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July 13, 2020

To: Dudley Beauty College Students, Staff and Customers

RE: Your safety and our response to COVID-19

These are difficult times, and the uncertainty that the Coronavirus (COVID-19) has imposed upon our families and communities is unprecedented. At Dudley Beauty College we share your concerns and would like to underscore our commitment to the safety and well-being of our Students, Staff, and Customers. That is why we are closely monitoring and following updates, guidelines, and recommendations for both the Centers for Disease Control & Prevention (CDC) and the World Health Organization (WHO) regarding the status of the virus and its impact on the community at large.

Please view below our Reopening Plan for Dudley Beauty College that details how we are implementing guidelines and instructions for Students, Staff and Customers to prevent the spread of COVID-19 prior to entering and while in our facility. It is our goal to re-enter the school as safely as possible to ensure our Instructors can continue educating, Students can continue learning and Customers can receive services with confidence.

At Dudley Beauty College, we continue to dwell in our hopes of possibilities not our fears.

Respectfully,

Melanie Dudley-McClain  
Executive Director

Dudley Beauty College  
2031 Washington DC 20018

COVID-19

2020  
Reopening Plan

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## A. Important Contacts

In recognition of the impact of Coronavirus (COVID-19), Dudley Beauty College has developed a plan to operate the school with care and attention to the safety of our staff, students and customers focusing on mitigating the spread of the disease. Mrs. Melanie McClain, Executive Director and Ms. Patricia Shields, Education Director are the school's team Point of Contact (POC) to facilitate the reopening plan.

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## B. Support Safety of Employees and Students

### 1. Safety Awareness

Signs will be posted at the two entrances, in the lobby, on the clinic floor, in the classrooms, hallways and restrooms that will promote everyday protective measures to stop the spread of COVID-19. Signs posted will describe how to stop the spread of germs including reminding everyone to maintain 6 -foot social distancing, properly washing hands and properly wearing face coverings before and during the stay in the school.

### 2. Daily Health Screening

Dudley Beauty College will perform a daily health screen for all students and staff entering the building. Staff and students will enter the side front entrance door where the designated check point and log for temperature screening. School POC will visually inspect each student, faculty, and staff member for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Any student, faculty or staff member meeting “Yes” for any of the above would not be admitted. Such students, faculty or staff shall be instructed to call their health care provider to determine next steps.

A staff member wearing personal protected equipment will administer a temperature screening using a non-contact infrared thermometer and record their temperature following our temperature reading protocol.

- a. Maintain a distance of six feet from the person conducting the temperature check.
- b. A non-contact (temporal) thermometer. Oral and rectal temperature checks should be avoided.
- c. Thermometers must be cleaned per manufacturer instructions, including between uses.
- d. *Faculty/Staff*: The faculty/staff will then check the student's temperature, after washing hands and wearing disposable gloves.
- e. *Staff member*: The staff member should check their own temperature, after washing hands and wearing disposable gloves.

An individual with any of the following symptoms will not go past the check point but instead should isolate immediately and call their healthcare provider:

- Fever (subjective or 100.4 degrees Fahrenheit) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea or vomiting, diarrhea, or otherwise feeling unwell.
- Daily logs will be kept for each person entering the building to ensure contact information is documented.
- Students and Patrons will be also be asked to submit our online survey prior to entry on the building or take the survey at the check point. Please see the link for the survey.

[https://docs.google.com/forms/d/e/1FAIpQLScJV9wNlrQMa0kMU5ItLnl-QzEcZfAxodCV66XZhQ171-vPdw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScJV9wNlrQMa0kMU5ItLnl-QzEcZfAxodCV66XZhQ171-vPdw/viewform?usp=sf_link)

## **Quarantine Policy**

If a student or staff member develops any of the symptoms including fever (subjective or 100.4 degrees Fahrenheit) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea or vomiting, diarrhea, or otherwise feeling unwell during the course of the school day, the student or staff member will be instructed to quarantine. The student/staff member will be instructed to go to the designated room for quarantine located on the third floor fourth office to the right of the hallway. The designated room for quarantine will allow them to isolate until it is safe for them to go home and seek healthcare provider guidance.

