

Marilyn James Health and Beauty Inc. Reopening Guidelines

At Marilyn James Health and Beauty the safety of our employee's is our first priority. We have developed a Covid-19 Exposure Prevention, Preparedness, and Response plan to be implemented throughout the salon.

It will be each employee's first priority to implement these new guidelines to help prevent the spread of Covid-19 at our salon and our Community. All employees will be required to maintain disinfecting, sanitization, social distancing, and other safe practices in accordance with the city, State board, and CDC.

Employees are required to inform the owner Michelle Burns if they are having signs or symptoms of Covid-19.

All employees will be required to have been tested before returning to work upon reopening.

Employees must familiarize themselves with the symptoms of Covid-19. Included below:

- Cough
- Fever
- Shortness of breath, difficulty breathing, and wheezing
- Early symptoms such as chills, body aches, sore throat, Headache, diarrhea, nausea vomiting, and runny nose.

If employees/stylists are experiencing these symptoms or come in contact with someone who has these symptoms they are required to stay home and contact their primary care provider immediately

There will be a binder with our guidelines and safety practices, and cleaning logs on hand to reference.

Salon Safety Practices

***Social Distancing**

- Work stations will be at least 6ft apart to maintain safe distancing. Areas that aren't able to be 6ft apart due to the salon build out will have partitions put in place.
- Installed visual markers to encourage customers to remain 6ft apart in and outside of the salon.
- Closed seating area to keep people from congregating.
- Requiring contactless forms of payment.
- There will be hand sanitizer at every salon station and a sanitation station when customers come in.

- Appointments and lunch breaks will be staggered so employees won't be able to congregate. Allowing them to maintain social distance. It will also allow customers to be checked out at separate times.
- Avoid touching your face at all times.
- Employee's will be required to wear gloves(unless not feasible, they will be required to wash and or sanitize their hands before touching a client), safety glasse, or goggles, aprons, smocks or gowns, and masks
- Any greeting that involves contact will not be permitted (hugs, handshakes, etc.)

***Staffing and operations**

- Staff has been trained on safety and sanitization standards. Staff has been certified in Covid-19 Barbicide sanitation
- Services have been limited to hair services only
- Employee's must check their temperature and check for any symptoms before they can enter the salon
- Shifts have been staggered and altered to minimize interaction and contact among employees. Appointments have been adjusted to allow time after each appointment for cleaning.
- Waiting area will be closed
- Customers will be required to wait outside or in their cars.
- Appointments will be required to be made in advance
- Clients will be required to fill out a covid health survey before their appointment. This will allow us to ensure everyone's safety and keep track of everyone we come into contact with.
- Clients will be required to take their temperature upon arrival
- All non essential amenities have been removed
- In the event an employee tests Positive for Covid-19 the employer will contact the Local Board of Health in the city of Somerville and work with them to trace possible forms of contact. The employer will tell the infected employee to stay home and self quarantine. The employee will have the other employees get tested. The employer will bring in a team to disinfect and sanitize the salon to eliminate any risk.
- Employees who feel ill are required to stay home
- Employees who are vulnerable to health risks are advised to stay home
- Employee's will be encouraged to get testing prior to returning to work.
- Avoid contact with people who are sick.
- Sick employees are required to follow steps from the CDC for home isolation and are to complete the requirements advised by their health care provider before returning to work
- Visuals will be posted to provide employees and customers are informed of important health and safety measures outlined by the government

Sanitization Protocols

- Upon arrival at the salon there is a sanitization station and everyone (staff, clients, etc.) is required to sanitize their hands before entering the salon
- No mask No service. Customers are required to wear a mask. Employees are required to wear a mask and will be provided one if needed.

- Glove changes, Wash and sanitize hands before and after each service on a client
- There will be 60% alcohol based hand sanitizer at each workstation and a cleaning cart that is full of all the adequate cleaning and disinfecting products
- Washing hands for 20 seconds or more will be done frequently
- Workers will be encouraged to use their tools and not share other's tools.
- All tools will be continuously sanitized. There will be designated clippicide(sanitizer for clippers and scissors) for stylists tools.
- All employees will be encouraged to have at least two sets of scissors, multiple Combes, and brushes to ensure that while they are using sanitized tools their other sets will be in the back area at our stylist sanitizing station
- In the back area there will be a sanitizing station for all tools.
- Clean laundered cape and or disposable capes will be given to each client
- Clean smock, or apron will be given to employees. And changed when needed to be disinfected.
- Visuals with hygiene and sanitization protocols will be posted.

