

# Christine Valmy International School of Esthetics & Cosmetology

## COVID-19 Restart Plan

July 18, 2020

Anticipated reopen date: July 27, 2020

### Introduction

Starting March 18, 2020, along with every cosmetology school in the State of NJ, Christine Valmy International School of Esthetics & Cosmetology ("Christine Valmy" throughout this document), temporarily closed its physical school doors due to the joint mandate from Governor Murphy and the State Board of Cosmetology & Hairstyling. We have remained in "temporary distance education" status since that date through the time of this plan's writing. Our accrediting body, The Council of Occupational Education ("COE" throughout this document), granted us approval, based on federal guidelines, to operate virtually on March 20, 2020; on March 23, 2020, the School launched its temporary virtual platform to over 130 current students. As we prepare to step back into the physical world with our students, many areas require exploration, revision & formal procedures, which this document will address. The first guiding document was Executive Order 155 from Governor Murphy which outlined the broad strokes of our new requirements; we await delivery of the guidelines set forth by the Dept. of Consumer Affairs in order to fine tune this plan. With input & guidance from administration, school ownership & students/faculty, this plan took shape.

- I. Training for students regarding COVID sanitation & social distancing
- II. Training for faculty regarding COVID sanitation & social distancing
- III. Use of PPE for faculty, staff & students
- IV. Cleansing protocols for building classrooms, common areas & high-touch areas
- V. Cleansing protocols for classroom equipment & furniture
- VI. Maintenance of PPE supplies & cleaning products
- VII. Hand sanitizer usage & availability
- VIII. Remote instruction for compromised populations & continuance of hybrid education
- IX. Health screenings for all who enter the building
- X. Social distancing in classrooms & clinics
- XI. Staggered schedules of students
- XII. Partnership with Montville Twp. Board of Health & State Board of Cosmetology
- XIII. Documentation & contact tracing
- XIV. COVID infection action plan

## **I. Training for students regarding COVID sanitation & social distancing**

The day before reopen, a brief seminar will be conducted for the cohort of returning students & faculty members on COVID information, safety protocols, mask requirements, PPE available at the school, procedure for entering the school building, movements through the building, requirements for maintaining social distancing, schedules of operation and more while COVID testing is underway. This seminar will be conducted by school administration to only those students who will be part of the phase one reopen, plus assigned staff members. The school will conduct this same seminar with each cohort of students & assigned faculty/staff prior to their initial re-entry into the school.

Upon physical building reopen, Christine Valmy intends to keep Junior students on remote learning (distance education) for the immediate future. The reasons are twofold: 1) to prevent large numbers of bodies interacting with others when it is less necessary in their particular portion of curriculum to do so & 2) to allow high-hour Senior students to complete their practicals and successfully graduate. This will cut the number of attending students by more-than-half for the first 3-4 weeks as we target our efforts to prevent COVID from infiltrating the school environment, thus allowing for proper social distancing in our school. Additionally, all students will be required to take the [Barbacide COVID-19 online training](#) prior to return to the building—a copy of the certificate of completion will be housed in their student file. In addition, two fact sheets from the CDC will be emailed to all students regarding “How to protect yourself and others from spreading COVID” and “How to properly wear and care for your face covering.” Lastly, a student health questionnaire will be required the day before reopen (see **item IX** below).

## **II. Training for faculty regarding COVID sanitation & social distancing**

School faculty, specifically Senior clinic/practical instructors, will be the only school staff to immediately return to the building with the limited number of students returning in the early weeks. Junior instructors will remain in their homes to instruct their students via temporary distance education to limit the number of people in the building at one time. All faculty will be required to complete the same trainings/screenings as noted above for students, plus they are integrally involved in setting classroom procedures—all are licensed instructors in the State of NJ and well-versed on sanitation and disinfection protocols that have always been taught and followed at Christine Valmy.

