

Dear Penrose Academy Community,

At Penrose Academy, we are focused, as you are undoubtedly too, on the important ways we can not only maintain our current **Safety, Sanitation and Infection Control (SSIC)** Policies but further enhance the policies we already have in place. **SSIC** is the foundation of all education, services and customer relations for our student estheticians, student hair stylists and student cosmetologists.

While many things have changed in the world and on our campus, one thing has remained: our commitment to the safety of our Penrose community. We will continue to prioritize the community's health and safety by incorporating guidance from trusted sources including the **Center for Disease Control (cdc.gov)**, the **AZ Department of Health Services (azhealth.gov)**, the **US Department of Education (ed.gov)**, the **Occupational Safety & Health Administration (OSHA)** and the **Arizona Governor's Office (azgovernor.gov)** into our **SSIC** Plans.

Please note the following changes/requirements are now in place on our campus and apply to all guests and visitors, including prospective students, Salon/Spa/Medical Spa guests, retail customers, vendors and business associates. These changes/requirements are designed to help protect our Penrose Academy community.

- Guests must pre-book their appointments by calling 480.222.9540
- Campus tours must be pre-booked through our admissions department
- No walk-ins will be allowed for appointments or tours
- Vendor and sales rep visits must be pre-scheduled. No "drop-in" visits are allowed
- Guests are asked to come to our front "left" door (look for the sign!) where a greeter will be waiting. The greeter will assess whether the guest should wait in their car or join us on campus.
- Guests will be required to wash their hands immediately after entering building
- All members of the Penrose community **must** wear a face mask / covering throughout the campus and during a tour or service
- If necessary and at random times, our staff and faculty may be temperature screening guests (and our staff, faculty and students are also randomly temperature screened)
- Salon/Spa/Medical Spa appointments are limited to the guest only; unless assistance is required, or the guest is a minor and then only one additional guest is allowed
- A maximum of one guest may accompany a prospective student on a campus tour
- Social distancing of 6 feet, when possible, is always expected on our campus
- As mentioned, our **SSIC** policies have been enhanced. Cleaning of common areas will be occurring throughout the day and our cleaning crew is aware of our expectations.
- Please also make sure you are monitoring your health for any COVID-19 symptoms. If you are experiencing a cough or fever, please stay home, contact your health care provider and let us know so we can reschedule your appointment.

We are so happy to see you and are thankful you are a part of our community. Please follow us on social media for updates and feel free to contact us with any questions.

Jill and Burt Kohler
Co-Owners