

# TRENDSETTERS SCHOOL

June 12, 2020

## MEMO: SPECIAL COVID-19 SCHOOL PROCEDURES

Trend Setters School intends to prioritize the ongoing safety of our students and staff during the ongoing COVID-19 pandemic. To that end, we are taking the following steps to mitigate the potential spread of viral infection throughout the building as we reopen the facility next Monday, June 15th:

### **Building Entry**

- Barber students will use the back door of the school for entry. Barber students will proceed through the break rooms and wait in the pedicure area to check in on the time clock.
- Cosmetology students will enter through the South door of the clinic. Students will line up down the ramp to wait to check in on the time clock.
- All students will be screened for temperature at entry using no-touch thermometers. Students testing 100 degrees or higher on two different thermometers will be asked to go home for the day.

### **Common Areas**

- Masks should be worn as often as possible while inside the building, but will only be required when in common areas (break rooms, locker room, entryways, and hallways). Students are encouraged to bring their own masks from home.
- Students may only use the restrooms one at a time. Restroom passes will be located by the time clock. Barber students should use the stall bathroom near the cosmetology practical room; cosmetology students should use the pedicure bathroom or the guest bathroom in the clinic. Please disinfect the bathroom area after use with provided spray bottles.
- Hand sanitizer will be located by the time clock. Always use hand sanitizer after checking in on the clock or when handling restroom passes.
- Ceiling fans will be turned off in the clinic to reduce air flow.
- Students may use the refrigerators or microwave to prepare food. Students are requested to eat lunch or other food while outside of the building OR while at their assigned stations in classrooms or the clinic. Eating is not allowed in common areas (including both break rooms).

- Please maintain social distancing of at least six feet while using the outside smoking area.

### **Classroom Space**

- Phase 1 cosmetology students will be stationed in the cosmetology practical room; Phase 1 barbers will be stationed in the barber practical room.
- All Phase 2 and above barbers will be stationed in the combined barber / cosmetology theory room.
- All Phase 2 and above cosmetology students will be stationed in the clinic area with their respective instructors. Stations will be separated by plastic sheeting. Due to the large open area of this space, students are encouraged to follow theory lessons using their textbooks or personal electronic devices (phones, tablets, or laptops).
- Students should stay six feet apart at all times while in classrooms or in the clinic, and remain at their assigned stations when possible.
- Masks are recommended but not required while in classrooms or at clinic stations.
- Masks are required to be worn by both students and instructors during one-on-one instruction (when both student and instructor are closer than six feet).
- Dress code remains generally the same as before the break. Black, white, grey, or red shirts may be worn with black pants or slacks. T-shirts may not feature alcohol, drug use, or offensive statements. Blue jeans are allowed on Fridays. We are now allowing ripped blue jeans, within reason.
- **Students are allowed to perform services on one another as long as both are following proper COVID safety procedures under supervision of their instructor. Any service beyond use of standard mannequin materials will be charged at Level 1 prices.**

These procedures may change over time as we continue to adapt and adjust to new information about the virus. Please direct any questions about school policy during this time to your educator. For financial aid questions, please contact Kristy Hamlin at (573) 803-2030.

Thank you,

Nick Ryan

School Owner  
Trend Setters School