

04/01/2020

International Barber College

7200 W. Chandler Blvd. #5, #6

Chandler, AZ 85226

RE: Disaster Plan

1. **Disaster:** National COVID-19 (formerly known as CoronaVirus) national outbreak.
2. Arizona's Governor Doug Ducey gave direct State orders to close all businesses until further notice in an attempt to stop the spread of the virus and keep Arizonians safe.
3. **Explanation regarding plans for the institution:** We received approval for temporary Distance Education
 - a) We will be conducting theory through our Distance Education program, MindTap/Cengage
 - b) Ensure that all students have all kit tools, mannequins, Computers/Laptops/Ipads/Phones efficient to access program and provide additional student kits if necessary
 - c) Conduct a Survey Monkey for students to confirm the latter
 - d) We will be ensuring that all students are comfortable with the new programs, completing theory, hands on training, assignments
 - e) Checking that students are completing 6 hours of education Monday - Thursday & completing 8 hours every Friday
 - f) We will be informing students when see that they have neglected their attendance and assignments
 - g) Hold students accountable the same manner we do on campus including but not limited to returning the students work online with the requirement to resubmit to prove thorough understanding, intent, and a reminder to always provide quality of their work regardless of distance education
 - h) We will give extensions to assignments as necessary
 - i) We will not be giving hours to students who are not completing tasks
 - j) Students that don't have access to a computer may have accommodations with completing the reading assignments, book work assignments, and videos that they CAN access to using their phone, complete exams over ZOOM meetings and providing proof of completion and understanding
 - k) We will host daily ZOOM meetings for additional Theory Classes starting on 04/27/2020 for 1 hour for all three class groups giving the students time to adjust and get comfortable to the new routine and form of communication and submission of work
 - l) We will host weekly ZOOM meetings
 - m) We will continue to provide our Monthly 1 on 1's discussing hours, education, SAP, G.P.A. needs, and the normal monthly meeting topics
 - n) We will continue to document all meetings (digital/ZOOM and Theory Classes)

4. Do you plan to go to a temporary location and then return to your approved facility (if yes, what is your projected date of return)

No.

or b. Are you abandoning your current facility and planning on submitting a change of location application for the new location

No.

5. No change other than location of which the work will be completed.

All employees: Artur Matatov, Lev Matatov, Zina Yagudayeva, Darlene Mason, and Nicole Jastrab are all conducting their traditional job descriptions from a distance.

6. Reports:

Attendance- Daily

Communication- Weekly

SAP: As needed as tradition

ZOOM MTG Minutes- After each meeting

Monkey Survey- Initial survey and then as needed

Employee responsible for completion: Nicole Jastrab

Employee responsible to confirm accuracy: Lev Matatov

7. Student documents will be reported as we traditionally complete on campus, in a minute report fashion, signed off and dated by the employee responsible, and filed in the appropriate files.

8. All student documents are to stay in the Director's office and are forbidden to be removed ultimately protecting FERPA & Safeguarding laws.

9.

Enrollment prior to the disaster: 27 Currently enrolled & 4 newly enrolled for the month of March 2020

Returning students after the disaster: Pending

Projected enrollment at the current location: Pending

10. N/A

11. Evidence that the location in which you are currently teaching is safe for occupancy and has state approval to operate as a school. Provide copies of current and valid permits, certificates, etc. to operate the business in the current facility.

12. A written financial plan which projects the revenues, expenditures and cash flow of the school at its location. This plan must include all startup costs, i.e., building and equipment costs, staffing of new facilities, as well as projected enrollments and clinic revenues.

13. Courses and/or programs you plan to teach at the location during this period of non-compliance:

Barber

14. A projected timeline in which the institution will be back in full compliance with NACCAS Standards and Criteria, including Section 1.2, which requires an institution be "in operation" to be accredited:

7 days after the Arizona Governor cancels the Stay At Home Executive Order, we will welcome all students back on campus. This gives everybody a chance to adjust back to their schedule, take care of personal needs with childcare, and to confirm that it is 100% safe to bring students back on campus.