



Covid-19 Preparedness Plan for Sharp Edge @ New Concepts Salon

Sharp Edge @ New Concepts and **New Concepts Salon** are committed to providing a safe environment for our clients as well as ourselves. We are a small salon with 3 operators/owners all sole proprietors located at 204 NW 6th Street, Brainerd, MN. We have come together as a team to develop a Covid-19 Preparedness plan in response to the Covid-19 Pandemic. We as a team are jointly responsible for implementing this plan. Our goal is to mitigate the potential for transmission of Covid-19 in our workplace and communities, and that requires full communication among our team and our customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplace.

Gayle Wood, Kathy Roehl, & Ann Meier-Richter together are responsible as a team for implementing and complying with all aspects of this Covid-19 Preparedness Plan. Team involvement is essential in developing and implementing a successful Covid-19 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), 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, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to the team
- Management and supervision necessary to ensure effective implementation of the plan

Screening and policies for employees exhibiting signs and symptoms of Covid-19

The team 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 health status prior to entering the workplace and for team members to report when they are sick or experiencing symptoms. The team will be conducting temperature checks at the beginning of every shift, if the team has been exposed to anyone with a positive Covid-19 test or anyone with flu like symptoms or if they themselves have any of the mentioned symptoms will be required to self-isolate themselves 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, newly loss of sense of smell and/or taste.**

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

Sharp Edge @ New Concepts/ New Concepts, have implemented a policy if they are 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 stylist/owner will be required to self-isolate for a minimum of 14 days. In addition, we will protect the privacy of the partners health status and health information.

Handwashing

Basic infection prevention measures are always being implemented at our workplace. Stylists 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 shift, prior to any mealtimes and after using the toilet. All guests 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 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. Sharp Edge @ New Concepts and New Concepts requires that all team members and customers practice proper handwashing prior to any service, stylists are required to wash/sanitize hands any time they leave their customer and return. Hand washing is also required after removing any PPE. Sharp Edge @ New Concepts/ New Concepts offer a restroom which has running hot water, soap, and paper

towels. Proper handwashing signs are visible as distributed by the WHO. Hand sanitizer is available in several locations throughout the salon as well.

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 demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette will be supported by making tissues available and trash receptacles available to all stylists and guests. Stylist and guest will be required to wear masks as guided by the Minnesota Board of Cosmetology.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- We are required to adhere to proper social distancing and are not allowing any more than 10 people in the salon at a time.
- No additional guests may accompany you to your appointment.
- The styling station are spaced 6 feet apart to accommodate social distancing.
- Children are allowed in the salon only if they have an appointment.
- We have 3 stylists working in this establishment to adhere to proper social distancing.
- We are asking guests to remain in their vehicles and to notify us as to their arrival.
- Unfortunately, we are unable to offer beverages at this time, but guests are welcome to bring in their own.
- Stylist will always be required to wear masks.
- Guests will be required to wear masks; masks will be available to purchase if a guest doesn't have one.
- Gloves will be worn on all waxing services provided.

Workers, visitors, and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, the team cannot share personal protective equipment, phones, workstations, 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, breakrooms, lunchrooms, meeting rooms, and drop-off locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

- Our salon strictly adheres to the Minnesota Board of Cosmetology guidelines for best practices in Safety and Sanitation.
- Gayle, Kathy & Ann have been double certified by BARABICDE 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 customer.
- A freshly laundered cape and towel is used for every guest. 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. As per required by the Minnesota State Board of Cosmetology sanitation rules.

This preparedness plan was communicated via telephone/facetime to all owners/operators 5/9/2020 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 guidelines are followed.

The product will be sanitized as they are being placed in a bag while stylist is wearing a mask and gloves. The product will be left outside, and all transactions will be done over the phone. Customers are not allowed to enter the business as the stay at home order is in place. As a team we will continue to work through this new program and update training, as necessary. This Covid-19 Preparedness Plan has been certified by Sharp Edge @ New Concepts and New Concepts Salon and has been posted in the workplace 5/9/2020. All updates will be done as we are guided by the Minnesota Board of Cosmetology for a safe return to work.

Certified by:

Gayle Wood
Owner
Sharp Edge @ New Concepts
Brainerd, MN
218-839-1469