



## NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: <https://forward.ny.gov/>

### COVID-19 Reopening Safety Plan

**Name of Business:** Isabella Spa-Salon

**Industry:** Phase 2: Professional Services

**Address:** 4069 West Lake Road, Geneva, NY 14456

**Contact Information:** 315-781-5040, isabellaspa@belhurst.com

**Owner/Manager of Business:** Kevin and Ellen Reeder

#### Human Resources Representative and Contact Information, if applicable:

Carly Morabito, 315-781-0201 Ext. 534 or 585-729-0428 (mobile), carly@belhurst.com

### I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ✓ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.



- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

- *List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

Hair cutting, coloring and styling services. For these situations, employees will wear face coverings and face shields and conduct mandatory hand washing before and after every client. The proper disinfecting of surfaces by using Virox ProBeauty's Rejuvenate Disinfectants will be mandatory.

- *How you will manage engagement with customers and visitors on these requirements (as applicable)?*

All staff and clients will be required to wear face coverings and staff face shields during these situations. We will provide face coverings for clients who do not bring their own. We will be providing our clients with a freshly-laundered cape during their service as we normally do. In addition, our staff will be required to change their protective outerwear upon servicing each new client.

- *How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

We will be disinfecting all solid surfaces including door handles, computers, phones, iPads, credit card readers, etc. consistently throughout the day each time they are used. We will be sanitizing all tools, stations, chairs, shampoo bowls, dryers or any other contact surfaces with Virox ProBeauty's Rejuvenate Disinfectants after each client. We will be taking the temperatures of all staff at the beginning of the shift. If any staff member has a temperature of 100.4 degrees or higher, they will be sent home. Our shifts will be scheduled so we have less people at our Salon to adhere to proper social distancing.

## II. PLACES

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.



- *What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

We will have 100 disposable face coverings for clients, as well as 37 for employees. We will monitor inventory on a daily basis to determine if more have to be ordered through our supplier, which has inventory readily available.

- ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- *What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

Our client's disposable face coverings will be discarded by them after exiting the salon. Employees will be responsible for cleaning and storing their own face coverings. Isabella Spa-Salon will be giving each employee multiple face coverings so they are able to clean and disinfect face coverings appropriately.

- ✓ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- *List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

Styling stations and hair washing stations. We have accommodated a 6ft distance between stations to protect all of our employees and guests. We will be sanitizing all tools, stations, chairs, shampoo bowls, dryers or any other contact surfaces with Virox ProBeauty's Rejuvenate Disinfectants. Our intention is to reduce movement throughout the salon as much as possible. Because of this, clients will now remain in their designated salon chair during any processing times.

**B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

- Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Kate Antonucci-Austin will be responsible for maintaining a cleaning log. The log will be kept at the Isabella Spa-Salon reception desk.



- ✓ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

- *Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

There will be hand sanitizer at every station as well as at the reception desk. There are multiple hand washing sinks in the employee dispensaries. There will be hand washing signs to promote good hand hygiene posted at every station, the reception desk and in the dispensaries. This will also be discussed at our mandatory employee training.

- ✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

- *What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

We will be sanitizing all tools, stations, chairs, shampoo bowls, dryers or any other contact surfaces with Virox ProBeauty's Rejuvenate Disinfectations which are endorsed by American Spa. We will be disinfecting all solid surfaces including door handles, computers, phones, iPads, credit card reader etc. consistently throughout the day each time they are used. As always, all towels, smocks and capes will be laundered/sanitized after each use. Our team has been provided with additional training from Rejuvenate on disinfection and sanitation practices suited to reduce exposure and maintain overall safety regarding COVID-19 during your visit in our salon.

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

- ✓ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

- ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- *Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

Kate Antonucci-Austin will be responsible for maintaining a log of each person that enters our salon (excluding customers and deliveries). The log will be kept at the Isabella Spa-Salon reception desk.



- ✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
  - *If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

Carly Morabito, Marketing Manager, Isabella Spa-Salon

### III. PROCESS

**A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

- *What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

We will be taking the temperatures of all staff at the beginning of the shift on-site. If any staff member has a temperature of 100.4 degrees or higher, they will be sent home. Our staff will also be required to stay home if they have exhibited symptoms of illness or been exposed to someone with Coronavirus. The manager on duty will be responsible for performing temperature checks and will be trained to do so by Virox ProBeauty's Sanitation and Reputation Management Training.

- *If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

Face coverings, continuous hand washing and gloves will be required for the responsible parties carrying out temperature checks. It will be supplied by Isabella Spa-Salon.

**B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:



✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- *In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

We will take extra disinfection measures and build on what we are continuously doing on an hourly, regular basis. We will be using Virox ProBeauty's Rejuvenate Disinfectant line of wipes, cleaning solution and spray. We have acquired these supplies through the company already, with an adequate supply on hand. In the event of an employee testing positive, we also have access to a professional cleaning contractor.

- *In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

We will do this through our access log and client booking system where we will be able to see what employees were present and what clients were on-site. We will conduct phone calls to inform any close contacts that they may have been exposed.

## IV. Other

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

We will not be allowing walk-in appointments. Scheduled appointments are required. Clients will be notified when we confirm their appointment the day before that they must wait in their car until we call them that we are ready for them to come in. This will eliminate any waiting in our reception area, as well as give our employees enough time to clean and disinfect appropriately before and after every client. Our dispensaries will no longer be a shared space for employees. We will only allow one employee to be in there at a time. Our reception desk will also only allow one employee at a time to be answering phones and booking appointments so there are no shared objects and appropriate cleaning can be conducted hourly and before and after each client. All employees performing services directly on customers are required to be tested for COVID-19 through a diagnostic test every 14 days.

