

# VACCINATION POLICY

## GENERAL POLICY STATEMENT

Kelley Education Inc. does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult their health care provider.

## COVID-19 POLICY STATEMENT

Kelley Education Inc. is committed to providing safe and healthy campuses for all of our employees, students & guests. Therefore, Kelley Education Inc. has created a COVID-19 Preparedness Plan for Kelley Education Inc. including these campuses.

- University of Aesthetics & Cosmetology 1357 N. Milwaukee Ave. Chicago, IL 60622
- University of Aesthetics & Cosmetology 1037-1043 Curtiss St. Downers Grove, IL 60515
- Professional Cosmetology Education Center 460 N. Washington Ave. El Dorado, AR 71730

## PREPAREDNESS PLAN

This plan was developed through careful study of guidance from several states; Centers for Disease Control & Prevention (CDC); Occupational Safety and Health Administration (OSHA); & State mandates.

Specifically, through education & communication

- Ensuring sick employees & students stay home through self-monitoring for signs & symptoms of Covid-19
- Quickly identify & isolate people who exhibit symptoms;
- Informing campus employees, students, & guests (where able) about any possible exposure (noting that no names or other personally identifiable information will be given about any individual who has contracted Covid-19);
- Protecting the privacy of employees' & students' health & health status;
- Social distancing (least six-feet apart);
- Using signs, posters, & sanitized coasters to help educate & ensure protocols are being followed;
- Wearing masks;
- Encouraging vaccinations & vaccination education through on-campus vaccination clinics which are open to the public;
- Frequent cleaning of high touch surfaces;
- Using an outside cleaning service for regular deep cleaning;
- Re-enforce hygiene education;
- Re-enforce safety protocols
- Regularly reviewing building ventilation;
- Re-enforce policies on cleaning and disinfection protocol;
- Protocols for employees, students, & guests including, but not limited to using personal protective equipment (PPE); occupancy; limiting face-to-face interaction; receiving & exchanging payment;

## SOURCES

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### GENERAL

- Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)
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### BUSINESSES

- CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businessesemployers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businessesemployers.html)
  - CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)
  - CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html)
  - Federal OSHA – [www.osha.gov](http://www.osha.gov)
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### RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

- CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)
  - CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
  - Social distancing
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)
  - Housekeeping
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
  - CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
  - Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
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### EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

- CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
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### TRAINING

- CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)
- Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)