

COVID-19 Preparedness Plan for Parlor Salon

Parlor Salon is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Parlor Salon team is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our team and our customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

The Parlor Salon team is responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Our team is our most important asset. We are serious about health, safety, and keeping our team working at Parlor Salon. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our team in the process of creating this preparedness plan. Our COVID-19 Preparedness Plan follows Minnesota Board of Cosmetology and Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for curbside pick-up;
- housekeeping, including cleaning, disinfection and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to the team;
- management necessary to ensure effective implementation of the plan.

Screening and Policies for Team Members exhibiting signs and symptoms of COVID-19

Our staff has been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess the Team's health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. The team will be conducting temperature checks at the beginning of every work day, if the team has been exposed to anyone with a positive COVID-19 test or anyone with any flu like symptoms or if they themselves have any of the mentioned symptoms will be required to self isolate for 14 days. These symptoms include and are not limited to fever, shortness of breath, extreme exhaustion, non-productive (dry) cough, diarrhea, vomiting, muscle pain, loss of sense of smell and/or taste.

All customers will also be temperature checked upon arrival and asked if they have had or been around anyone that is sick or had any of the above symptoms in the last 14 day. If they answer yes or there is the presence of a fever they will be asked to leave and reschedule their appointment.

Parlor Salon has also implemented a policy for informing Team Members if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If anyone is exposed to someone with a positive test, the Team Member will be required to self isolate for a minimum of 14 days. In addition, we will protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their work day, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Parlor Salon requires that all team members and customers practice proper hand washing prior to any service, team members are required to wash/sanitize hands any time they leave their customer and return. Hand washing is also required after removing any PPE. Parlor Salon offers a restroom which has hot running water, soap, paper towels and hand washing posters. Respiratory etiquette: Cover your cough or sneeze Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles in each suite. The team and customers will be required to wear masks.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: our salon is set up as individual work stations, which keeps our clients six feet apart. Clients will be given specific instructions upon arrival and before leaving their vehicle:

- text the specific team member you are seeing and to notify them that you are here.
- stay in your vehicle while waiting for your team member to lessen the number in the salon, we will call or text you when we are ready for you to come in.
- no additional guests may accompany you to your appointment, unless they live in the same household and we can adhere to proper social distancing within the individual suite.
- children are allowed in the salon only if they have an appointment and only during the time of their appointment.
- we are unable to offer you beverages at this time however you are welcome to bring your own.
- team members and customers are prohibited from gathering in groups.
- there is 1 location within the salon where the team can take breaks.
- it is required that only 1 person can be in this room at a time.

- workers and visitors are prohibited from gathering in confined areas, the team cannot share personal protective equipment, phones, computer equipment, desks or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, touch screens, door handles, credit card readers, etc. Our salon strictly adheres to the MN Board of Cosmetology guidelines for best practices in Safety and Sanitation. All team members have been double certified by BARBICIDE for proper sanitation and disinfection practices and procedures consistent with the current industry standards. This includes a COVID-19 specific certification. We are following a rigorous cleaning schedule to ensure all stations and high-touch surfaces are disinfected on a regular basis. Each station is completely washed and sanitized between every client. A freshly laundered cape and towel is used for every hair service. The state requires that we launder in hot water. All sanitizable implements are washed with soap and hot water and then immersed in Barbicide for 10 minutes. All non-sanitizable implements will be thrown away or discarded in the proper manner according to the MN Board of Cosmetology Rules and Laws.

Communications and Training

This Preparedness Plan was communicated via email/text and all received a paper copy of this plan, and necessary training was provided. Additional communication and training will be ongoing as we await any changes or suggestions from the Minnesota Board of Cosmetology, Minnesota Department of Health, or the Center for Disease Control. Instructions will be communicated to customers about how pick-up will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when picking up product for curbside pickup. The product will be sanitized as they are being placed in the bag while the employee is wearing a mask and gloves. The product will be left outside and all transactions will be done over the phone. While still under the stay at home order customers will not be allowed inside of the salon. Team members are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Parlor Salon management, was posted throughout the workplace, and will be reviewed and adjusted as needed.

Certified by:

Jolene Fromm
Salon Manager/Owner
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