

Capri Beauty College  
Covid-19 / Phase 4: Revitalization  
*Personal Care Guidelines  
And Commitment Letter*



*A Message from Capri*

Protecting the health, safety, and wellbeing of the entire Capri community is a top priority. The administration continues to work closely with state and local officials as well as beauty industry partners in response to COVID-19. Personal Care guidelines relate to salons operated by beauty schools in effort to keep everyone stay safe and while reactive, it is flexible enough to change according to new developments and guidelines. We are taking a community effort approach and are following [CDC Procedure for Responding to Sick or Coronavirus Positive Students](#); we welcome feedback on how well we are doing and where our efforts can improve.

Questions, concerns, self-reported illness, and or exposure related to Covid-19, are to be emailed to Capri's Covid-19 Point of Contacts (POC); Amy Ruff [amy@capri.edu](mailto:amy@capri.edu) or Tricia Seil [tricia@capri.edu](mailto:tricia@capri.edu)

*A. Coronavirus and the Impact on Student Absent Hours*

It is the policy of the College for a student to refrain from attending class when sick with the common cold, influenza, Coronavirus or any other infectious illness. The student should stay home and consult with their healthcare provider for evaluation. As such, the College accommodates each student with 75 absent hours for personal use at no additional charge. Below are examples specific cases that may amend this policy:

When the Student is:

1. Confirmed positive for COVID-19 by testing, lives with or cares for a person confirmed positive for COVID-19 by testing: *The student will be placed on a temporary Leave of Absence without absent hours; approval required.*

2. Identified as a "Close Contact" by the CDC, a COVID-19 POC or during self-reporting by the student: *The student will be placed on a temporary Leave of Absence without absent hours; approval required.*

3. Displaying signs of infectious illness consistent with COVID-19:

*The student should report an absence, stay home, consult with their health care provider for evaluation and seek a COVID-19 test. If the test is Negative: the student should provide documentation of testing to a COVID-19 POC which must include the student's full Name and the Date of the Test. If provided, an Overtime Charge Accommodation will be made excluding the Date of the Test, according to the student's schedule, from the calculation of overtime charges.*

4. Experiencing Covid-19 related symptoms after vaccination:

*The student should report their absence and consider the time off as part of their 75 absent hours for personal use.*

*B. Community Safety*

- Capri will display signage at entry with face covering requirements, social distancing, and cleaning protocols.
- Reservation only, no walk-ins if capacity limits are reached. Hand sanitizers at point of entry.
- Stations & desks will configure space to allow for 50% capacity.
- Employees will maintain social distance to the extent possible while teaching.
- Magazines and shred items removed from waiting.
- Students are provided with spray bottles of Alcohol to disinfected stations and bows between clients and at end of the day. Visual markers 6-ft. apart at student & customer queue points are available
- Wellness screening available at point of entry for all clients. Students and employees agree to performing a self-wellness check daily.

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- Temperature checks will be available. The Illinois Department of Public Health states that a fever for COVID-19 purposes is any temperature at 100.0 degrees Fahrenheit

### C. What to do if you are sick

- Stay home Do not leave your home, except to get medical care.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Be sure to get care if you have trouble breathing or if you think it's an emergency.
- Avoid public transportation, ride-sharing, or taxis. Self-Isolate. Separate yourself from other people
- As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

### E. Covid-19 Cases

#### 1. Positive Case

If employee or student does contract COVID-19, you should self-report a positive case to the college, remain isolated at home for a minimum of 10 days after symptom onset. If an employee or student is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting will be performed as soon after the confirmation of a positive test as practical. Where appropriate, Capri will notify employees and students by telephone and email who have been exposed.

[Capri's Covid-19 Self Reporting Form](#)

[Releasing Covid-19 Cases and Contacts from Isolation and Quarantine](#)

[Options to Reduce Quarantine 12.10.2020](#)

#### 2. Close Contact ([Definition](#)) Case and when to Quarantine

Must be quarantined for 14 days after the last/most recent contact with the case when the case was infectious and should self-report a close contact case to the [Capri's Close Contact Self-Reporting Form](#)

#### 3. Exceptions

- a) People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- b) People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- c) People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

If a close contact develops symptoms, they get tested and should follow isolation rules for cases.

### F. Have You Been Fully Vaccinated?

COVID-19 vaccines teach our immune systems how to recognize and fight the virus that causes COVID-19. It typically takes two weeks after vaccination for the body to build protection (immunity) against the virus that causes COVID-19. That means it is possible a person could still get COVID-19 before or just after vaccination and then get sick because the vaccine did not have enough time to provide protection. People are considered fully protected two weeks after their second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccine, or two weeks after the single-dose Johnson & Johnson's Janssen COVID-19 vaccine. [What you can do if Fully Vaccinated](#)

### G. Additional Links & Testing Sites

[Frequently Asked Questions](#)

[IDPH COVID-19 Testing Sites](#)

[WILL COUNTY Health Department and Testing Sites](#)

*Please print, sign and return to Capri*

## My Commitment Letter

*I have read the Covid-19 Personal Care Guidelines established by Capri Beauty College and will follow as outlined and commit to self-wellness screening on a daily basis. I understand my employer/instructor may ask verbally or in writing the following Yes or No questions.*



- Have you felt feverish? Do you have a cough? Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches? Have you had a new or unusual headache?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or a feeling of cold with shivering accompanied by a rise in temperature?
- Do you have any abdominal pain, vomiting or diarrhea?
- Is anyone in your household displaying any symptoms of COVID-19?
- Have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

*If you have or are experiencing any of the above symptoms, report your absence and seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow CDC recommended steps. If you arrive on campus with symptoms, you will be separated from others and sent home (as per CDC guidelines).*

Print your name: \_\_\_\_\_

Sign your name \_\_\_\_\_ Date \_\_\_\_\_