

LONDON SCHOOL COVID19 SAFETY PLAN

114 WEST HASTINGS STREET, VANCOUVER B.C., CANADA V6B1G8

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IDENTIFYING THE RISKS

Coronavirus disease (COVID-19) is an illness caused by a novel coronavirus. COVID-19 has spread worldwide, including to British Columbia, and has been declared a global pandemic.

Symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. Those symptoms may include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite. Symptoms vary from person to person. Some people experience mild symptoms, while others have more severe symptoms. Much is still being learned about COVID-19, but to date it appears that young children are less likely to show severe symptoms. For those of which are older and/or are immunocompromised, COVID-19 poses much more severe risks to their health.

Spread of COVID-19

The following is the best information that London School has to this date, and is subject to change as new information emerges.

Coronavirus is spread from an infected person through respiratory droplets expelled when they cough, sneeze, or yell. The droplets are relatively heavy and most drop out of the air due to gravity within about 2M. The droplets settle on the person, anyone else within that 2M proximity and surrounding objects and, depending on the surface type, can stay viable for a number of days.

The virus passes to the next person when droplets come into contact with the eyes, nose, or mouth. This happens either by directly contacting the droplets before they fall out of the air or by:

- Close personal contact such as touching, shaking hands, hugs etc.
- Touching an infected object or surface and proceeding to touch the mouth, nose or eyes before washing your hands.
- Sneezing or coughing directly into hands without adequate hand-washing immediately after

Therefore basic required precautions for everyone include:

- Keep 2 metres away from others, to reduce breathing in microscopic droplets from speech, sneezing or coughing from an infected person.
- Masks must be worn whenever in all shared spaces.
- Do not touch your face, eyes, nose or mouth with unwashed hands.

- **Wash your hands often with soap and water for at least 20 seconds.** While washing hands, do not forget to include fingertips, nails and wrist.
- When washing hands is not feasible, hand sanitizers liquid/gel is to be used. All hand sanitizer liquid/gel must have an alcohol content of at least 70%.
- No sharing of food, drinks, utensils, etc
- Regularly clean and disinfect frequently touched surfaces.

RISKS WITHIN LONDON SCHOOL - VANCOUVER

London School is a cosmetology school, for that reason and by nature of our profession, keeping 2 metres away from other bodies may not always be possible. Risks associated with Covid-19 at London School:

- All areas of the school are considered closely-shared space between students, clients and faculty members.
- Washrooms are shared with all student bodies and clients which thus poses high risk with surface areas such as toilet handles and door knobs frequently being touched.
- Work stations are separated but still pose risk as surfaces and tools are frequently touched, picked up and put down.

Risks that are posed per department:

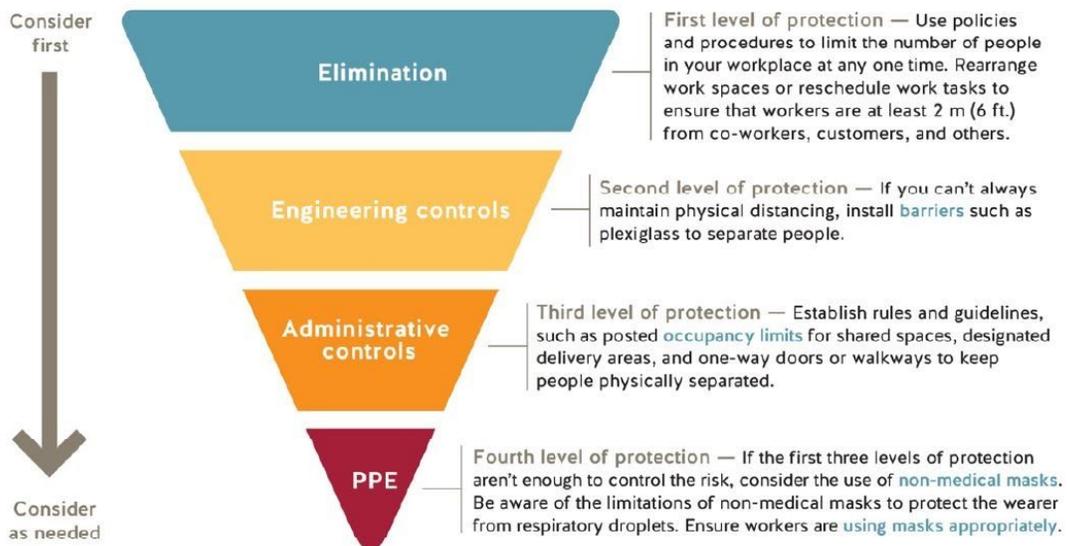
	BARBERS	HAIRSTYLISTS	NAIL TECHNICIANS
<u>HIGH RISK</u>	Shaving / Beard or Mustache Trimming / Blow-drying hair	Blow Drying hair	n/a
<u>MODERATE RISK</u>	Cutting / Styling hair on clients	Cutting / Styling hair on clients	All hands-on services with clients
<u>LOW RISK</u>	Interactions with other students on salon floor or classroom space	Interactions with other students on salon floor or classroom space	Interactions with other students in closed classroom

RISK CONTROL

The Occupational Health and Safety Regulation (OHSR) requires London School to implement controls in the following order of preference:

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
 - Education and Training
 - Safe Work Procedures
- Personal Protective Equipment

Note that control measures identified in blue text below are outlined in the WorkSafeBC COVID-19 Safety Plan Checklist which includes this table for prioritizing controls



Elimination: In order to control the number of people in London School, we have rearranged program schedules to eliminate the overlap of large quantities of bodies in the building. Maximum number of bodies permitted in the building will depend on reports and guidelines given by WorkBC and may be subject to change.

-Students may not bring in family members or guests.

-Reception and waiting area is limited to 3 persons.

-School work/readings will be assigned to be done at home wherever possible to reduce the need for gathering for class lectures.

Engineering Controls:

- Large barriers between salon stations are in place in our hairstyling/barbering department and plexiglass screens are in place on nail station tables for our nail technology department.
- Plexiglass screens will be at all face to face stations including the reception desk, and all other office desks where meetings may take place.
- Barrier/plexiglass screen cleaning has been included in cleaning protocols.

Administrative controls: Administrative controls are policies, procedures, scheduling, education and communications that can be implemented to reduce the risk of transmission. Administrative controls tell people what to do, but rely on disciplined application of the expectations.

- All students attending London School programs have read, understood and agreed to self-checking for symptoms prior to leaving home. [See Here for Daily Health Check form](#)
- Faculty, students and clients will have temperature checks done immediately upon entering the building for the first time in the day. Those of which reveal to have higher than normal temperatures upon entry will be sent home and asked to monitor further symptoms until they are no longer symptomatic, otherwise this individual may be asked to stay home for 14 days before coming back to London School.
- Hand washing and cough/sneeze etiquette and reminders throughout the school.
- Staggered work/class schedules and breaks to minimize body count in the building.
- Regularly touched surfaces in Washrooms (toilet handles, door knobs, counters) is disinfected on an hourly basis

- Individually used stations are disinfected before and after each client. All equipment in contact with clients are also disinfected after each use.
- Cleaning protocols and increased cleaning frequencies for shared work surfaces and equipment and tools.

PPE: Personal Protective Equipment is the last resort of mitigation strategy and includes using PPE for protection against exposure and/or transmission such as wearing non-medical fabric face masks, respirators, gowns or aprons, gloves, and/or face shields. The use of PPE is required in high-risk situations. PPE is an important control but must always be used in addition to, and not in place of other controls.

