



## **Covid-19 Response**

### **Stage One March 24<sup>th</sup> through May 4<sup>th</sup>**

School/Student Salon CLOSED (March 21<sup>st</sup>)

#### **Distance Learning was implemented**

April 6<sup>th</sup>, 2020 – May 26<sup>th</sup>

### **Stage Two May 4<sup>th</sup> through May 21<sup>st</sup>**

School/Student Salon CLOSED

***Staff returned on May 21<sup>st</sup> to go over industry best practices, to map out social distancing, to clean, organize and create new sanitation procedures.***

### **Stage 3 May 22<sup>nd</sup> through June 13<sup>th</sup>**

#### **Students back May 26<sup>th</sup>**

Students were required to take sanitation classes and had practical demos on how to sanitize with the new procedures.

#### **Student Salon Opened June 9<sup>th</sup>**

- Open by appointment only, limited to 10 clients at a time, lobby closed, no visitors, health screening done upon return of staff and students, all clients required to fill out health screening form
- Work Stations spaced to meet social distancing guidelines and are assigned, social distancing encouraged throughout the school
- Screen students, staff and client temperatures daily
- All must wear face coverings and wear gloves when doing a service
- Consulted industry best practices and added extra cleaning, including fogging the school with disinfectant 3 times per week. Hand sanitizer available throughout the school, restrooms cleaned once per hour,

- Lunch room limited to 6 students
- Students must make an appointment for financial aid department

#### **Stage 4 June 14<sup>th</sup> through July 3<sup>rd</sup>**

- Open by appointment only, limited to 10 clients at a time, lobby closed, no visitors, all clients required to fill out health screening form
- Work Stations spaced to meet social distancing guidelines and are assigned, social distancing encouraged throughout the school
- Screen students, staff and client temperatures daily
- All must wear face coverings and wear gloves when doing a service
- Consulted industry best practices and added extra cleaning, including fogging the school with disinfectant 3 times per week. Hand sanitizer available throughout the school, restrooms cleaned once per hour,
- Lunch room limited to 6 students
- Students must make an appointment for financial aid department

#### **Stage 4.5 July 4<sup>th</sup> through September 25<sup>th</sup>**

- Open by appointment only, limited to 10 clients at a time, lobby closed, no visitors, all clients required to fill out health screening form
- Work Stations spaced to meet social distancing guidelines and are assigned, social distancing encouraged throughout the school
- Screen students, staff and client temperatures daily
- All must wear face coverings and wear gloves when doing a service
- Consulted industry best practices and added extra cleaning, including fogging the school with disinfectant 3 times per week. Hand sanitizer available throughout the school, restrooms cleaned once per hour,
- Lunch room limited to 6 students

- Students must make an appointment for financial aid department

#### **Stage 5 September 26<sup>th</sup> through November 14<sup>th</sup>**

- Open by appointment only, lobby open, no visitors, all clients required to fill out health screening form
- Work Stations spaced to meet social distancing guidelines and are assigned, social distancing encouraged throughout the school
- Screen students, staff and client temperatures daily
- All must wear face coverings
- Consulted industry best practices and added extra cleaning, including fogging the school with disinfectant 6 times per week. Hand sanitizer available throughout the school, restrooms cleaned once per hour,
- Lunch room limited to 6 students
- Students must make an appointment for financial aid department

***At this time, we are advising symptomatic students and staff to be tested; the school will help to pay for testing. We are closely monitoring positive cases and will make a determination to quarantine specific departments based on the number of positive cases and have been approved by NAACAS for distance education in the event it becomes necessary.***

#### ***October 23, 2020***

*Several positive cases with students and staff. Administration decided to close the Brick and Mortar school and only offer ON-LINE E- LEARNING Until December 1<sup>st</sup>, 2020.*

#### ***December 1st, 2020***

Reopened Building to students and staff only. Rudae's School of Beauty Culture has reopened to our students and staff only. We are not taking Clients at this time. We are monitoring the cases of Covid-19 in our county on a weekly basis. We will re-open to the public when we feel it is appropriate and safe. Students continue to social distance and take precautions for Sanitation. We have added more sanitation measures, the building is being sprayed with sanitizing agent every evening, we are taking temperatures of all students and staff every day, social distancing and using Air purifiers in the school.

Our Lunch room is closed and we ask the students to please not congregate in the break room they must eat outside of the building. Mask must be worn at all times in the building. Distance Education for students is now only allowed if the student has appropriate medical documentation 1. Have been tested positive for Covid-19 and are well enough to continue their studies during their recovery, 2. Under quarantined due to Covid-19 or 3. Caring for someone else under quarantine due to Covid-19. At this

time, we are advising symptomatic students and staff to be tested; the school will help to pay for testing. We are closely monitoring positive cases and will make a determination to quarantine specific departments based on the number of positive cases and have been approved by NAACAS for distance education in the event it becomes necessary to shut the building down again. Thank you for your patience during this time.