### **3. Encourage Health Practices**

While our school is always cleaned and sanitized regularly with disinfectant that kills 99.9% viruses and bacteria, we will incorporate additional cleaning and disinfecting practices. Floors will be swept and mopped more often. All surfaces, credit card machine, finger scanner, doorknobs, furniture, equipment, supplies, and high touch areas will be wiped down after each use. Double efforts to keep bathrooms sanitized including concentrating on the doorknobs and all handles will be done 2-4 times a day.

Signage will be posted in restrooms reminding everyone to wash hands thoroughly using effective handwashing techniques consistent with CDC. Handwashing strategies include washing with soap and water for at least 20 seconds. Hands free paper towel holder will be used to dry hands. Hand sanitizers that contains at least 60% alcohol will be placed on the student's workstation, reception desk and any additional areas where needed. Supplies including soap, paper towels, hand sanitizers and tissue will be monitored daily to ensure inventory is replenished sufficiently.

Students and staff will wipe salon chairs / seats, nail stations and chairs and implements will be disinfected after each customer. Smocks and towels will be placed in covered containers and laundered daily.

Each student is given a supply kit and textbooks when enrolled in the program. We will discourage sharing of items that are difficult to clean or disinfect.

- Student's belongings will be separated from others by individual lockers when needed.

#### 4. High-Risk Individuals

Employees who are considered high risk will be offered opportunities for virtual learning when the opportunity is available. Staff who test positive for the COVID19 can take advantage of the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, both part of the Families First Coronavirus Response Act (FFCRA). They must self-isolate when they are sick or exposed and seek medical attention. Once cleared with a doctor note the staff member will be able to return to work.

Students who test positive for COVID19 are encouraged to seek medical help and will not be allowed to return until they have a written doctors permission.

Students and staff who are returning from domestic or international travel must follow the CDC returning travelers guidelines and travel registry.

Stay home for 14 days from the time you returned home from international travel.

During this 14-day period, take these steps to monitor your health and practice social distancing:

1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for [cough or trouble breathing](#). Use a [temperature log](#) to monitor your temperature.
2. Stay home and avoid contact with others. Do not go to work or school.
3. Do not take public transportation, taxis, or ride-shares.
4. Keep your distance from others (about 6 feet or 2 meters).

#### 5. Social and Mental Health

- a. Students, Faculty, and Staff will be notified that a COVID-19 case was reported. Only the POC will be notified of the individual to protect the privacy of individuals.

Communication is to be completed, per DC Health directive and will include:

- Notification to those students/faculty and staff in close contact with the individual including the requirement to quarantine for 14 days,
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and steps that will be taken (e.g., cleaning and disinfection),
- Education about COVID-19, including the signs and symptoms, available at <https://coronavirus.dc.gov>;
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at <https://coronavirus.dc.gov>.
- Information on options for COVID-19 testing in the District of Columbia, available at <https://coronavirus.dc.gov/testing>.

- b. Students who need additional counseling will be directed to their health care provider or the Disaster Distress Helpline, [1-800-985-5990](tel:1-800-985-5990), available 24/7, 365-day-a-year, national hotline dedicated to providing immediate crisis counseling for people who are experiencing emotional

distress related to any natural or human-caused disaster. This toll-free, multilingual, and confidential crisis support service is available to all residents in the United States and its territories. Stress, anxiety, and other depression-like symptoms are common reactions after a disaster. Call **1-800-985-5990** or text **TalkWithUs to 66746** to connect with a trained crisis counselor.

## C. Controls to Limit Contact

### 1. Non-Medical Face Coverings (Mask)

Dudley Beauty College has a supply of face mask available for purchase for students, staff and patrons who have not supplied their own. Students, staff, and patrons must wear face coverings such as a procedure mask, clear plastic window covering, cloth face coverings (such as homemade cloth masks, store-bought fabric masks, bandanas, etc. before entering the building. Students and staff who arrive without a face covering will be asked to purchase a procedure mask at our location or be asked to leave the premises.

