

# **KAIZEN COVID SAFETY PLAN**

Throughout this pandemic our focus at Kaizen IBBA has been on the health and safety of our employees, community, and students. As we prepare for the future, our priority is reopening in a manner that puts health and safety at the center of our operations. We believe we can balance the customer service our students have come to expect from Kaizen with the urgent need to apply the knowledge we have about the virus that causes COVID-19 and adapt our environment accordingly. Even before COVID-19, many of our cleaning and disinfection protocols were of the highest standards. After diligently working in accordance with guidance and directives from the World Health Organization, Centers for Disease Control and Prevention (CDC), Governors and Health Departments in our local municipalities and state we have outlined our "Kaizen Covid Safety Plan." As our knowledge of the virus and how it is transmitted evolves, so will our protocols. Our employees will undergo detailed training and briefings on these new protocols before welcoming students and again as they evolve so we can provide the safest environment possible.

Over the last two months, we have certainly missed working in person with our students and – as evidenced by the e-mails, social media engagements and phone calls we received – we know you have missed us, too. During this unprecedented time, you may have seen our consistent efforts to stay in contact with you, pledging we would open when, and only when, in accordance with Federal, State, and local directives, it was safe to do so. Following the guidance of medical and science experts, we have developed a multi-layered plan designed to deter the spread of the virus, protect our customers and employees, and help us rapidly respond if a guest or employee shows symptoms or tests positive for the virus. Using this approach, Kaizen is creating an environment that puts health and safety at the forefront of all that we do.

## **SCREENING, TEMPERATURE CHECKS, AND EMPLOYEE TRAINING**

We have implemented employee screening measures to assess signs and symptoms of infection and the possibility of recent exposure to someone infected with the virus. Employees are currently and will continue to go through temperature checks before entering the dojo. Employees are also required to answer a series of screening questions about any current symptoms (fever, cough, shortness of breath, head or body aches, runny nose, vomiting or diarrhea, loss of taste or smell) and recent exposure to COVID-19-infected individuals. Employees that are not well or who reside with an infected individual will not be allowed to work on property. We ask that guests abide by a similar self-screening protocol prior to coming to the dojo. If you have reason to believe you may have been exposed to the virus, we strongly urge you to follow CDC guidelines for self-quarantine and not enter the dojo. We will look forward to welcoming you once the self-quarantine period is complete. Employees will receive comprehensive training on new health and safety protocols, proper wearing of personal protective equipment (PPE), and reinforced training on the importance of handwashing, cleaning, and physical distancing guidelines. We have installed physical signage to both train and remind employees of the proper protocols.

## **MANDATORY MASKS**

Employees will be provided and required to wear an approved face covering when in the dojo. We also strongly encourage our guests to wear masks in the dojo and will offer masks to any guests who need one, free of charge.

## **PHYSICAL DISTANCING/BUILDING CAPACITY**

A 6-foot physical distancing policy will be in place, with floor guides serving as reminders in the dojo. The training mats have been reformatted to create individual training squares for each student while observing safe distance. Signage will be installed throughout the dojo to help guide employees and guests on how to safely practice physical distancing.

We will limit the number of persons in the building based on health expert guidelines. Lobby chairs have been removed as we cannot allow “gathering” areas. Parents are encouraged to pre-screen their children and provide them with a face covering, escort them to the door for check-in, then return at the end of class to pick up their child to allow for the maximum number of students to be in the building for training. We ask that all students come dressed for class and exit the building immediately after class to allow for sufficient cleaning time between classes and to avoid exceeding capacity at any time.

## **HANDWASHING AND ENHANCED SANITIZATION**

Following CDC guidelines, we have already increased the amount of routine cleaning with a focus on high-touch surfaces in common areas, disinfecting them between each class. We will continue using proven cleaning products in accordance with EPA, OSHA, and CDC guidelines for viruses, bacteria, fungus, and other infectious pathogens. Hand sanitizing stations are readily available with a visible presence maintained throughout the dojo. Signage will be installed throughout the properties to guide and remind employees and guests of the importance of proper handwashing protocols.

Air filters on HVAC units will be replaced monthly and we will have doors propped open to allow for extra fresh air circulation.

## **INCIDENT RESPONSE PROTOCOLS**

If a guest or employee shows symptoms of communicable disease while in the dojo, they will be quarantined to the closed back room until they can safely be transported from the premises. In the event a guest or employee tests positive for the virus, we will activate incident response protocols to ensure the infected individual has access to medical treatment, exposed areas are thoroughly sanitized and, when possible, notify those who may have come in prolonged contact with the infected individual.

While there is no proven playbook for the current challenges we face, you have our commitment that we will continue to be driven by data, science, and public health guidelines as we evaluate and evolve these safety protocols and policies.