- All bodies entering London School must be wearing a mask or face covering and must be worn at all times on school property.
- **CORRECT USAGE of masks and face coverings are important. Masks and face coverings must cover the nose and mouth.**

What we are doing to control risks per department:

	BARBERS	HAIRSTYLISTS	NAIL TECHNICIANS
HIGH RISK	Shaving / Beard or Mustache Trimming / Blow-drying hair	Blow Drying hair	n/a
<u>CONTROLS</u>	Shaving / beard or mustache trimming on clients has been suspended at this time. Blow-drying hair with a blowdryer cannot be done on clients at this time to avoid spreading air sporadically. Hair drying may be done under heat	Blow-drying hair with a blowdryer cannot be done on clients at this time to avoid spreading air sporadically. Hair drying may be done under heat	n/a
MODERATE RISK	Cutting / Styling hair on clients	Cutting / Styling hair on clients	All hands-on services with clients
<u>CONTROLS</u>	Socially distancing is not possible in these	Socially distancing is not possible in these	Socially distancing is not possible in these

	cases and proper mask wearing and hand washing is emphasized.	cases and proper mask wearing and hand washing is emphasized.	cases and proper mask wearing and hand washing is emphasized. Plexiglass screens are in place at all stations as well.
LOW RISK	Interactions with other students on salon floor or classroom space	Interactions with other students on salon floor or classroom space	Interactions with other students in closed classroom
<u>CONTROLS</u>	Students are assigned to stations to keep movements trackable. Barriers between other student stations are in place.	Students are assigned to stations to keep movements trackable. Barriers between other student stations are in place.	Students are assigned to stations to keep movements trackable. Plexiglass screens are on each table for students to continue practicing with each other when necessary.

It is now mandated that masks be worn in indoor settings by the minister of public safety and solicitor general. [See here](#) for more information on restrictions within British Columbia

14-day Quarantine/Self-Isolation

All travel plans must be reported to London School administration prior to leaving for your travel plans.

You must take part in a 14-day Quarantine period if one or more of the following applies to you:

- If you have travelled domestically or internationally
- If you have one or more Covid19 symptoms and choose not to get Covid19 testing
- If you or one of your household members has tested positive for Covid19

Quarantine/Self Isolation means that you cannot leave your home or place of residence for 14 days.

A suitable place of quarantine is one where you:

- Have access to the necessities of life without leaving your place of quarantine (see links provided at end of document for help finding necessities)
- Have a separate bedroom if the space is shared with family/friends who didn't travel with you
- Can limit interactions with others in the household. If spaces, such as a kitchen, are shared:
 - wear a mask or face covering if a 2m distance cannot be maintained;
 - thoroughly and regularly clean common areas after use
- Are not living with those at risk of more severe disease
- Are not in close contact with others who did not travel with you. For example, do not quarantine in:
 - a group or communal living setting, including camps or students dorms unless the location is pre-authorized;
 - a household with a large family or many people
 - a shared small apartment or similar setting

Individuals are to report to administration at info@londonschool.ca about when their quarantine officially begins and ends so that administration can follow up and confirm they are Covid-19 symptom-free and return can be discussed.

In the instance that this individual fails to make their report of when their quarantine begins and ends or fails to respond adequately to administration when asked about their symptoms, this case will be considered a case of compliance issues. Reports will be made to Provincial Health Authorities.

Individuals that have compliance issues with the 14-day mandatory quarantine period are subject to verification and enforcement. Those in violation of the mandatory quarantine measures may face transfer to a quarantine facility as well as fines or imprisonment. These individuals may not continue to join their program at the time of their start date unless undergone proper quarantine.

