



Infectious Disease Preparedness and Response Plan for Salon West

Salon West 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 **Salon West** team are all 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 **Salon West** 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 safety and health and keeping our team working at **Salon West**. Team involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Michigan Board of Cosmetology and Centers for Disease Control and Prevention (CDC) and Michigan Department of Health (MDHHS) guidelines, MIOSHA standards related to COVID-19 and Executive Order 2020-114, and addresses:

- Hygiene and Respiratory etiquette
- Engineering and administering controls for social distancing
- Cleaning, Disinfecting, and Decontamination
- Prompt identification and isolation of sick persons
- Communication and training that will be provided to team
- Designated stylists necessary to ensure effective implementation of this 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. The team will be completing a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19 and 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 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 breathe, extreme exhaustion, non-productive (dry) cough, diarrhea, vomiting, muscle pain, loss of sense of smell and/or taste.**

Salon West has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace or elsewhere and requiring them to quarantine for the required amount of time. If anyone is exposed to someone with a positive test the stylist must

- Immediately notify the local health department
- Self isolate for a minimum of 14 days. In addition, we will protect the privacy of workers' health status and health information.
- Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- If **Salon West** has had any exposure in the workplace, we will be immediately closed for at least a 72 hour period and up to 14 days depending on exposure

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 shift, 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.

Salon West has hand-sanitizer (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. We require that all team members and customers practice proper hand washing 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. **Salon West** offers a client restroom and also an employee restroom in which both have hot running water, soap, and paper towels.

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 available to all workers and visitors.

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:

- Upon arrival and before leaving your vehicle please call or text the salon to notify us that you are here. **DO NOT ARRIVE BEFORE YOUR SCHEDULED TIME** as we have the appropriate time scheduled in between clients to disinfect our work space.
- Please stay in your vehicle while waiting for your stylist to lessen the capacity in the salon, we will call or text you when we are ready

- We are required to adhere to proper social distancing and are not allowed any more than 10 people in the salon at a time.
- No additional guests may accompany you to your appointment
- Children are allowed in the salon only if they have an appointment and only during the time of their appointment.
- The salons styling stations and shampoo bowls being used are spaced far enough apart for proper social distancing.
- You will check out with your stylist before leaving their station to prevent cluster by front desk area

Workers, visitors and customers are prohibited from gathering in groups within the salon. Workers and visitors are prohibited from gathering in confined areas, the team cannot share personal protective equipment, phones, computer equipment, desks, workstations, or other personal work tools and equipment.

Cleaning, Disinfecting, and Decontamination

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, drop-off and pick-up locations, and all entries. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles, credit card readers, etc.

- Our salon strictly adheres to the Michigan Board of Cosmetology guidelines for best practices in Safety and Sanitation.
- Stylists have been certified by BARBICIDE for proper sanitation and disinfection practices and procedures consistent with the current industry standards.
- 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.
- All sanitizable implements are washed with soap and hot water and then immersed in Barbicide for 10 minutes.

Communications and Training This Preparedness Plan was communicated via FaceTime to all workers 6/15/2020 and necessary training was provided. Additional communication and training will be ongoing as we await any changes or suggestions from the Michigan Board of Cosmetology, Michigan Department of Health, or the Center for Disease Control. Designated stylists ensuring the effective implementation of this plan are as follows: Ashley Westlund, Maegan Deneau, Lacy Maulding, Alex Vincent, and Natasha VerStrate. Workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Salon West** team and was posted throughout the workplace 6/15/2020. It will be updated as necessary.

Certified by:

Ashley Westlund

Owner

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