

## MAKE-UP DESIGNORY'S INCREASED PROCEDURES TO ADDRESS COVID-19 MITIGATION

With the health and safety of our students, customers and staff being our highest priority, Make-up Designory has developed a plan to help mitigate the chance of contracting COVID-19 in our facilities. This plan outlines the procedures and protocols that are required and will remain in place through 2020.

As we return to normal operations, we will continue our preventative measures, which include increased cleaning protocols and protective gear.

- Increased daily cleaning service to include all upcoming Saturdays and continue measures that commonly contacted surfaces, such as handles, doorknobs, pulls, light switches and work surfaces are cleaned on all days of operation.
- Supplement that cleaning throughout the day, each of our administrative staff are assigned an hour that they are additionally responsible to clean and wipe down these contact areas.
- Students and staff who are sick or think they may be sick are required to stay home until they are symptom free and/or have a return to work/school note from their doctor. A negative test result for COVID-19 will also allow a student/staff member to return if they are symptom free.

### School Hours

Class start times are staggered to prevent crowding in common areas. It may take additional time to get to class so students are encouraged to arrive 15-minutes prior to their scheduled start time. MUD will start no more than two classes at the same time and organized by subject.

Special Make-up Effects 301 students and faculty will begin at 7:30 am and finish at 3:00 pm with lunch from 11:00 am to 11:30 am.

Special Make-up Effects 201 students and faculty will begin at 8:15 am and finish at 3:45 pm with lunch from 11:45 am to 12:15 pm.

Beauty 201 and 301 students and faculty will begin at 9:00 am and finish at 4:30 pm with lunch from 12:30 pm to 1:00 pm.

Beauty 101 students and faculty will begin at 9:45 am and finish at 5:15 pm with lunch from 1:15 pm to 1:45 pm.

Faculty members are required to take lunch at their designated time without exception.

Faculty members will adhere to scheduled breaks to ensure classes are not taking breaks at the same time.

Staff start times are staggered to ensure staff is available the entire day for students. No more than two staff members may break at the same time. Staff schedules will be posted for students.

There are arrows placed on the hallway floor that denote the direction of travel. Everyone is required to treat the hallway as one direction without exception.

### Entering School

Everyone arriving at the school is required to wear a face covering. Students will only be allowed into the school 15-minutes prior to their scheduled start time. Prior to entering the main area of the school, the following steps will be performed. These steps are required of everyone each time they enter the school.

1. A school safety officer will check the temperature of each person entering the facility. If the temperature is at an acceptable reading based on CDC guidelines, the student will be permitted to stay on campus.
2. The safety officer will direct the individual to a hand sanitizing station.
3. Once the hands are sanitized, the individual will be provided with a school issued safety mask. At this point, the individual shall remove their personal mask at least six feet away from others and replace with the issued mask. Their personal face covering must be stored with their personal belongings and may not be removed until they leave the school.
4. If there is a line at the entrance of the school, everyone will maintain the minimum social distancing requirement of six feet apart.
5. Everyone entering the school will receive a sticker that will allow for re-entry to school via simplified screening. Lost stickers will be treated as a new entry to the school.

#### Personal Protection Protocol

Everyone is responsible for their own personal protection.

- Everyone should observe minimum social distancing by staying six feet apart when in common areas of the school.
- Students and staff are required to wear the school issued masks during lectures, demonstrations, while working and in common areas. Students wearing make-up must wear a mask whenever they are not sitting in the chair actually being worked on.
- Hands must be sanitized for the following
  - Prior to setting up a make-up station
  - Returning to a make-up station
  - Prior to applying make-up
  - After touching their own face or hair
  - Prior and after replacing a mask
  - Touching anything, other than model or your station
- Gloves may be used by students however a fresh pair of gloves must be worn for all the situations mentioned above.
  - To properly remove gloves, peel the glove away from your body, pulling it inside out. Hold the glove you just removed in your gloved hand. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second and discard.
- Students and faculty are required to wear a school issued face shield along with the school issued mask while applying make-up on an unprotected model. Face shield is required of anyone in the presence of an unmasked model. The face shield must be sanitized with 70% alcohol at the end of each day and stored in a clean bin in the classroom.
- Face masks must be replaced prior to an application on each new model.

