



## PHASE 1 OPERATING REQUIREMENTS

**Sector:** Personal Care Services

**Business Type:** Beauty, Barber, Hair Salons, Cosmological Services, Tanning Facilities, Lactation Consultants, Acupressure, Rolfing, Reiki

**Description:** Provides cutting and styling of hair, manicures, pedicures, acrylic nail treatment, skin treatment, muscle and relaxation therapy. Work requires direct physical contact with the customer.

### RECOMMENDED SAFETY MEASURES

- Encourage paperless transactions and offer to email receipts. Encourage customers to use credit/debit cards or other cashless payment options for services.
- Customers will be encouraged to sanitize their hands upon entering the building and also before each treatment.
- Screen customers to determine if traveled within last 30 days or have sick family members at home; re-schedule appointments as needed.
- Reserved hours for operations limited to high-risk populations.
- Individual businesses may choose to be more restrictive.

### REQUIRED SAFETY MEASURES

#### GENERAL

- Employees and customers must adhere to physical distancing protocols.
- Frequent hand washing by employees, and adequate supply of soap, disinfectant, hand sanitizer, and paper towels available onsite.
  - Employees must follow Centers for Disease Control (CDC) guidance for COVID-19 hand hygiene.
- Any sanitation protocols required in municipal and state licensing statutes or regulations that are more stringent than those listed in this document must be followed.
- Develop COVID-19 Mitigation Plan that contains, at a minimum, the Operating Requirements in this document and other protocols to minimize direct contact between employees and customers, increase physical distancing, and protect staff and the public.

#### OPERATIONS

- Reservations only. Walk-in prohibited. Waiting areas will be closed.

- Screen customers when they make reservations to determine if they have symptoms of COVID-19, traveled within last 30 days, or have sick family members at home; re-schedule appointments as needed.
- The salon will not provide books, magazines, or any reading material for customers. No food or beverage service can be provided.
- Only the customer receiving the service may enter the shop, except for a parent or guardian accompanying a minor or a guardian with power of attorney accompanying an individual with disabilities. Drivers, friends, and relatives cannot enter the business.
- Hand sanitizer must be publicly available for customers.
- Limit the number of clients in the store to one person per Barber/Stylist/Technician.
- Barber/Stylist/Technician stations must be separated by at least 10 feet from other stations.
- Do not allow products or implements to be shared between stations.
- All employees must wear gloves after proper hand washing.
- Barber/Stylist/Technician will wear surgical mask at a minimum. Cloth face coverings do not provide sufficient protection given the close proximity of individuals.
  - Surgical masks may not be reused
  - Barber/stylist/technician must wash their hands before applying and after removing a surgical mask.
- Customers must wear cloth face coverings and wash or sanitize hands upon arrival. Face coverings worn by customers may be removed for a short time when necessary to preform services, but must be worn at all times, including when entering and exiting the business.
- Signs will be posted at the entrance and at eye-level at each workstation stating that any customer who has symptoms of COVID-19 must reschedule their appointment.
- Hard copy of written safety, sanitization, and physical distancing protocols (specific to COVID-19) on the business premises.
- Allow at least 15 minutes between appointments so that all equipment, chairs, and tables used by an employee can be sanitized between clients.
  - Items such as barber capes if not disposable must be laundered and disinfected between each use.
  - Aprons must be worn by licensed practitioners and changed between each customer. Aprons if not disposable must be laundered and disinfected before being re-used.
- Hourly touch-point sanitization (screens, doorknobs, restrooms, etc.)
- Business must have a designated employee on-site responsible for monitoring and following all sanitation protocols.

## **CAPACITY**

- No more than 10 customers, or 25 percent maximum building occupancy as required by law (whichever is smaller) at any one time.

## STAFF

- Provide training for employees on COVID-19 and the COVID-19 Mitigation Plan for the business.
- Conduct pre-shift screening and maintain staff screening log.
  - No employee displaying symptoms of COVID-19 will be permitted to be in the facility.
  - An employee who becomes sick while at work should be immediately sent home.
  - No person may work within 72 hours of exhibiting fever.
- Symptomatic or ill employees may not report to work.
- Employer must establish a plan for an Occurrence of COVID-19 in the workplace and include it in the COVID-19 Mitigation Plan.

## IN THE EVENT OF OCCURRENCE

- When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, retail businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - CDC protocols for Cleaning and Disinfection can be found [here](#) and [here](#).