COVID-19 SAFETY POLICIES AND PROCEDURES

- Masks are mandatory upon entry of the London School building.
 - **A customer can be refused entry if they do not wear a mask.**
 - Masks can be provided for those that have forgotten to bring their own.
- Outside visitors, unless they are scheduled clients or models, are prohibited at this time.
- No more than three bodies are permitted at reception waiting area at a time.
- Non-essential communal items, such as candy, magazines, and complimentary phone chargers are removed.
- Anyone with known contact with someone positive with Covid-19 must self-isolate for 14 days and may return if they do not show any symptoms.
- Everyone entering the building will be subject to temperature checks
 - Those whose temperatures are considered normal (36.5 - 37.5°C/ 97.7 - 99.5°F) may continue to enter the building.
 - Any person(s) with temperatures greater than 37.5°C or 99.5°F will be asked to go home and monitor their symptoms. If symptoms disappear within the day and no other symptoms develop, they may return.
- All of the above policies are posted and can be seen before entering London School.
- Reminders of our cleaning procedures are posted throughout the building. Cleaning procedures may differ per room and are posted to the appropriate spaces.
- All students are under agreement to perform self health checks every morning to ensure they are staying home if they present any symptoms. Students that are feeling ill will require to stay home and may return to school when they are symptom free and after self-isolating for 14 days. If students would like to return to school right away, they may do so after undergoing Covid screening and report their status to a London School faculty member either via email or phone before returning to school. Daily Self Check form can be found [here](#).
- Staff are also required to perform self health checks every morning before leaving the home for work. Anyone with symptoms must report to the workplace and remain home until cleared.
- As of March 25th 2020, it is mandatory under the [Quarantine act](#) that anyone that has travelled in the last 14 days must undergo a 14 day quarantine.

- Those who are unsure about their symptoms are advised to refer to [BC Covid-19 Self-Check tool](#) or to call 8-1-1 for further guidance.
- Staff are not expected to put themselves at risk if a visitor becomes belligerent or abusive. Operators and employees are recommended to contact enforcement officers (e.g., security or the police) to remove the visitor as outlined in the [Ministerial Order](#).

PRESUMED OR CONFIRMED CASE OF COVID-19

In the event of presumed cases or confirmed Covid19 cases, the following protocols and procedures are in place.

- Contact 9-1-1 if the situation is life threatening i.e. shortness of breath.
- **Contact Tracing:** Name and phone number of all guests and clients are kept on our online booking program. Student and staff information is kept on file. Information will be kept for contact tracing purposes to support outbreak response efforts. Under the guidance of the Provincial Health Authorities, administration at London School may contact individuals or groups regarding potential Covid19 contact.
- Send the individual home and have them contact 8-1-1 or 9-1-1 as needed.
 - Have them wear a mask and avoid public transit.
- If unable to send the individual home - isolate the individual until they can be transported and have them wear a mask.
- Deep cleaning and disinfecting to be done in all work areas that the individual may have come in contact with.
- Respond to health officials as required in the event that contact tracing is required.
- Advise anyone that may have had contact in the building with this individual to self-monitor for symptoms.

If Public Health Authorities constitute a situation within our vicinity an ‘outbreak’ (i.e. more wide-spread impact) such protocols are in place:

- School will close for thorough cleaning and disinfection of all surfaces that students, guests and staff may be in contact with.
- All persons affected will be contacted and notified by London School administration as per Public Health Authorities recommendations. Public Health is not expecting organizations such as London School to do contact tracing, however contact information may be released to Public Health Authorities if required by London School.
- Staff members should not disclose health information of other employees or students.
- In the event that school closure is required to effectively have all staff and students self-isolating, some class work will continue to be done online.

Links and References

- **Guidance for Post-Secondary Institutions during Covid19 Pandemic**
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html#me>
- **Ministerial Order No. M425**
https://www.bclaws.ca/civix/document/id/mo/mo/m0425_2020
- **COVID19 Self Check Tool**
<https://bc.thrive.health/covid19/en>
- **Quarantine Act**
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>
- **Province-Wide Restrictions**
https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION
- **London School Daily Health Check List Form**
<http://www.londonschool.ca/wp-content/uploads/2020/12/COVID-19-Daily-Health-Check-List.pdf>