

COVID-19 Preparedness Plan for Jeanette Airen Performing Arts Studio, LLC

Jeanette Airen Performing Arts Studio, LLC is committed to providing a safe and healthy workplace for all our workers and customers.

To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers, customers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Jeanette Airen Performing Arts Studio, LLC managers and supervisors have our full support in enforcing the provisions of this policy.

We are serious about safety and health and keeping our workers and customers safe at Jeanette Airen Performing Arts Studio, LLC. Worker and customer involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by allowing workers to teach classes from home using a video chat program to work with their students until they feel comfortable coming back to teach at our studio location. All concerns and suggestions from our workers and customers will be thoroughly considered and responded to by management in a timely manner. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Health (CDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up and drop-off;
- protections and controls for in-studio activities; and
- communications and instructions for customers.

Screening and policies for employees and customers exhibiting signs and symptoms of COVID-19

Workers and customers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Every individual entering the studio will have his or her temperature taken by a no-touch thermometer before entering. All workers and customers must notify Jeanette Airen Performing Arts Studio, LLC if they are sick or experiencing symptoms while at home by calling, texting or emailing before arriving at the studio. Anyone that has any COVID-19 symptoms must not enter the studio. If a worker or customer is feeling sick or experiencing symptoms while at the studio they must inform a supervisor immediately. Anyone at the studio that is feeling sick or experiencing symptoms must leave immediately or will wait outside with their mask on until they are picked up by a parent or guardian.

Jeanette Airen Performing Arts Studio, LLC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. All employees will be paid the same rate for classes taught from home using video chat as he or she is paid for classes taught in the studio. Students that

miss classes due to illness will receive a make up credit for each missed class to use at a later time per our make up lesson policy as stated on the "Policies and Pricing" section of our website. The make up credits issued during the pandemic will not expire. Jeanette Airen Performing Arts Studio, LLC has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If a worker or customer has been exposed to a person with COVID-19 at our studio, he or she will be informed as soon as possible by email. The email will describe the procedures that should be taken to ensure the safety of the worker or student. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. When notifying workers and customers of a possible COVID-19 exposure, the name of the infected person(s) will be kept confidential.

Hand washing

Basic infection prevention measures are being implemented at our studio at all times. Workers and customers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially when arriving at or leaving the studio, before and after any mealtimes and after using the toilet. All customers and visitors to the studio will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer (that use sanitizers of greater than 60% alcohol) is at the studio entrance and locations in the studio so it can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors. These instructions and reminders will be communicated in an email to all workers and customers and with signs at the entrance of the studio.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the studio through the following engineering and administrative controls:

- workers will teach from home using video chat when possible;
- no more than 2 workers will be allowed to be inside the studio at one time;
- social distancing signage will be posted at the entrance of the studio;
- the front door will be left open during working hours to allow for better ventilation and to reduce the amount of surfaces the be touched by workers, customers and visitors;
- squares will be taped on the floor for group classes to be sure workers and customers are maintaining a 6-foot distance between each other;
- anyone other than the workers on duty and the customers attending classes will be allowed inside the studio, waiting in the waiting area will not be permitted, we recommend waiting in your vehicle;
- if a worker uses any office supply or other supply at the studio he or she must wipe it off with a disinfecting wipe when they are done using the item;
- all customers should bring their own pencils and class supplies, all supplies must be kept in the customer's own bag unless they are being used;
- all workers, customers and visitors should wear a mask whenever possible while inside the studio;
- all workers, customers and visitors should bring their own mask to the studio, if a worker, customer or visitor does not have a mask they can request a disposable mask from our staff;
- all questions and concerns should be emailed to Jeanette Airen directly at info@jeanetteairen.com;

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of all surfaces, equipment and areas in the studio environment, including the restroom, reception area and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc. The worker on staff will conduct the cleaning and disinfecting after each class and before the next customers enter the studio. The studio will supply the cleaning and disinfecting products to be used. If a worker, customer or visitor is symptomatic or is diagnosed with COVID-19, everyone in the studio will be sent home for a deep cleaning. The deep cleaning will include wiping down all surfaces in the studio with disinfectant, cleaning all fabric curtains and upholstery on studio furniture, aerosol disinfectant will be sprayed in each room and the studio will be closed without any entry of workers, customers or visitor for at least 2 days (48-hours). Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. Rubber gloves should be worn when using any cleaning product other than gentile disinfecting wet wipes. All products should be used as described on the product label. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize airflow blowing across people. The door to the studio will be left open during all times while the studio is open to allow for additional ventilation, the air conditioning will be running at all times and air purifiers will be used when the studio is open.

Communications and training

This COVID-19 Preparedness Plan was communicated by email to all workers on June 10, 2020 and necessary training will be provide before the worker begins working at the studio again. Additional communication and training will be ongoing and provided to all workers who request additional training or when addition training become available. Instructions will be communicated to customers and visitors about: how drop-off, pick-up and in-studio classes will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up or in-store interactions. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Jeanette Airen Performing Arts Studio, LLC management and was posted throughout the workplace June 10, 2020. It will be updated as necessary.

Certified by:

Jeanette Airen
Owner
Jeanette Airen Performing Arts Studio, LLC