- All adults must always wear non-medical face coverings or face masks while in the school building. If the adult has a contraindication to wearing a face covering, either medical or otherwise, then they will not participate in in-person school activities.
- Students will always be highly encouraged to wear face coverings. Students will be encouraged to wear face coverings as feasible, and most importantly when physical distancing is difficult (e.g., hallways, restrooms) and on their travel to and from the school if using public transportation.
- Students, teachers, and staff will be taught to speak more loudly, rather than remove their face covering, if speaking in a noisy environment.
- Faculty, staff, students and patrons may wear face coverings with clear plastic windows, or briefly remove their face coverings, when interacting with students with disabilities identified as having hearing or vision impairments, who require clear speech or lip-reading to access instruction.
- Staff, faculty, and students wearing face coverings should bring multiple clean coverings each day.
- Staff, faculty, and students must exercise caution when removing the covering, always store it out of reach of other students, and wash hands immediately after removing.

### 2. Social/Physical Distancing

Dudley Beauty College occupies three floors with about 1,000 square feet on the first and 1,500 square feet on both the second and third floor. The first floor has two separate entrances, one entrance will be for the first check point into the building for students and staff.

Currently, our Nail Technology class with 15 students meets in the evening on the second floor and will be divided into two groups after lecture to ensure safe distancing. Our Cosmetology day and evening class have less than 8 students each therefore affording plenty of space to social distance during class on the first floor. As the school student body grows, classrooms that are at capacity will implement A and B days with a split schedule.

#### Staff/ Students

Signs will be posted to direct incoming traffic for the first checkpoint designated for temperature screening and questionnaire. Outside 6 feet apart floor stickers will be used to avoid congestion and crowding. This will create space delineations for areas where students may be required to wait in lines. Daily logs will be kept for each person entering the building to ensure contact information is documented.

There will be signs that remind everyone of the 6-foot social distance guideline in the lobby, clinic floor, classrooms, and hallways. There will be a maximum 20 people allowed on the first floor with students at stations 6 feet apart. There will be a maximum of 12 people in the smaller classroom and 20 in the large lecture classroom on the second floor. Students will be assigned seats at tables for lecture that are all facing in the same direction, and stations for practical's that are at minimum 6 feet apart. Students will eat at their desk during break, there will not be a breakroom/lounge available for use. Students will be encouraged to bring food from home and/or receive food delivery service.

#### Customers/Patrons

Customers will be by appointment only to minimize the potential for exposure and the spread of the virus. Daily logs will be kept for each person entering the building to ensure contact information is documented. Disposable capes will be placed on each client for clinic services. The front desk will be marked by floor signs to let people know how far to stand from the receptionist while making purchases for products and services.

## D. Potential Exposures and Positive COVID-19 Cases

Students with pre-existing health conditions that present with specific COVID-19 – like symptoms may not be excluded from entering the school building on the basis of those specific symptoms, if previously evaluated by a health care provider and those specific symptoms determined to not be due to COVID-19.

#### Exclusion Criteria:

Students, faculty and staff must stay home, or not be admitted, if:

- The student, faculty or staff member has had a temperature of 100.4 degrees or higher or any of the symptoms listed above in the “Daily Health Screening” section of this guidance.
- The student, faculty, staff member or any close contact is confirmed to have COVID-19.
- The student, faculty or staff member is awaiting COVID-19 test results.
- If excluded, students, faculty, and staff should call their healthcare provider for further directions.
- If a student, faculty or staff member reports any of the above symptoms, or is confirmed to have COVID-19, the student, faculty or staff member must not return to school until:
  - They complete the appropriate isolation period:
- 72 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND
  - At least ten days after symptoms first appeared, whichever is later: OR
  - They have a negative COVID-19 test, and meet standard criteria to return to school after an illness, OR

- They have been cleared from isolation per their healthcare provider or DC Health instructions. If any student, faculty or staff member has been in close contact with a person who is positive for COVID-19, then the student or staff member must not enter the facility until cleared by their healthcare provider or have completed their quarantine period of 14 days from the last day of close contact with the COVID-19 positive individual without becoming symptomatic or diagnosed with COVID-19.
- If any student, faculty or staff member is awaiting a COVID-19 test result, then the student, faculty or staff member must not enter the facility until they test negative and meet standard criteria to return to school after an illness.
- If they test positive, then they should immediately begin a self-quarantine and seek further guidance from their healthcare provider or DC Health.

