

**Make-up Designory's
COVID-19 Mitigation Plan
Revised 1/04/21**

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 is reviewed as conditions and governmental guidance changes. Outlined below are updated procedures and guidance. This policy statement is intended to provide guidance to the MUD community, relay related company policies, and explain safe procedures for applying make-up. Community members are encouraged to consult current public health announcements and are advised that this document is not intended to replace or supersede those governmental advisements.

Vaccination Policy

All students beginning their program or course on or after January 1, 2022, must provide proof of full vaccination against COVID-19 or have been approved for an exemption.

Per New York City Mandates, all New York Employees and contract employees, including photographers and models, must provide proof of vaccination prior to starting or continuing employment at Make-up Designory. Exemptions for personal belief or reasonable accommodation may be granted. Please consult the New York City Health Department for exemption guidelines. Proof of vaccination or grounds for exemption must be kept on file by the School Director.

All temporary workers are to be vaccinated against COVID-19. Managers are to request that temporary agencies and modeling agencies only send vaccinated workers for assignments at MUD. All contract workers (i.e., photographers) are required to provide proof of vaccination against COVID-19.

All other non-vaccinated employees not affected by vaccination mandates are encouraged to become vaccinated against COVID-19 if not already vaccinated.

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.

Isolation Guidelines

Regardless of vaccination status the isolation guidance for individuals who have contracted COVID-19 are as follows:

- Stay at home for at least five days.
- Isolation can end after day five if symptoms are not present or symptoms are improving, and a COVID-19 test provides a negative result. (Antigen test preferred)
- If unable or unwilling to test, isolation can end after ten days.
- If fever is present, isolation should continue until fever resolves.

Quarantine Guidelines

If exposed to a positive COVID-19 individual

- Fully vaccinated against COVID 19 and boosted* or not yet eligible for a booster no quarantine is required.
- Non-vaccinated individuals are required to quarantine for five days after exposure. Return to school is allowed after day five and a negative COVID-19 test (Antigen test preferred)
- Vaccinated and booster eligible but not yet boosted are recommended to quarantine for five days and return to work or school after receiving a negative COVID-19 test (Antigen test preferred).

** This includes individuals who have recovered from COVID-19 within the last three months and have a positive PCR test confirming infection.*

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 Leave of Absence Policy.

Face Coverings

Face coverings are required in all group areas of Make-up Designory. Employees and students must wear a face covering when in any area of a Make-up Designory facility. Exception is made for offices where only one person is present, while eating food or drinks during scheduled break times and in designated break areas, and when sitting as a model.

Face coverings must cover the mouth and nasal openings.

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 recommend when applying make-up.

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.