

Make-up Designory's COVID-19 Mitigation Plan Revised 6/15/21

With the health and safety of our students, customers, and staff being our highest priority, Make-up Designory developed a plan to help mitigate the chance of contracting viruses including COVID-19 in our facilities. The plan outlined the procedures and protocols that were required for MUD's reopening but operations have now been amended in accordance with the move toward full reopening. As of June 15, 2021, in California and New York we will move toward full reopening and a modification of restrictions. The following guidelines will replace prior guidance and this guidance will and may be modified as conditions change and/or by order of public health authorities.

Disease Mitigation

MUD's safety protocols are written with COVID-19 at the forefront but are intended to help mitigate transmission of disease and illness in general. The best way to mitigate the transmission of illness and disease is for us to be personally responsible for our health, the safety measures we take, and the cleanliness of ourselves as well as our surroundings.

Any student or staff member who is ill or feels as though they are becoming ill may not come to work or school until it has been determined that they are in a non-contagious state.

Policies that have been in effect for exposure to persons diagnosed or suspected of having COVID-19 by non-vaccinated individuals remain unchanged. Should a non-vaccinated individual become exposed or suspect they have become exposed to a person with COVID-19, the individual shall quarantine for a period of 10 days and monitor their symptoms for 14 days. During the time of the quarantine the student or staff member may not return to school or work. Vaccinated individuals who come into contact with a person diagnosed or suspected of having COVID 19 need not quarantine and may continue to come to work or school but should monitor themselves for symptoms for 14 days.

MUD continues to offer a robust remediation plan and opportunities should students miss class due to illness. These existing plans allow for both short and long-term absences. Again, the Leave of Absence Policy has been extended to cover breaks from a student's scheduled attendance for up to 180 days. For further information, please see the School's current Leave of Absence Policy.

Face Coverings

Make-up Designory affirms State and Federal privacy rules regarding personal health privacy. Make-up Designory asks that all staff and students respect individual health privacy and act in a responsible manner while adhering to the mask and health mandates as it applies to them.

When and where fully vaccinated individuals are permitted to not wear masks they must affirm that they have been fully vaccinated. Affirmation can be made either orally or by passive affirmation by the act of not wearing a mask. Clearly marked signage shall be posted at all student and employee entrances that state the mask policy and make clear that by entering without a mask the "Person has Affirmed" by their act of entry that they are fully vaccinated.

Face coverings may continue to be worn by any student or staff member regardless of vaccination status. While vaccinated individuals may choose to not wear a mask in certain settings, the wearing of a mask should not infer that the individual is vaccinated or not vaccinated nor infer anything additional about the person's health or health conditions.

Face coverings must cover the mouth and nasal openings. Acceptable masks include N95, KN95, surgical masks, and multi-layer fabric masks. While MUD issued face masks are no longer required, complimentary multi-layer disposable masks are available to all students and staff.

Face coverings are not required by fully vaccinated staff members or students when in an office environment. Face coverings should continue to be worn in all interior settings by non-vaccinated individuals when in the presence of others.

Until further notice, MUD will continue to require the wearing of face coverings by all individuals in a classroom setting and other educational settings such as the photo studio, student store, learning resource center, and connecting corridors. A student model or professional model need not wear a face covering when sitting as a model or being critiqued or photographed.

Face shields are no longer required of student artists. They are, however, available for voluntary use. The use of face shields by non-vaccinated persons or those who are more susceptible to infection is highly recommended when applying make-up.

School Hours

Beginning July 12th, class start times and breaks will revert to their normal time.

All students and faculty will begin at 8:00 am and finish at 4:00 pm with lunch from 11:30 am to 12:30 pm.

Entering School

Effective June 21, students will enter and exit the school without going through a health check. Students and staff are reminded to be responsible and to stay home should they feel ill or feel they are becoming ill. In both schools, students will use non-monitored secured keypads to enter the school. In Burbank, students will be provided codes to use and be allowed to use the rear student entrance.

Personal Protection Protocol

Students are responsible for their own personal protection.

Hands must be sanitized for the following:

- Setting up a make-up station
- Returning to a make-up station
- Prior to applying make-up
- After touching your own face or hair
- Prior to 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.

Station Setup Requirements

The make-up station must meet a higher standard of protection to ensure make-up and tools are not contaminated. A student must ensure that their station and surrounding area, including the make-up chair, are cleaned after each use.

- All tools and brushes must be stored in a closed container or placed on a clean station mat and covered with a clean towel.
- All make-up must be in a closed container, make-up should never be left open.
- A cup or space on the right side of the station that is labeled soiled for used brushes and tools.
- Station must include:
 - Hand Sanitizer
 - Alcohol 70% or greater
 - Brush Cleaner
 - Mixing Palette
 - Palette knife
 - Tissues

Tool Cleaning and Sanitation Procedures



- Combs, hairbrushes, hair clips, pencil sharpeners, and all metal tools are 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.
- Brushes are cleaned with a professional brush cleaner between each model. Submerge the bristles of the brush into Cinema Secrets brush cleaner, then move the brush back and forth across a tissue to remove make-up and debris. Once the brush is cleaned of all make-up, submerge the bristles in the brush cleaner for 30-seconds and allow to dry covered on the clean station.
- Sanitize palettes after each use by wiping the palette clean. Then spray 70% or higher alcohol onto the palette and keep wet for 10-seconds.
- Sponges and puffs are discarded after each model.
- Mascara wands are discarded after each model. Never return to a mascara container after you have touched someone's eye or skin with the wand.
- All containers must be clearly marked.
- Use a clean sanitary placemat for your station.
- Clean tools and brushes must be covered.
- Use a disposable cover cloth to protect the model's clothing.
- Clean face shields with 70% or higher alcohol by wetting the surface for 10-seconds and then wiping clean.
- Protective face coverings are discarded after each model. Clean hands with hand sanitizer prior to touching the new mask.

Make-up Product Usage Requirements

- Never leave product containers open or exposed.
- Never dip directly into any product.
- Use a palette knife to scoop out a small amount of product onto a clean palette and work directly from the palette.
- Use a palette knife to scoop cream products from a container.
- Use a palette knife to scrape color from lipstick.
- Squeeze mascara and Brow Fix directly onto the palette.
- Liquid make-up is poured or pumped from the container onto the palette or color cup.
- Eye and lip pencils are sharpened before use with a clean sharpener.
- Powdered eye and cheek colors are scraped directly into a tissue or palette for use.
- Cake eyeliner is scraped from the container onto 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.