**April 6<sup>th</sup>, 2021**

As a business, Rudae's School of Beauty Culture is requiring face mask for all Clients' Staff, and Students.

Screening Students, Staff and Client temperatures.

Students can now eat in the breakroom, 2 students at a table.

We continue to do Distance Education for Students that 1. Have tested positive for Covid-19 and are well enough to continue their studies during their recovery, 2. Under quarantine due to Covid-19 or 3. Caring for someone else under quarantine due to Covid-19.

At this time, Rudae's School of Beauty Culture prefers to still have clients call and make appointments so we can limit the number of clients in the building due to Covid-19.

Thank you for your patience during this time.

Stay healthy and safe.

Rudae's School of Beauty Culture

Administration and Staff

***Please call 260.483.2466 if you have questions.***

## **HEERF II REPORTING**

### **COVID-19 Student Relief Fund - CRRSAA – HEERF II**

The purpose of the fund is to assist currently enrolled students during the COVID-19 pandemic by providing financial support when assistance is needed to cover unexpected expenses caused by the coronavirus situation. The fund is designed to

assist those students who are experiencing unexpected financial hardship during this unprecedented time that may be a barrier to college completion and that cannot be resolved through scholarships, loans, or other financial awards. This funding is not intended to replace or supplement existing financial aid and does not have to be repaid.

All Pell eligible students are automatically approved. Those not receiving Pell grants need to apply for the funds. The application for these funds can be obtained from the financial aid department at the school. All applications to the COVID-19 Student Relief Fund will be evaluated by the school's administration and staff in a confidential manner.

**Expenses covered by the fund included, but are not limited to:**

- \*Rent and living expenses due to job loss or reduced hours
- \*Food insecurity
- \*Medical bills
- \*Transportation to and from work or to and from the campus

**Students applying for relief will be required to describe the type of financial impact COVID-19 has had on them.**

Generally, awarded amounts will be based on clearly demonstrated need. Decisions regarding the awarding of these funds will be made on a first-come, first-served basis based on receipt of an application and supporting documentation until the funds are completely exhausted.

**Process for Applying for Non Pell Eligible students**

1. Currently enrolled students should complete and submit the application to the financial aid department.
2. Provide with the application any documentation needed to support the application for relief due to COVID-19. Applications will not be reviewed until documentation has been provided.

**Supporting documentation could include, but is not limited to:**

- \*Letter from employer noting loss of job or reduction of work hours
- \*Lease agreement which reflects monthly rent. For example, if applying for rent assistance the student must provide demonstration of cost of rent and documentation of loss of job/income
- \*Letter from healthcare provider

Questions regarding the COVID-19 Student Relief Fund should be directed to the financial aid department, by emailing [tiffanyhowenstine@rudaes.edu](mailto:tiffanyhowenstine@rudaes.edu) or by calling the school at 260.483.2466.

## CRRSAA – HEERF II

Proprietary institutions are no longer eligible to receive awards under the (a)(1) program but may apply for new funding under section 314(a)(4) of the CRRSAA. This program supports only financial aid grants to students

Unlike the CARES Act, the CRRSAA requires that institutions prioritize students with exceptional need, such as students who receive Pell Grants, in awarding financial aid grants to students. However, students do not need to be only Pell recipients or students who are eligible for Pell grants.

<b>CRRSAA Act: Higher Education Emergency Relief Fund (HEERF II)</b>	Certification and Agreement for Emergency Financial Aid Grants to Students has been approved by the U.S. Department of Education. Grant date 02/16/2021 – 02/15/2022
<b>HEERF II Funds Awarded to the Institution</b>	Student Portion: \$136,124.00 Total Award: \$136,124.00
<b>Total Amount of Funds Distributed to Student</b> <i>(as of most recent update)</i>	\$65,450.00
<b>Estimated Number of Student Eligible for HEERF Funds</b>	77
<b>Total Number of Students Awarded Funds</b> <i>(as of most recent update)</i>	77
<b>Method used to determine how students are awarded</b>	Pell Eligible students and those showing need
<b>If you have questions, please contact:</b> Tiffany Howenstine – financial aid administrator 5317 Coldwater Road Fort Wayne, IN 46825 260.483.2466 <a href="mailto:tiffanyhowenstine@rudaes.edu">tiffanyhowenstine@rudaes.edu</a>	<i>Last Updated: 06/14/2021</i>