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## COVID-19 Policy

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At Barber School of Pittsburgh (BSP), safety is one of our top priorities.

If you are experiencing any COVID-19 symptoms below, please **do not enter a BSP building**, contact your primary healthcare provider for advice and/or treatment and notify the School Director.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you enter a BSP building exhibiting any of the symptoms, you will immediately be sent home.

In regard to the COVID-19 pandemic, we will follow governmental guidelines, when possible, as we strive to balance health concerns with the needs of our organization and its commitment to our students, employees and clients. This policy details how we will work to keep everyone safe to every extent possible. The policy, which pulls from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and the US Department of Education (DOE) guidance, highlights the responsibilities of students, employees and clients, and outlines the steps BSP is taking to address COVID-19.

Please understand that even with our best efforts to keep COVID-19 out of BSP buildings, individuals can still become infected outside of the school and bring it into our buildings unknowingly. This is why it is so important to adhere to the protocols below and **stay home if you are sick**.

While we implement various protocols to ensure safety, it is ultimately up to students and employees to execute, and assist in the enforcement of, these protocols on a daily basis. We understand that everyone's situation is different, and we encourage those students and/or employees with specific needs or concerns to reach out to the School Director.

### **COVID-19 Tentative Safety Protocols (and subject to change, at any time, with or without notice)**

The following protocols, designed to preserve the health and safety of our students, employees and clients, have been implemented:

- All students and employees are required to answer and sign a COVID-19 questionnaire at the beginning of each day.
- Masks, fully covering the nose and mouth, are required at all times in any BSP building (except when a student/employee needs to remove their mask to eat during their break).
- All individuals within any BSP building and the immediate outside (including break areas) are required to maintain social distancing (at least 6 feet distance between individuals)
- Students and employees will consistently, throughout the day, and especially before and after servicing a client, wash their hands with soap and water for at least 20 seconds, and/or will use hand sanitizer that contains at least 60% alcohol
- Signs regarding healthy hygiene, protective measures and stopping the spread will be posted throughout BSP buildings
- Students and employees are required to clean up thoroughly after themselves as they go throughout the day in the restrooms, breakrooms and eating areas. In addition, instructors are responsible for cleaning/disinfecting door

handles, light switches, toilet handles, sink faucets, microwave buttons and handle, refrigerator door handles and other commonly touched items throughout the day and especially at the end of the day

- Classroom layouts are modified to create at least 6 feet of distance between students during theory education
- Clinic floor layouts are modified to create at least 6 feet of distance between stations
- Only clients receiving services and staff are permitted to enter the clinic
  - Clients will sign in and return to their vehicle, or wait outside, until they are contacted by BSP to come in for their service
  - Client outside waiting area must have chairs 6ft apart from one another
  - Individuals with a scheduled appointment will send a text message to the specific school's texting application once they arrive for their appointment
- Clients are required to print their first and last name, and phone number in addition to providing signature, on the sign-in sheet
- Pens at the sign-in area will be cleaned and sanitized after every use
- School provided Ipad/tablets will be cleaned and sanitized after every use, using the wipes provided
- Stations will be cleaned and sanitized after each use
- Break room use is limited to the number of seats available with barriers

### **COVID-19 Exposure and Confirmed Illness Protocol**

Students and employees who are symptomatic, test positive for COVID-19 or believe they have been infected should contact the School Director as soon as possible. These individuals will be instructed to stay home and follow the advice of a qualified medical professional and self-quarantine.

When self-quarantining, individuals should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available
- Not allow visitors
- Wear a face mask if they have to be around people
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding
- Clean frequently touched surfaces daily
- Continue monitoring their symptoms, calling their health care provider if their condition worsens

Notably, students or employees who are symptomatic or who have tested positive should not return to BSP until the conditions outlined below are met:

### **Student/Employee is diagnosed with COVID-19**

1. Individual should seek treatment from PCP
2. According to the CDC, people with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
  - a. If you will not have a test to determine if you are still contagious, you can return to BSP after these three things have happened:
    - i. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)  
**AND**
    - ii. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
    - iii. at least 7 days have passed since your symptoms first appeared
  - b. If you will be tested to determine if you are still contagious, you can return to BSP after these three things have happened:
    - i. You no longer have a fever (without the use of medicine that reduces fevers)  
**AND**
    - ii. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
    - iii. you received two negative tests in a row, 24 hours apart
3. If an individual is hospitalized, you must be cleared by a medical professional to return to BSP

**Student/Employee has not been tested/diagnosed but is exhibiting symptoms (see CDC list of symptoms above):**

1. Individual should seek treatment from PCP
  - a. Individual can return to BSP after the following has been met:
    - i. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)  
**AND**
    - ii. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
    - iii. at least 7 days have passed since your symptoms first appeared

**Student/Employee has no symptoms but has been exposed to someone who has been diagnosed with or exposed to COVID-19:**

1. Individual should seek advice from PCP
  - a. Individual can return to BSP after 7 (seven) days have passed from the first contact/exposure

**Student/Employee has no symptoms but has been exposed to someone who has not been tested for or confirmed to have COVID-19:**

1. Individual should seek advice from PCP
  - a. Individual can return to BSP after 7 (seven) days have passed from the first contact/exposure

When a student/employee tests positive for COVID-19, deep-cleaning procedures will be implemented throughout the BSP building, as appropriate. Students/employees who have been in close contact with the individual who has tested positive for COVID-19 will be instructed to self-quarantine.

BSP is required to notify local health officials if any students or employees are confirmed to have COVID-19.

Any BSP student/employee who experiences COVID-19 symptoms or has tested positive for COVID-19 and has notified the School Director will be asked to assist with contact tracing. Any information provided will be tracked separately from school records and names will not be released.

BSP classes will resume and buildings will remain open unless a student or instructor tests positive for COVID-19. Upon a positive test result, the affected BSP building will close for a minimum of 2 (two) days if there is only one case, and a maximum of 5 (five) days if there are multiple student/instructor cases.

It is important to remember, in order to minimize your potential risk for getting COVID-19, wear your mask correctly and maintain social distancing from individuals outside of household members. If you know you have been in direct contact with someone who has tested positive, please contact the School Director.

BSP may require students/employees requiring an absence from school/work due to COVID-19 to provide a statement or description of appropriate medical facts regarding the individual's health condition as it relates to COVID-19. The medical facts must be sufficient to support the need for a COVID-19 absence. Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment, or any other regimen of continuing treatment. This information is critical for BSP to ensure the safety of our students, employees and clients, and will be kept strictly confidential.

Any COVID-19 documentation or information provided by a student/employee found to be maliciously false or inaccurate (i.e. taking advantage of the pandemic situation for personal gain), will be grounds for termination from the program.