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# COVID19 Business Specific Health & Safety Form

# PERSONAL CARE SERVICES

**NOTE:** In order to self-certify compliance at [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org/), you must **read and implement** the County of Mendocino-specific guidelines for Personal Care Services issued in the June 19, 2020 Public Health Order. Expanded Personal Services are defined as: personal care that requires touching a client’s face, e.g. facials, electrolysis, and waxing. This guidance applies to esthetician, skin care, and cosmetology services; electrology; nail salons; body art professionals, tattoo parlors, and piercing shops; and massage therapy (in non-healthcare settings)

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Expanded Personal Services](https://covid19.ca.gov/pdf/expanded-personal-services.pdf), the [County of Mendocino Public Health Order dated June 19, 2020](https://www.mendocinocounty.org/home/showdocument?id=36264) and the [County of Mendocino Facial Coverings Order dated June 19, 2020](https://www.mendocinocounty.org/home/showdocument?id=36270). A health and safety plan is required to operate.

1. Describe the type of signage you will have and locations.

We will provide signage regarding social distancing, staying home if showing symptoms of Covid19 or have been around someone with Covid 19, wearing face coverings, as well as what clients should do before and after entering our facility (washing hands, not bringing in personal items, not bringing anyone with them to appointment, wearing masks, etc) and these signs will be posted on the front door of our business. I will also post signs in bathroom and break room on ways to keep a safe workplace(washing hands, disinfecting all surfaces before and after clients, temperature checks, not showing up to work if anyone feels they are showing signs of Covid 19.

1. Describe the PPE you will provide to your employees and clients.

I will provide gloves, hand soap, hand sanitizer, epa regulated disinfecting wipes and spray, and face shields for the team, and hand soap and hand sanitizer for clients. They will know to bring their face masks with them to appointments.

1. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.

We will have a meeting where I read over all requirements with them to ensure we all understand the proper protocols to function safely within the spa. I will show the team where all disinfecting supplies are located and proper use of those disinfectants.

1. Describe your plans for protecting your employees' health.

We will do a no touch thermal temperature screening of team members before shifts, ensure they are not showing symptoms of Illness, disinfect all surfaces before and after clients, provide all necessary PPE products, and keep door locked while servicing clients to ensure proper social distancing guidelines are carried out. We will also have a waiver form for clients to fill out to ensure they are clear on all guidelines.

1. Describe your plans for protecting the health of clients.

We will do a no touch thermal temperature screening of all clients before entering business and ensure that they wash their hands as soon as they enter, ensure they are not showing symptoms of Illness, disinfect all surfaces before and after clients, provide all necessary PPE products, and keep door locked while servicing clients to ensure proper social distancing guidelines are carried out. We will also have a waiver form for clients to fill out to ensure they are clear on all guidelines.

1. Describe how you will prevent crowds gathering at your facility.

We will speak to clients prior to their appointments to ensure they know that no one is allowed to attend their appointment with them. We will keep our doors locked during appointments and have a sign posted for clients to call us to schedule appointments for services and to buy product.

1. Describe how you will enforce physical distancing at your facility.

We will have 6 feet between stations. Where that is not possible, we will stagger appointments to be sure no one is in close quarters with one another.

1. Describe the payment methods you will use (contactless is preferred).

We will provide contactless credit card payment method, but will also accept cash. When accepting cash, we will disinfect all areas that have been in contact with money, including our hands.

1. Describe the cleaning protocols you will apply to your facility.

We will wipe down all surfaces with epa registered disinfectant before and after each client thoroughly each day, change all bedding including blankets after clients and put in a proper closed receptacle, vacuum hair from floors, mop floors at the end of each day, disinfect bathrooms everyday (and after each clients use), submerge all implements in Barbacide for the directed time after each client.We will wear gloves when using disinfecting solutions.

