



Phagans' Beauty College (Phagans' Cosmetology Colleges)
Phagans' Central Oregon Beauty College (Phagans' Cosmetology Colleges)
Phagans' Grants Pass College of Beauty (Phagans' Cosmetology Colleges)
Phagans' Medford Beauty School (Phagans' Cosmetology Colleges)
Phagans' School of Beauty (Phagans' Cosmetology Colleges)

Dear Phagans' Team Members & Current Students & Prospective Students,

As we shared with you yesterday, our primary concern during this very this complicated COVID-19 situation is your physical well-being. Therefore, out of an abundance of caution, we are moving rapidly through the phases of our contingency plan and have made the following decisions.

Please read through the entire announcement as there are several sections that may pertain to you and your individual situation.

- **Student Salons/Guests/Visitors: March 16th – April 5th**
 - Beginning Monday March 16th we will be closed to the general public. This means that we will not be offering services in our Practical Learning Labs aka the Student Salon.
 - It also means absolutely no visitors, no family, no friends, no one other than a currently enrolled student or team member can enter the school.
 - Currently we plan to re-open our Student Salons on Monday April 6th in a modified manner, but this could change. We will keep you posted.

- **Currently Enrolled Students: March 16th-20th**
 - We will remain open March 16th-20th so students can complete their scheduled evaluations. However, you will no longer be using models for your level practical evaluations. Therefore, if you have scheduled your models for this coming week, please call them and let them know that you will not need them for your evaluation this time around. The school administration team will help you with this on Monday morning as well.
 - You will be screened as you enter the school March 16th-20th. All of the same precautions we have been conducting during the initial phases of our contingency plan apply. Do NOT come to school if you have a fever, a cough, are short of breath or feel ill.
 - You will also be requested to re-sanitize your hands upon entry. In addition, you will be requested to wash your hands several times throughout the day.
 - You will be requested to sanitize each area you use throughout the day.
 - We are also implementing a social distancing policy. Please, whenever possible, remain at least 3 feet from your fellow students and the school staff. This includes when you are checking in and out for school.

- **Currently Enrolled Students: March 21st – March 31st**
 - We will be closed and re-open to current students on Wednesday April 1st.
 - We are going to do our level best to reschedule classes that were scheduled during this time and move them to April 1st, 2nd and 3rd. At this point this seems very possible as we will not be open to the public for services during these three days.
 - Our entire academic framework is going to shift forward one week, so what would have been scheduled the week of March 30th-April 3rd will now be scheduled for April 6th-10th and so on.

- In order to accommodate these closure days, and in an attempt to make them up within this financial aid award year, we are going to remain open June 29th-July 2nd. We are going to close Friday July 3rd – Monday July 6th.
- **Currently Enrolled Students:**
 - If you are unable to make it to school because you are ill, you are taking care of someone who is ill, you are unable to have someone watch your school aged children, you are taking care of an elderly adult or a person who is more vulnerable to the Covid-19 virus, please text the main phone line of the school and let us know what days you will not be attending school March 16th- 20th.
 - All students, please do not worry about your contract ending dates or maximum timeframe for program completion. We will be adjusting those dates for you so that any days we are closed and/or you cannot attend during this critical time will not impact your satisfactory academic status. We can do this because this is an extreme circumstance and the well-being of you and your family as well as the communities we serve are of the utmost importance to us.
- **Team Members:**
 - ***Please read through the student section above first, then...***
 - We will be sending out further information regarding how we are handling the closure, work schedules, and re-opening plans this week.
 - Please plan on working your planned schedule March 16th-20th as long as you are healthy.
 - Please plan on working your planned schedule or be requested to work March 30th and 31st.
 - We will be contacting you regarding our remote work schedule plans the week of March 23rd -27th.
 - These decisions will not impact your anticipated wages; the school Director will be discussing the specifics with you this coming week.
 - We are implementing even extra sanitary measures for team members. The school Director will be reaching out to you to go over those with you prior to Monday morning's opening
 - We truly appreciate your patience and willingness during this extremely difficult time.
- **Prospective Students:**
 - Our administration team will be reaching out to you this week regarding upcoming visits you may have had scheduled March 16-27th.
 - If you were set to start school on Monday March 30th, your new start date is now Monday April 6th.
 - If you were set to start school on Monday April 20th, your new start date is now Monday April 27th.
 - If you were set to start school on Monday May 18th, your new start date is now Tuesday May 26th.
 - If you were set to start school on Monday June 8th, your new start date is now Monday June 15th.

We understand you may have questions. We are asking that you give us an opportunity to address those questions Monday the 16th. These are extremely difficult times for everyone. We are extremely grateful for our student, teams and guests being patient and understanding as we navigate the days and weeks ahead.

More communication will be coming as necessary. Until then, be well, be smart and wash your hands.

Warmest Regards!