Dismissal Criteria: If a student, faculty or staff member develops a fever or other signs of illness, the school must follow the above exclusion criteria regarding the exclusion and dismissal of students, faculty and staff.

- The school administrator is to send the student/faculty/staff member home immediately, or isolate until it is safe to go home and seek healthcare provider guidance, and follow cleaning and disinfecting procedures for any area, materials and equipment with which the student/faculty/staff member was in contact.

## **E. Cleaning and Disinfecting**

### Enhanced Cleaning Procedures

While our school is always cleaned and sanitized regularly with disinfectant that kills 99.9% viruses and bacteria, we will incorporate additional cleaning and disinfecting practices. The maintenance cleaning staff will regularly clean, disinfect and sanitize surfaces, and materials per District guidance on cleaning and disinfecting. We will monitor and upkeep an adequate supply of disinfectant, hand soap, paper towels, hand sanitizer and tissue so it will be readily available for staff, clients and students to use when needed. For all cleaning, sanitizing, and disinfecting products, they will follow the manufacturer's instructions for concentration, application method, contact time, and drying time prior to use by a child. They will see CDC's guidance for safe and correct application of disinfectants.

Floors will be swept and mopped more often. All surfaces, credit card machine, finger scanner, light switches, doorknobs, furniture, equipment, supplies, and high touch areas will be wiped down after each use. Double efforts to keep bathrooms sanitized including concentrating on the doorknobs and all handles will be done 2-4 times a day. Signage will be posted in restrooms reminding everyone to wash hands thoroughly. Hands free paper towel holder will be used to dry hands. Hand sanitizers will be placed on the student's workstation, reception desk and any additional areas where needed.

Students and staff will wipe salon chairs / seats, nail stations and chairs and implements will be disinfected after each customer. Smocks and towels will be placed in covered containers and laundered daily. Windows will be left open as much as possible to maintain ventilation.

By implementing these guidelines and instructions for staff and students, the spread of COVID-19 can be reduced. It is our goal to re-enter the school as safely as possible to ensure all students can successfully continue the program with confidence.

## **F. Building Considerations**

The maintenance staff will ensure all ventilation and water systems and features (e.g. sink faucets, drinking fountains, decorative fountains) are safe to use as follows:

- Ventilation systems operate properly and increase circulation of outdoor air as much as possible. Increase in air circulation should be continued after reopening where safe and possible. We will not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- Water systems have been flushed to clear out stagnant water and replaced with fresh water.

## **G. Shutdown Considerations**

The POC's for COVID-19 will consult with local and state public health official for campus dismissals or shutdown. Students will be notified immediately via text and email for school closures. In the event of school closure, the Education Director will work with the instructors to modify class instruction to distance learning until in-class instruction is available.

## **H. Academic Affairs**

Clinical services are a part of the schools' curriculums. Customers will be by appointment only to minimize the potential for exposure and the spread of the virus. Each instructor will have protocols of who and when students will do patrons. They will be given instructions to minimize distance and exposure while servicing a client. For example, the positioning of a student giving the consultation will be at 6 feet, the client will be asked to make sure their face is covered while talking. Students will wear face shields and or face mask while conducting a service.

Students will receive progress reports on their assigned hours, each person will wear face mask or face coverings while speaking. Students will have access to the library by appointment only. Once a facility is used, the facility will be sanitized.

By implementing these guidelines and instructions for staff and students, the spread of COVID-19 can be reduced. It is our goal to re-enter the school as safely as possible to ensure all students can successfully continue the program with confidence. We would like to resume class July 6, 2020, please let us know if this is possible at your earliest convenience.