

Business name: THE HAIR COMPANY  
Facility Address: 367 N. State St #104 Ukiah CA  
95482  
Approximate gross square footage of space open to the public: 550

1. **Signage:**

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

2. **Measures for Employee Training:**

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, [per CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings\*, including:
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.

Face coverings should be washed after each shift.

**\*NOTE: See Appendix A for a summary of the County of Mendocino's Facial Coverings Order effective May 1, 2020**

Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.

Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home.

3. Measures To Protect Employee Health (check all that apply to the facility):

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms: *AFTER EACH INDIVIDUAL USE*

Bathrooms: *ALSO AFTER EACH OPERATOR OR CLIENT USE*

Other ( ): \_\_\_\_\_

Disinfectant and related supplies are available to all employees at the following location(s):

*EACH STATION HAS SANITIZER AND BLEACH WIPES*

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

*THE DESK, EACH STATION, BACK BAR*

Soap and water are available to all employees at the following location(s):

Copies of this Protocol have been distributed to all employees.

Describe other measures:

*WE WASH OUR HANDS BEFORE AND AFTER SERVICE.*

4. Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- Limit the number of customers in the store at any one time to [insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.  
Explain:

We only allow one person per operator a max of 2 operators

- Optional—Describe other measures:

5. Measures To Keep People At Least Six Feet Apart (check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance. (Not Needed)
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Optional—Describe other measures:

6. Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
  - Lids for cups and food-bar type items are provided by staff; not to customers to grab.
  - Bulk-item food bins are not available for customer self-service use.

We Don't serve Food

Not permitting customers to bring their own bags, mugs, or other reusable items from home that must be handled by employees. Customers bringing their own reusable items that do not require handling by employees is permissible.

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: *we use square readers for payments*

Optional—Describe other measures (e.g. providing senior-only hours):

*Each person (operator) has their own.*

7. Measures To Increase Sanitization (check all that apply to the facility):

Businesses and facilities re-opening should comply with the CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>)

Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets. *NO CARTS*

Employee(s) assigned to disinfect carts and baskets regularly. *NO CARTS*

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.

Disinfecting all payment portals, pens, and styluses after each use.

Disinfecting all high-contact surfaces frequently.

Optional—Describe other measures:

*SANITIZER IS PROVIDED AT CHECKOUT / payment time AND BEFORE TOO.*

Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: *Grace B. Levy*

Phone number: *707 391-0566*

*707 462-0630*

**The Hair Company**  
**367 N State St Suite 104 Ukiah, CA**  
**(707)462-0630**

**COVID-19 Protocols**

We have signage displayed on all entry doors into our Salon. The signage is as per County Guidelines and is printed in both English and Spanish.

Our PPE will be facial masks and protective head gear with goggles.

We have specific cleaning products for our clippers, shears, and electric tools (Clippercide spray). Barbicide is used for combs and brushes. Bleach spray is used on all furniture. Towels and capes are kept in a closed container and washed daily.

Our Salon has discussed PPE protocols and each stylist provides their own.

We only allow 1 client per stylist in our shop at one time.

There will only be 1 - 2 stylists in our shop at any given time.

We have two chairs that are 6 feet apart - our clients will always be 6 feet apart as will our stylists. We offer hand sanitizer and check client temperatures upon arrival.

We schedule a 20 minute gap between clients for sanitization of all areas. We sanitize all clippers, shears and electrical tools after each use.

We take credit cards for contactless payments

## **The Hair Company – Covid 19 Shop Procedures**

Before entering the salon each operator needs to temperature check themselves and evaluate how they and others living with them are feeling. If they or others living with them are unwell they need to stay at home.

When entering the salon operator needs to wash and disinfect their hands. Make sure to have mask/shield on.

Prior to clients arrival bleach spray chair, shampoo bowl, and counter top. Prepare Barbicide solution to disinfect combs and brushes after use.

Operators can use the phone/answering system designated for themselves. So as not to cross contaminate, wipe handset and answering system before and after use with bleach wipe.

As each client arrives, "temperature check" client as they enter the shop and have them sign a release form ( forms help to contact trace clients ). Disinfect pen that was used.

Repeat this routine for each client.

Offer all clients contactless payment option.

Each cape and towel used must be put directly into the covered laundry bin and washed daily.

Maintain a 6 ft separation between stations and clients that are not your own.

If exposed to Covid 19, operators must self isolate to help prevent further outbreaks.