***Cleaning and Disinfecting Protocols**

- Cleaning and disinfecting of the salon and bathroom will be done upon arrival of the opening shift
- Employees must sanitize their work station upon arrival at least 30 minutes before their first client
- Cleaning and disinfecting of the salons and bathrooms will be done by the staff at closing prior to leaving
- Employees must clean and sanitize their work station before ending their shift.
- Clean laundered towels and paper towels will be provide for cleaning
- Each station will have cleaning supplies available to them
- Cleaning logs will be kept (monitoring and keeping track of all areas, surfaces, stations, door knobs, bathroom, etc)
- Tools and work stations will be disinfected before and after each client
- Combs, clips, brushes, etc will be put in barbicide for 15 min to fully disinfect (clean implements with EPA-registered wipe or spray or UV Sterilizer machine)
- All non porous tools, fixtures. Chairs, shampoo bowls, mirrors will be disinfected and sanitized before and after each client
- All properly disinfected tools are to be kept in drawers or in closed containers
- There will be a cart with extra tools that are properly stored and disinfected as back up
- All electrical tools will be cleaned and disinfected
- Porous materials can not be disinfected so employees will do their best to cover chairs with disposable material or material that can be changed and washed
- All carts and storage areas will be cleaned and disinfected
- Hand Sanitizer will be available at every workstation and entry to salon (accessible to all clients and employees)
- Waste container will be placed at the door of the bathroom and small waste baskets will be placed in high traffic areas of the salon
- The use of testers will not be permitted

- Soiled linens will be placed in a covered non porous container
- Laundry will be washed with hot water, detergent, and dried completely
- All capes will be laundered
- Clean linens will be stored in a closed cabinet
- Disinfectants must be EPA-registered and labeled as bacterial, virucidal, and fungicidal
- Observe full contact time on manufacturer's label 10-15 minutes
- Disinfect reception area, counter, door handles and phones after each use
- Disinfect POS terminals after each use
- Immersion disinfectant must be made fresh daily
- Immersed items should be used at the end of contact time, rinsed and dried and stored in a drawer or air tight container

Appointment Guidelines and Client Expectations

1. Contact your stylist or book online Www.marilynjameshb.com
2. We ask that new clients fill out a contact form online with their info and hair history upon requesting an appointment
3. No last minute appointments or walk ins. Services are by appointment only. We will advise it's best to pre book appointments at check out to ensure we are able to accommodate you in the future
4. All Covid-19 related updates are added on our website, to the covid tab on the home page
5. Clients will be required to fill out a symptom and covid survey at least 24 hrs prior to their upcoming appointment
6. Masks are required at all times. We suggest bringing 2 and recommend wearing the ones that go around your ears
7. We ask that clients don't bring anything other than their Phone, keys and wallet
8. We will provide a zip lock bag to place your items In
9. We will not be offering snacks or beverages
10. We advise you not to bring any food or beverages to your appointment (unless you have a medical condition) in the event of a medical condition and you must have a food or beverage break we will have a private area In the front where you can step outside for said break
11. We encourage you come on time and be mindful of parking and transit times since we are working on a stricter schedule
12. Please come alone to your appointment as no one is allowed in the waiting area and any guests will have time wait outside if they don't have an appointment
13. If you arrive early you will need to wait outside
14. All customers are required to contact us upon arrival and wait in their car or outside. We will contact you when it is safe to come in.
15. There will be social distancing markers in and out side of the salon
16. Stylists will have done a 30 min hospital grade sanitation of all their tools,station, chair, mirror, and sink

17. Stylists will change into a new apron or have one that can be disinfected after each client.
18. Upon the customers arrival when it's clear for them to come in the door will be opened for them to avoid them touching the knobs
19. Customers will be checked for symptoms upon arrival
20. We will use a touch less thermometer to take your temperature. If you have a temperature you will be asked to leave and will not be able to book an appointment for two weeks.
21. We ask clients if they have a pending covid test to please stay home and reschedule
22. We will ask clients to sanitize their hands as they enter the salon at our sanitizing station
23. You will be taken to your stylists station
24. If possible try to use the bathroom before arriving to your appointment
25. Your stylist will begin your service wearing all the required PPE gear
26. After your service we will have you checkout using contactless payment options (card on file, Venmo, cash app or check)
27. We ask clients to pre order their products before their appointment so they have everything they need at check out. Clients can always purchase their favorite products in our online store.
28. We are still offering at home color kits for clients who still aren't ready to go into the salon just yet. They are available for pick up or delivery
29. After check out we will walk the client out.
30. At this time we will not be doing bang trims, blow drys, waxing or Beard trimming