## **III. Use of PPE for faculty, staff & students**

Christine Valmy has secured pallets full of PPE for use by students and faculty. We currently have the following quantities in house for a school of approximately 150 students, plus 10 faculty and 4 administrators—we will have a comprehensive supply of stock for the coming year:

- Disposable masks: 7500 units
- Face shields – each student will be issued one to keep, at no cost to them: 1000 units
- Disposable gloves: 13,000 pair in varying sizes (S-XL)
- Movable, cleanable plastic dividers to set between facial beds or salon chairs: 25

All students will receive full instruction from classroom instructors on proper use and continual replacement/cleansing of PPE. **Minimum requirement from all bodies entering the building is a personal face covering or mask.** Gloves are to be used in all practical settings. Face shields will be required at the time we begin services on other human beings—early practical trainings will consist of only mannequin work only which will be continually disinfected.

## **IV. Cleansing protocols for building classrooms, common areas & high-touch areas**

Christine Valmy has a staff of three cleaning professionals who will be working during all hours of operation of the school (day and evening) to ensure protocols for sanitation are met. Prior to reopen, the School has completed a one-

week cleansing of the school by a team of janitorial/maintenance staff ensuring a high standard of sanitation for initial open to the student body & staff. Professional grade cleansers with bleach in their formulations were used. The School has professionally-installed UV units in air conditioning ducts to prevent possible transmission of virus germs from classroom-to-classroom or office-to-office. All offices (enrollment, student services, financial aid & reception) will have plexiglass barriers installed atop the desks to prevent transmission of germs from person-to-person. Common areas will be void of magazines or reading materials or flyer/handouts/menus – this would apply to reception, clinic floors & lunch and eating areas. Hand sanitizers are already placed in every classroom, additional units are being installed to cover the amount of student & staff usage. All sanitizer is professionally manufactured by Christine Valmy labs, located in the rear building of our school complex, and is of 70% alcohol. There are no hand-driers located in any bathroom in the school—no-contact, pull-down disposable paper towel dispensers are located in each bathroom; soap dispensers are plentiful and replaced daily. Covered, bagged trash cans will be emptied and bags with trash removed every hour by cleaning personnel. Whenever possible, cleaning items are disposable; items that require laundering (mop heads, rags) are bleached and laundered in hot water in one of two washing machine sets used at the school. One machine/dryer will be devoted use for cleaning supplies & one set will be used for school supplies (towels, capes, etc). Limited numbers of staff will attend to the school’s laundry (towels, capes, instructor lab coats)—laundry will not be handled by students.

From the outset, in accordance with Executive Order 155, no members of the public will be allowed to enter school premises – including clinic clients, visiting prospective students, food delivery personnel, family members of students, children, etc.

#### **V. Cleansing protocols for classroom equipment & furniture**

Since all work will continue to be conducted via a combination of distance & on ground education, theory classrooms will not require desks for the short term in the school building. They will be stored away until which time they are required for instruction. Clinic beds, salon chairs, salon stations, manicure tables and other classroom furniture will be cleansed between use by student and instructor; disposable table paper has always been used and will continue when human clients shall resume. Students will be required to utilize their own mannequins for all practical work. When shared school mannequins are required for Skin Care practicals (full body mannequins, half body mannequins), complete disinfection between uses will occur. All trash cans located throughout the building are covered and closed. All hampers for soiled laundry are covered and closed at all times. Wax pots will not be utilized at the outset; classroom supplies (creams, lotions) will be dispensed by the classroom instructor from locked closets into single-use portions to complete practical examinations; disposable applicators are always used by gloved hands during treatments. Students will use their makeup supplies from their kit to perform makeup practicals on mannequins only.