1. Describe your policy regarding the use of facial coverings in your facility.

Both team members and clients must wear face coverings at all times. Clients may remove face coverings only when their face is being treated during a service. They must apply face coverings directly after that said service has been performed.

1. Describe the cleaning and disinfection techniques you will use on appliances and implements used in personal care services.

Appliances will be wiped down with an epa registered disinfecting wipe after each use. Implements will be washed with soap and hot water, dried with a paper towel, and then submerged in Barbacide solution for directed time before being used on another client. Barbacide solution will be changed regularly as directed.

1. Describe the layout of your place of business including placement of products.

At the front door, front desk is to the left, and what would normally be the waiting area on right(we will not offer a waiting area for clients). Products are located behind the desk so that no one will handle them, and this prevents any extra unnecessary possible contamination. There is a nail station on the right and then 6 feet over are two hair styling stations, which will only function one at a time. To the left is a hallway. Down that hallway you have the bathroom on the right, further down is skincare treatment room and then massage room both on left side. On right side of hallway is a shampoo room with two shampoo bowls which are 8 feet away from each other, and then break room further down hallway on right. We have sanitizing stations at front desk, shampoo room, bathroom, break room and treatment rooms, as well as hair and nail stations.

1. If you are an esthetician or provide skin care/cosmetology services, describe any specific cleaning procedures and other hygiene practices you need to follow.

I need to be sure to wash my hands and scrub with nail brush for 20 seconds before tending to a client. Nails should be cut short, and hair tied back, clean clothing and apron on. i must wear a mask at all times while servicing clients. All implements used must be thoroughly cleaned with soap and hot water, dried and then submerged in Barbacide solution for a minimum of 15 minutes. Any equipment that cannot be submerged must be wiped down before and after each client with a proper disinfectant wipe that is of medical grade, and I must wear gloves while doing so. This includes hot towels cabby, steamer, tables, massage table, stools, counter tops, facial machine, door knobs, light switches, etc. All towels and bedding must be properly disposed of in a covered laundering receptacle. When removing linens, it must be done to ensure that no particles get thrown in to the air. Soiled laundry will be taken home and laundered, submerged in bleach and hot water of 160 degrees.

1. If you provide electrology services, describe any specific cleaning procedures and other hygiene practices you need to follow.

n/a

1. If you provide nail services, describe any specific cleaning procedures and other hygiene practices you need to follow.

Upon arrival, both clients and manicurist are to wash hands for the healthy suggestion of 20 seconds. Both client and manicurist will wear masks while in the salon for services. The manicurist will wear a fresh pair of gloves for each service,and discard after service is completed. Before any client sits down and after each client leaves, all exposed surfaces are wiped and disinfected with hospital grade disinfectant. Clean towels will cover the service area for every client prior to every service, and will be changed after cleaning, prior to each client. Soiled towels will be disposed of in a covered laundering receptacle. A sneeze guard will be present to add extra protection for clients and the manicurist, and will be wiped down before and after each client. All implements used will be sanitized by submersion in hospital grade disinfectant after each client.

1. If you work with tattoos or piercings, describe any specific cleaning procedures and other hygiene practices you need to follow.

n/a

1. If you provide non-medical massage services, describe any specific cleaning procedures and other hygiene practices you need to follow.

Nails must be short and clean. Massage therapist must wash and scrub hands with nail brush for a minimum of 20 seconds before tending to a client, and be sure that client has washed hands upon arrival. Massage therapist must have clean clothing and hair tied back. All linens must be clean and changed before and after each client, including blankets, and they must be disposed of in a covered laundering receptacle, ensuring that no particles are thrown in to the air while changing bedding. Massage table must be wiped down with epa registered disinfecting wipes before reapplying new bedding. Both massage therapist and client will wear masks during entire service. At the end of the day, room will be disinfected thoroughly with hospital grade disinfectant, bedding will be taken home and washed and submerged with bleach and hot water setting of 160 degrees.

*Your Business Specific Health & Safety Plan will become public record.*