

Lytle's Beauty College
Emergency Policy for COVID-19
Updated March 13, 2020

Due to the continuing development of information on the spread of COVID-19 the college is immediately adopting the following policies. The purpose of the policies is to ensure the safety and health of Lytle's Beauty College students and staff, and to minimize disruption to the students education and the employees work responsibilities.

1. Every case of illness will be handled uniquely as each situation will have different factors. Lytle's administration will work to safeguard ill students attendance and academics.
2. Students, educators and staff who travel to areas identified by the CDC as Level 3 Travel Health Notice must be cleared before returning to school. This may involve either up to a 14 day waiting period of remaining asymptomatic or being cleared by a negative test result.
3. Depending on the situation, the Campus Director or the Administrative Staff may also require an additional waiting period after the test results depending on factors of the location or exposure risk.
4. Students, educators and staff are required to immediately report if they are notified of a potential point of contact with a COVID-19 carrier or location. It is recommended that if contacted that the school member self-quarantine for the recommended period of time.
5. Parents of children who are affected by school closures may request a Leave of Absence during the time of school closure.
6. Students who are required to suspend attendance at the school after potential exposure may request a Leave of Absence during their observation period.
7. In the event the state requires the schools to close, the school will make best efforts to find alternative means of delivering education if allowed by the Bureau for Private Postsecondary, Board of Barbering and Cosmetology, US Department of Education and the National Accrediting Commission for Career Arts and Sciences.
8. The school will be screening all students for wellness each day. If a student is sent home due illness, the administration will evaluate the absence and make the necessary determination to excuse absent hours. If the symptoms persist for more than one day, the school director or management may require the student to suspend attendance until cleared by a physician.
9. If a member of the school community is diagnosed with suspected or confirmed COVID-19, the school will notify all school members through the Lytle's app alert system and via text. Please confirm that your emergency contact information and mobile phone number is up to date to ensure you receive the notification.
10. The school reserves the right to suspend classes at any time without notification if new information or a suspected infection has occurred at the school.

Students with additional questions can contact the administrative office via phone call or text:
Tuesday-Friday 8:30-4:00 (707) 545-8490

These policies will be updated regularly as new information becomes available.