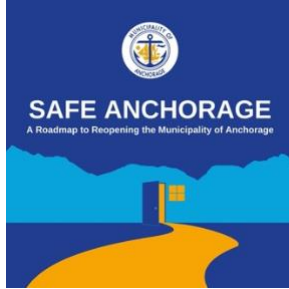


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PHASE 1 OPERATING REQUIREMENTS

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.
- 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.
- Nothing in these Operating Requirements shall be construed to waive any existing state or local statutory, regulatory, or licensing requirements applicable to providers or businesses operating under these Requirements.
 - Any sanitation protocols required in state licensing statutes or regulations that are more stringent than those listed in this mandate 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.
 - Personal Service providers will not provide books, magazines, or any reading material for customers. No food or beverage service can be provided.

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- To reduce potential viral transmission, Personal Service providers should advise customers to limit the number of items they bring into the shop. Service providers may require items to be left in a designated location near the entry.
- Screen customers when making reservations, and re-schedule appointments as needed.
 - Determine if traveled within last 30 days; have sick family members at home; or if they have symptoms of possible COVID-19, for example, fever, cough, shortness of breath, difficulty breathing, chills, decreased appetite, diminished sense of taste or smell, diarrhea, fatigue, headache, muscle/joint aches, nausea, rash, rigors, runny nose, sore throat, or sputum production.
 - If a client is exhibiting symptoms, has been in contact with a COVID-19 patient, has traveled outside Alaska in the last 14 days, or presents high-risk factors for contracting COVID-19, a provider may refuse service at that time and reschedule in the future.
- Only the customer receiving the service may enter the shop, except for a parent, guardian, or person possessing a valid power of attorney accompanying a minor or an individual with disabilities, or if necessary to make a reasonable accommodation for a person with disabilities. Drivers, friends, and relatives cannot enter the business.
- Hand sanitizer or hand washing must be publicly available for customers.
- Customers must wear cloth face coverings and wash or sanitize hands upon arrival. Face coverings worn by customers may be removed for no more than 5 minutes at a time when necessary to perform services, but must be worn at all other times, including when entering and exiting of the shop.
- Barber/Stylist/Technician will wear cloth mask before, during, and after service delivery.
 - Cloth masks must be laundered regularly.
- All employees must wash their hands frequently and thoroughly, including before and after each client, using an adequate supply of hot water with soap.
- Barber/Stylist/Technician stations must be separated by at least 6 feet from other stations.
- Do not allow products or implements to be shared between stations.
- Allow at least 15 minutes between appointments so that all equipment, chairs, and tables used by an employee can be sanitized between clients.
 - Workstations, chairs, tools, shampoo bowls, and anything within six feet of seat must be cleaned and disinfected after each patron.
 - Visibly dirty surfaces must be cleaned immediately.
 - All tools must be kept in closed containers and labeled properly.
 - Items such as barber capes if not disposable must be laundered or disinfected between each use.
 - Aprons must be worn by licensed practitioners and changed between each customer. Aprons if not disposable must be laundered or disinfected before being re-used.
- Hourly touch-point sanitization (screens, doorknobs, restrooms, etc.)
- 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.
- Business must have a designated employee on-site responsible for monitoring and following all sanitation protocols.

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CAPACITY

- No more than 10 customers or 25 percent maximum building occupancy as required by law (whichever is smaller) at any one time.
- Limit of one customer per staff person performing personal care services, except where services can be performed at different workstations during discrete blocks of time and all required sanitation and separation can be maintained (e.g. stylist completes hair coloring for Client A then moves to another workstation for perform personal care services on Client B while Client A .)

STAFF

- The shop owner is responsible for supplying personal protective equipment and sanitation supplies to its employees, including cloth face coverings and disposable gloves.
- Contractors, such as booth renters, are responsible for providing their own equipment and for maintaining all shop safety and sanitation requirements during the hours they are working.
- It is highly recommended that licensed shop owners and independent contractors leasing space in the shop enter into a written agreement regarding PPE and sanitation supplies. The shop owner should ensure that this agreement is posted in the shop's COVID-19 Mitigation Plan.
- If a provider cannot obtain supplies necessary to reopen under normal conditions plus the provisions of this mandate, a delayed opening is required.
- 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](#).

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QUESTIONS?

Email us with questions at: COVID-19-business@anchorageak.gov