#### **VI. Maintenance of PPE supplies & cleaning products**

As noted in item III above, large quantities of PPE were sourced back in March, 2020, when this pandemic took hold internationally. We have ample supply of PPE for nearly one year’s time. It will be stored and warehoused in adjacent building to the school of Christine Valmy Inc. in closed boxes, stacked on shelving for access by school administration. Cleaning products are currently, and will be stored in the future, on shelves in the rear warehouse of the school. Cleaning personnel report to the warehouse manager or assistant director of the school when supplies run low and orders are placed to ensure supplies are consistently maintained and replenished.

#### **VII. Hand sanitizer usage & availability**

Christine Valmy is in a unique position to be a skin care product manufacturer, as well as a school. As noted in item IV above, we manufacture our own hand sanitizer comprised of 70% alcohol. We have ample and complete supply for our

school, its students and staff. Wall-mounted dispensers & 16oz pump bottles line the school in each classroom and common area. Students and staff are instructed to continuously use hand sanitizer as they move through the building from room to room or area to area.

**VIII. Remote instruction for compromised populations + continuation of distance education, re-introduction of on ground education, and/or a combination of both methods.**

Christine Valmy requests and recommends continuing its educational delivery in a combined model which means part of the student's education occurs in their home (as is currently being done under emergency temporary distance education), and the part is completed in a school classroom with an instructor. There doesn't seem to be a way for our school to operate safely otherwise. Our school building has a small footprint with students who typically are in close proximity to each other. Our classrooms, when utilized at full capacity, cannot sustain 6' of permanent distancing between each student and staff member. Currently the US Dept. of Education has approved temporary distance education to continue through 12/31/2020. Our accreditors, COE, will uphold that ruling as long as our State governing agency will allow it. State Board required a maximum amount (or %) of curriculum that our school would be willing to deliver remotely would be set and communicated to our accreditors which we did. We are fully aware of the technical, hands-on nature of the courses we teach—students NEED instructors to help them master the skills for success in their future careers. Under the current circumstances with the given limitations of the pandemic, however, 100% in-person education is not possible. We need to be able to deliver curriculum, in a combined fashion of distance and on ground, to keep chances of transmission as low as possible, while still delivering the legendary, quality beauty education Christine Valmy has provided for over fifty years.

**Compromised populations who are not able or should not be immediately returning to an onsite educational venue:**

Cohort 1: Parents of young children. With the onset of COVID and the slow, highly-regulated & limited reopening of some extended school year programs, daycares and camps, many adult students are fearful of sending their young children out of the home at this time and cannot return to a traditional classroom to further their studies.

Cohort 2: Students & staff members who are medically compromised. Anyone with health concerns (cancer survivors, those with heart or diabetic conditions and more) is less likely to enter a school setting until the COVID threat is proven to be lowered and the environment deemed safe. Working or learning from home still works for them.

Cohort 3: Non-instructional staff. To keep the numbers of bodies in the building and increased chances of exposure as low as possible, enrollment, financial aid & student services staff are able to effectively work remotely with their populations through technology. Most financial aid counseling can be done through phone call and email as the average incoming student is more savvy each year with online applications and requirements of attendance. Enrollment is able to do virtual tours of the school building, document collection & evaluation, phone conferences and more remotely. Student Services can counsel students via phone, email or text messaging, yet would require a physical presence in the school building 1-2 days a week to handle what cannot be done virtually.

Cohort 4: Those with COVID in the home or recent exposure. We are able to continue educating students who have had the illness or caring for family members who do via distance education if we are permitted to continue. These students can still learn and move forward in life even though they are unwell or compromised, which rule them out for attendance in the school building.

Once life in NJ reopens, to the extent that the COVID emergency ceases to be a daily threat and all students & staff can safely return to “in person” education, we are happy to comply with whatever scenario the State Board approves for how vocational education in the beauty industry will look in 2021 and beyond. At this time, however, to operate WITHOUT a combination of distance and on ground education would be unsafe.

