



Butcher's Sew Shop COVID-19 Hygiene & Safety Plan

Our community has been through many changes in the last few months. We want to assure you that Butcher's Sew Shop remains committed to your safety. Upon our reopening, we will be following guidelines set forth by the Center for Disease Control (CDC) and the Pennsylvania Department of Education for in-person learning. This is an evolving document as we continue to follow the activities of these agencies so that we are up to date on any new rulings or guidance that may be issued.

As outlined below, we will be implementing enhanced cleaning and sanitizing standards as well as new protective measures. A comprehensive plan has been put in place in the event of confirmed unintentional exposure.

By registering for an in-person class, all students agree that they will not enter the studio if they are experiencing COVID-19 symptoms or have been in close contact with someone experiencing symptoms. Staff and students are required to self report if they have a confirmed case of COVID-19 or have been in close contact with a confirmed case of COVID-19.

Hygiene and Sanitation Protocols

Public health experts continue to emphasize the importance of personal hygiene, cleaning protocols and personal protective materials as a way to reduce the spread of COVID-19. As such:

- Teachers will review hygiene practices and safety protocols at the start of every class.
- All students and teachers must wash or sanitize hands upon entering the studio, after using the bathroom, before and after eating and after coughing or sneezing.
- Signs posted in key areas and reminders in restroom facilities to encourage handwashing.
- Supply appropriate hand sanitizer, hand wipes, or hand soap for students and staff
- Studios will be cleaned and disinfected before and after every class, with particular attention to surfaces and objects that are frequently touched. This includes cleaning objects or surfaces not ordinarily cleaned regularly (e.g., doorknobs, light switches, sink handles, etc.).
- Students will be provided with personal supply kits to be used only by them during class. These supply kits will be sanitized after each class.
- In the event any tool or equipment must be shared, it will be sanitized between use.
- Only students and staff will be allowed to enter the studio. Guests will not be permitted.

Face Coverings and Personal Protective Equipment (PPE)

- Face coverings will be worn by all students and staff. Back-up paper masks will be provided in the event a mask is soiled or compromised during class. Teachers may only reuse a mask once it has been washed.

- Individuals unable to wear face coverings due to a health condition or disability should be encouraged to be extra cautious about maintaining proper social distance and observing all other hygiene protocols.
- Gloves will be provided if requested or needed

Social Distancing

- Class sizes will be reduced to accommodate social distancing
- Machine and work stations will be positioned at 6 foot intervals.
- In the event that a cutting table must be used by more than one person during a class, it will be wiped down and sanitized in between uses.
- Students and staff should maintain a safe social distance of at least 6 feet apart when feasible

Staff Protocol:

- All staff will be trained in COVID-19 hygiene and safety protocols.
- Staff will wear cloth face-coverings. Ample clean face-coverings will be provided and face-coverings may not be worn for more than one day without being sanitized.
- Staff will self screen and take their temperatures before the start of each class.
- Flexible leave policies will be in place to ensure staff to stay home if unwell.

Plan for When Someone Becomes Sick:

- Staff or students who develop symptoms of COVID-like illness (cough, shortness of breath, or any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell) must immediately go home. If they need to be picked up, they will wait in a designated isolation room or area while waiting.

When can someone with symptoms be allowed back to the studio?

If a student or staff member has a COVID-like illness, they can return to class if:

- Initial COVID-19 testing is negative OR
- A clinician has evaluated the individual and documented an alternative diagnosis OR
- COVID-19 testing was not done and all of the following are true:
 - at least 10 days since the onset of symptoms AND
 - fever-free off anti-fever medications for 3 days AND
 - symptoms are improving. Note: repeat COVID testing is not required to return to class.

In the event of a confirmed case of COVID-19 in our community:

If a staff member, student anyone who has been in close contact with a staff member or student tests positive for COVID-19 the following steps will be taken. Staff and students are required to self-report.

Our designated point-person for COVID-19 concerns will be Andrea Brown. She can be contacted at 215-309-1866 x2 or by email at andrea@butcherssewshop.com.

- Students and staff will be sent home and class for that week will be cancelled
- We will determine who in our community may have been exposed to the infected person and contact them so that they may take steps such as seeking testing, quarantining and any appropriate restrictions.
- All students and teachers who have come in close contact with the case (defined as greater than 10 minutes of interaction less than 6 feet away) should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
 - In accordance with PDPH guidance, the COVID positive individual should remain home until all of the following are true:
 - at least 10 days since the onset of symptoms AND
 - until fever free off anti-fever medications for 3 days AND
 - symptoms are improving.
- Staff will follow medical recommendations including testing and a 14 day quarantine period to monitor symptoms.
- Staff and students may not return until after a negative test or 14 day quarantine period.
- The studio will be professionally sanitized, as recommended
- Local officials and necessary bodies will be contacted.

Thank you for reading our COVID-19 Safety Protocols. We will continue to update this document as information becomes available to us. We look forward to a safe studio environment and welcome any questions.