-touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doors and doorknobs; and
  - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- Client's face is required to be covered with a towel while shampooing to protect their mouth, nose and eyes.
- Human-machine interfaces such as keyboards, buttons, etc., must be sanitized and disinfected between users. Standard tools like brooms, mops and vacuums need to be sanitized and disinfected after each use.
- Tissues and trash cans are placed throughout the business
- Client new requirements is posted at the reception area to inform clients :
  - Client must self-screen for signs and symptoms of COVID-19 before arriving at the service provider location.

- Clients should not plan on bringing other guests with them, unless they are bringing children younger than 16 for an appointment.
- Clients should advise personal service providers via call, email or text that they have arrived at the location for the appointment, and are waiting for instructions to enter.
- Clients should put on a facemask prior to leaving the vehicle, and they should be prepared to wash their hands for at least 20 seconds prior to starting their service.
- Payments for service should be through credit or debit cards or a touchless system to reduce the handling of cash.
- No walk-in appointments is accepted

**Sick Employee Plan:**

- All employee-service providers must check for body temperature at home prior to arriving at the business, or take their temperature when they arrive.
- All employee-service providers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell. Thermometer used at the business is no touch device.
- Any employee with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- Employee is encouraged to stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform the owner or manager.
- Employee should inform their supervisors if they have a sick household member at home diagnosed with COVID-19. If an employee has a household member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
- Employee is instructed to report to the owner if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee should immediately report such and be sent home. If symptoms develop while the employee is not working, the employee should not return to work until they have been evaluated by a healthcare provider.
- If an employee-service provider is confirmed to have COVID-19 infection, the owner will inform employee-service providers determined to have been in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The owner will instruct fellow employee-service providers about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
- If an employee-service provider reports feeling sick and goes home, the area where that person worked should be immediately disinfected.