#### **IX. Health screenings for all who enter the building**

The School, at its own expense, will be hiring an outside professional medical testing contractor to perform rapid COVID-19 test for those students and staff members one day prior to returning to on-site instruction and our building. These instant tests develop in less than 15 minutes and have a 100% accuracy rate for negative test results; there will be no cost to the student or staff member. We intend to conduct these tests every few weeks as new cohorts of students return to the building; students already in attendance in the school building would also be tested periodically, at no charge to them, to ensure negative exposure results stay current. Any person with a positive result will not be allowed admittance to the school and be referred to their personal physician for further instructions. Those testing negative will be allowed to enter the building or return on the next day for classes. If a student can provide a negative active COVID-19 screening report that was performed within the past three days, he/she can be exempt from the initial school screen. At the same time, a screening questionnaire will be distributed and required to be completed regarding foreign and domestic travel, as well as possible COVID-19 exposure from family or friends. These questionnaires will be housed in the office of the Assistant Director.

Aside from testing, daily monitoring/screening will be conducted upon arrival to the school by temperature scan (thermoscan-style, touchless). Temperatures will be recorded for each student/faculty member in a “pass/fail” fashion so as not to record personal medical information for any specific person, in compliance with federal Equal Employment Opportunity & Dept. of Health guidelines. If anyone registers 100°F or higher, they will not be allowed into the building, sent home and requested to follow up to their personal physician for medical screening; a doctor’s note clearing them for public interaction will be mandatory before re-admittance to the school.

**Once the school is reopened to the public**, the questionnaire/release and intake procedure will be required of all persons who enter the building & the general public will only be allowed to enter through the front door. Fabric, cloth or paper masks/face coverings will be required of all people at all times in the building unless a note from a doctor requests waiver of this due to an existing medical condition or admittance will be denied.

#### **X. Social distancing in classrooms & clinics**

Christine Valmy intends to continue educating its students via distance, on ground, and/or a combination of both methods of education, thus reducing the need to bring all students back to the school building at one time. By admitting fewer students and faculty members to the building, social distancing goals can be met. A minimum of 6’ will be kept between student stations on the clinic floor to work on their mannequins under supervision of their instructor. If 6’ distancing is not possible (ie: between facial beds), movable shield-style barriers will be utilized between each student and his/her mannequin which will be thoroughly cleansed between student uses. Lunches and breaks will take place outside the building at picnic tables set up in a park area; outside purchased food will be requested to stay outside of the building (no deliveries). No theory desks will be set up to allow the use of complete classroom area for practical venues. Students will be requested to remain in their own section of the building/classrooms. Neon floor tape markers will line the floors to mark off areas of queueing or safe distances to maintain in offices. Restrooms are located throughout the school, but will be designated only for the students with their classrooms closest to them. Students will remain in their classrooms for the duration of their school day, wearing masks and using gloves responsibly. Small cohorts of students at one time will allow us to achieve this scenario successfully.

#### **XI. Staggered schedules of students**

Utilizing distance, on ground or a combination of both methods of education, the School intends to stagger the attendance of all students by reintroducing those in the higher number of attending hours first, to complete outstanding requirements. Once those students have graduated, the school intends to work on an A/B schedule of days to complete practical work & testing as much as possible, while leaving theory education at a distance, temporarily. Until schools are given a clear way to assemble in larger groups, and the health safety environment improves in the state, our school, given its size, would require this procedure.

#### **XII. Partnership with Montville Twp. Board of Health & State Board of Cosmetology**

Christine Valmy is submitting this plan to the State Board of Cosmetology & Hairstyling and will share its contents with both its accreditors, COE &, if applicable, the local township health department. Should inspections from the town be required, the School is prepared to follow every regulation asked of us and ensure compliance with all steps. A copy of this plan will be posted on the school's website, per Executive Order 155, item 10 (last paragraph); students & faculty/staff will be emailed a brief review of the information herein, and a link to this plan on the School's COVID-19 webpage.