#### Class Sizes

Class sizes are limited based on the square footage of the room. Based on our classroom size, there shall not be more than 14 students per class. During lectures and demonstrations chairs will maintain proper distancing with all students wearing a mask. While working on each other, the model will be unmasked. While unmasked and sitting as a model, students should refrain from speaking. Should the model need to speak, they must re-mask prior to doing so or ask the artist to move to safe distance. The make-up artist will wear both the mask and the face shield while the model does not have a mask. Faculty members will utilize the rotation system to ensure students are properly distanced while working.

### Station Setup Requirements

The make-up station must meet a higher standard of protection to ensure make-up and tools are not contaminated.

- All tools and brushes must be stored in a closed container marked CLEAN.
- All make-up must be in a closed container, make-up should never be left open.
- A container must be placed on the station that is labeled SOILED for used brushes and tools.
  - All soiled items must be placed in the soiled container until the end of the application.
  - All disposable soiled items are discarded in a proper trash receptacle at the end of the application.
- Station must include:
  - Hand Sanitizer
  - 99% Alcohol
  - Brush Cleaner
  - Mixing Palette
  - Palette knife
  - Tissues

### Tool Cleaning and Sanitation Procedures

- Combs, hairbrushes, hair clips, and all metal tools must be cleaned by removing make-up, hair or debris and then chemically sanitized with an EPA approved disinfectant such as Barbicide after each use by submerging the tools in the solution for ten minutes.
- Make-up brushes must be cleaned with a professional brush cleaner, such as Cinema Secrets, between each model. Dip the tip of the brush into the liquid and remove immediately to avoid over saturation. The bristles will draw liquid up into the brush and dissolve away make-up. For large, fluffy, or dense brushes, only dip 10% of the brush tip and hold vertically for 5 seconds so liquid moves down into the base. Wipe the brush clean on an absorbent paper towel or cloth and repeat as necessary. Reshape the brush and allow to air dry completely before use. Be sure to wipe down handle and ferrule with at least 70% alcohol.
- Sanitize palettes after each use by wiping the palette clean and then spray 99% alcohol onto the palette and keep wet for 10-seconds.
- Sponges and puffs must be discarded after each model.
- Mascara wands must be discarded after each model. Never return to a mascara container after you have touched someone's eye with the wand.
- All containers must be clearly marked
- Use a clean sanitary placemat for your station for each model.
- Clean tools and brushes must be covered in a marked container.
- Use a disposable cover cloth to protect the model's clothing and replace after each model.
- Clean face shields with 70% alcohol by wetting the surface for 10-seconds and then wiping clean.
- Protective face masks are discarded after each model. Clean hands with hand sanitizer prior to touching the new mask.
- Clean pencil sharper by removing debris then saturating all areas of the sharpener with at least 70% alcohol for 10 seconds.

### Make-up Product Usage Requirements

- Never leave product open.

- Never dip directly into any product.
- Use a pallet knife to scoop out a small amount of cream product or lipstick onto a clean pallet and work directly from the pallet.
- Squeeze mascara and Brow Fix directly onto the palette.
- Liquid make-up must be poured or pumped from the container onto the palette or into a color cup.
- Eye and lip pencils must be sharpened with a sanitized sharpener before and after each use. Pencil must be sprayed with 99% alcohol and kept wet for 10 seconds prior to use.
- Powdered eye and cheek colors must be scraped onto a palette and applied directly from the palette.
- Cake eyeliner is scraped from the container onto the palette applied directly from the palette.

Advice on staying healthy

- Avoid close contact with people who are sick.
- Wash your hands with soap and water regularly.
- Clean hands with alcohol-based hand sanitizers when unable to wash.
- Try not to touch your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cough or sneeze into a tissue or your elbow. If you use a tissue, wash your hands afterwards.
- Clean and disinfect frequently touched objects and surfaces.