#### **XIII. Documentation & contact tracing**

All sign in sheets of students and staff passing the daily temperature checks outside of the building prior to entrance will be retained in a binder by date; the binder will be kept in the office of the Instructor Supervisor. Daily sign-ins will include person's name and cell phone number. Should there be an event of a COVID infection from either student or staff member, all people in attendance in the building for the two-weeks prior to the informed infection will be contacted and instructed to call their doctor for further instruction. Additionally, each person in attendance at the building will be given notice to visit the State of NJ COVID website to locate the [nearest testing center](#) to their home and instructions how to access. In addition, the local Montville Twp. Board of Health will be contacted and any additional steps they require will be followed. In the event of an in-school infection, a copy of the roster of attendees at the school will be forwarded to them, as well. For further information, see item XIV below.

#### **XIV. COVID infection action plan**

See attached for previous activity & forward planning.

## COVID-19 Action Plan

March- December 2020

### SCENARIO I: Measures already underway to prevent the spread of COVID-19.

*Pursuant to prior guidance released, school administrators have or should immediately take steps to slow the spread of COVID-19.*

*The school has implemented the following steps through March 13, 2020, before the school closed:*

CDC Guidance	Responsible Individuals	Action Steps	Progress or Completion Date
<input type="checkbox"/> Review and update comprehensive school safety plans	Assistant Director, Instructor Supervisor	All plans were reviewed as of September 2019 & revisited in February 2020 when COVID was just hitting the news	2/2020
<input type="checkbox"/> Exclude students, staff or visitors who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice ( <a href="#">see Evaluating and Reporting Persons Under Investigation by the CDC</a> ). Additionally, exclude those who have been in close contact with someone diagnosed with COVID-19 from the school for 14 days from the day of their last exposure.	Assistant Director	Students who were traveling outside the US to hotspot areas were warned to inform the school & closely monitor any symptoms associated with COVID. No travel to hotspot areas was reported at the school and no instances of close contact exposure.	End Feb – early Mar 2020
<input type="checkbox"/> Send students, teachers, and staff who present with fever and/or respiratory infection symptoms home immediately. Separate them from others until they go home. When feasible, identify a “sick room” through which others do not regularly pass.	Assistant Director	No reported cases at the school prior to closure on 3/16/2020	N/A
<input type="checkbox"/> Develop a plan to communicate with the school community.	Assistant Director	Mobilization of current REMIND texting system. Verification of all email addresses and cell numbers. Assign new school email addresses to all teaching faculty to communicate with students.	March 2020

<input type="checkbox"/> Contact Montville Twp. Board of Health immediately if you notice any concerning clusters of respiratory disease or spikes in absenteeism. 973-331-3316	Assistant Director	No reported cases at the school prior to closure on 3/16/2020	N/A
<input type="checkbox"/> Require all students, families, and staff to take everyday preventive actions: <b>Stay home when sick.</b> <ul style="list-style-type: none"> <li>✓ Remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines.</li> <li>✓ Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.</li> </ul>	Assistant Director, Instructor Supervisor	No student or staff member was admitted to the building in March 2020 if exhibiting ANY signs of illness or immediate family illness. They were turned away and school required a doctor's note of clearance before re-admittance to class.	March 2020
<b>Use "respiratory etiquette."</b> <ul style="list-style-type: none"> <li>✓ Cover cough with a tissue or sleeve. See <a href="#">CDC's6 Cover Your Cough page</a> for multilingual posters and flyers, posted at the bottom of webpage.</li> <li>✓ Provide adequate supplies within easy reach, including tissues and no-touch trash cans.</li> </ul>	Assistant Director, Instructor Supervisor	Signage posted throughout building in every classroom, hallway, bathroom and common area in English & Spanish. Teachers covered personal requirements in classrooms. Cleaning supplies, and frequency was amped up 4-fold. School assembly regarding COVID etiquette and hand cleanliness was conducted.	Late Feb - March 2020
<b>Wash hands frequently.</b> <ul style="list-style-type: none"> <li>✓ Encourage hand washing by students and staff through education, scheduled time for handwashing, and the provision of adequate supplies.</li> </ul>	Assistant Director, Instructor Supervisor	See above	Late Feb - March 2020
<b>Enhance cleaning consistent with CDC guidance (see <a href="#">CDC Cleaning and disinfection protocols</a>)</b>	Assistant Director, Instructor Supervisor	Full-time cleaning staff of two scoured the school constantly following CDC noted disinfection protocols.	Late Feb - March 2020



**SCENARIO II: Measures to be taken if there are two or more community transmission cases of COVID-19, but no individuals within the school test positive.**

*If the local public health department has confirmed two or more community transmission cases, but no individuals (staff or students) at the school have tested positive for COVID- 19.*

*In addition to the items outlined in Phase I, the school has implemented the following prior to March 2020 shutdown.*

CDC Guidance	Responsible Individuals	Action Steps	Progress or Completion Date
<ul style="list-style-type: none"> <li><input type="checkbox"/> Teachers and staff with any fever and/or respiratory infection symptoms should not come to work. Teachers and staff should self- screen (i.e., check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students.                             <ul style="list-style-type: none"> <li>➤ Ensure sick leave policies for those allow teachers and staff to stay home if they have symptoms of respiratory infection.</li> <li>➤ Limit visitors to the school by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice.</li> </ul> </li> </ul>	Assistant Director, Instructor Supervisor	Community transmissions transpired but since we are not a public school. Self-screenings continued for all students and staff. Sick members were not permitted. By early March, all clinic customers were cancelled and the general public was barred from entering the building. School was closed by the Governor by 3/16/2020	Late Feb - March 2020
<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider alternatives to congregate or group programming within the school including any large or communal activities such as continuing education or group demos.</li> </ul>	Assistant Director, Instructor Supervisor	All group assemblies were cancelled after February 20, 2020	Late Feb - March 2020
<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider implementing staggered break times to limit the number of students who are together.</li> </ul>	Assistant Director, Instructor Supervisor	Students were encouraged to break in their rooms or outside of the building. Student break times were staggered to prevent too many from utilizing lunch facilities/restrooms at one time.	Late Feb - March 2020

**Scenario III: Measures to be taken if one student, teacher or staff member tests positive for COVID-19 and exposed others at the school.**

***If one student, teacher or staff member tests positive for COVID-19 and has potentially exposed others at the school, the School will follow the below procedure starting in July 2020 should a positive case be reported.***

CDC Guidance	Responsible Individuals	Action Steps	Progress or Completion Date
<input type="checkbox"/> If student begins to show symptoms while in school, when other people are present in the building.	Assistant Director, Instructor Supervisor	Immediate quarantine in place and removal of students in nearby classrooms to exit the building until the student is removed and top to bottom cleansing can commence. Classroom will remain quarantined for a minimum of 48 hours post-cleaning. Board of Health will be contacted.	TBD
<input type="checkbox"/> Consult with the infected student to determine how long he/she or family member has been sick & what their family doctor considers the level of contagiousness.	Assistant Director, Instructor Supervisor	Share details with school owners & local Board of Health for further direction	TBD
<input type="checkbox"/> Share testing center information in NJ to all students and staff in attendance at the school after infection in the school has been identified.	Assistant Director, Instructor Supervisor	<a href="#">NJ State testing centers link</a>	TBD
<input type="checkbox"/> In consultation with the Montville Twp Board of Health & State Board of Cosmetology & Hairstyling, the School Director may consider if school closure is warranted and length of time based on the risk level within the specific community as determined by the public health officer.	Assistant Director, School Director	Share the reopen plan with the Board of Health upon approval by State Board, in addition to this action plan to be ready for all scenarios upon reopen	TBD
<input type="checkbox"/> In consultation with the Montville Twp Board of Health & State Board, school officials may determine readmission criteria after the school closures.	Assistant Director, School Director	TBD	TBD
<input type="checkbox"/> Implement communication plans for school closure to include outreach to students, teachers, staff, and the community.	Assistant Director, School Director	Utilize the same modes of communication during the shut down: text, email, cellphone communication	In place

<input type="checkbox"/> Provide guidance to students, teachers and staff reminding them of the importance of community social distancing measures while school is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, seminar and more.	Assistant Director, Instructor Supervisor	Strict regulations per the complete reopen plan will be in place to allow small populations of faculty and staff only at one time; combined model of online & on ground education to resume during the COVID months to come.	TBD
<input type="checkbox"/> Revisit distance education plan for continuity of education, and re-establish the mechanisms for these to continue.	Assistant Director, School Director	Already functioning since March 23, 2020. Available to revert to with State Board & accreditor approval should a second shutdown be required by law.	In place
<input type="checkbox"/> Maintain regular communications with the local public health department.	Assistant Director	If needed, TBD	TBD
<input type="checkbox"/> Consult CDC guidelines (see <a href="#">Environmental Cleaning and Disinfection Recommendations</a> ) to determine what additional cleaning protocols, if any, should be deployed at the school prior to reopening the school.	Assistant Director, Instructor Supervisor	Cleaning protocol with bleach-based cleaners in the entire school building to sanitize prior to inhabitation again by others.	TBD
<input type="checkbox"/> Determine the timing of return of students and staff, and any additional steps needed for the school to reopen, in consultation with the local public health department.	Assistant Director, Instructor Supervisor	Follow the regulations required by the State Board and town health dept should an outbreak shut down occur in order to reopen.	TBD

## Misc: Ongoing support by school administrators since March 2020

CDC Guidance	Responsible Individuals	Action Steps	Progress or Completion Date
<input type="checkbox"/> Assess & obtain levels of supplies that will be needed in case of an outbreak.	Assistant Director, Instructor Supervisor	Pallets of PPE and cleaning supplies are already fully stocked in the school warehouse since June 2020	6/2020
<input type="checkbox"/> Check your insurance coverage for contingencies such as school closures and high employee absenteeism.	School Director	Completed by school owners	3/2020
<input type="checkbox"/> Emphasize the need to remain vigilant against stigma due to perceived race, national origin, or recent travel. Foster a supportive environment free from rumors or associations of a virus with a specific population.	Assistant Director, Instructor Supervisor	The school has a zero tolerance policy already established regarding bullying and intolerance—dismissal is the result of proven harassment.	ongoing
<input type="checkbox"/> Cancelling of nonessential travel per travel guidance on the CDC website.	Assistant Director	See student & staff survey required to be completed prior to return to school.	ongoing
<input type="checkbox"/> Establish virtual education options for students for extended school closures.	Assistant Director	Ongoing, combined model of online & on ground education to continue. If closure occurs again, we can revert to it for all students or utilize the LOA option.	ongoing
<input type="checkbox"/> Address how staff will be informed about expectations for home-based work.	Assistant Director, Instructor Supervisor	Completed by school director March 2020	3/2020
<input type="checkbox"/> Determine under what conditions schools will re-open.	Assistant Director, Instructor Supervisor	Await guidance from State Board & Dept of Consumer Affairs DCA protocols. Require approval of this action plan + reopen plan by State Board	pending
<input type="checkbox"/> Identify state and federal emergency relief, grants, and funding flexibility available to address unexpected needs.	Assistant Director	Completed April 2020 – CARES relief act: student & institutional awards recorded & received.	Disbursing 7/2020 & future date
<input type="checkbox"/> After implementing your plan to re-open schools: <ul style="list-style-type: none"> <li>➢ Provide counseling to students as appropriate and involve community partners; and</li> <li>➢ Update the emergency plan as needed.</li> </ul>	Assistant Director, Instructor Supervisor	Ongoing	ongoing