

# Personal Care Services: Best Management Practices Plan

For the purposes of this plan, Personal Care Services includes the following:  
Barber Shops and Salons

## Introduction and Purpose of BMP:

The purpose of this Best Practices Management Plan is to ensure businesses in your industry have a consistent and easy to use outline for suggested approaches to mitigate COVID-19 transition in order to quickly and safely reopen their businesses.

## Using this Worksheet:

*Instructions:* Refer to the EDB Business Checklist for mitigation measures required by the Sonoma County Department of Health. List with sufficient detail how businesses within your industry could implement best practices in adherence to the three main categories.

## 1. Minimizing In-Person Interactions:

Refer to the mitigation checklist and list potential BMPs to encourage remote work (when/where possible), provide distancing, and limit/manage person-to-person contact as needed.

1. Encourage staff who are able to tele-work to do so.
2. Arrange or eliminate furniture, fixtures or machinery to provide room for physical distancing
3. Consider limiting the number of professionals providing services at a given time, or providing shifts to stagger staff numbers.
4. Limit the number of customers in the facility (relative to normal capacity) at a given time to allow for sufficient physical distancing.
5. Limit entrances to maintain acceptable indoor populations and provide for adequate physical distancing.
6. Limit access or provide for physical barriers in tight spaces such as shampoo areas.
7. Discontinue walk-in services, if possible. Provide for online or contactless purchase of products when available.
8. Consider implementing touchless payment systems where possible.

## 2. Daily Monitoring of Employee Health Requirements:

Refer to the mitigation checklist and list potential BMPs related to employee health and safety, such as verifying employees' temperatures to be below 100.00 degrees Fahrenheit, deploying self-assessments, and enabling/encouraging the use of PPE.

1. Require all employees to perform a self-check for COVID-19 symptoms before reporting to work site or other assignment away from home. This should be done using the Sonoma County SoCo COVID-19 Check available on the Apple and Google App stores, or on the SoCo Emergency website. Alternatives may be employed as long as they meet the same purpose of employee and employer assessments while allowing electronic reporting of equivalent data to be reported to the County in aggregate form.
2. Regardless of which method employees/employers use to do the assessment/verification, the Company/employer must verify that employees do not have a temperature of more than 100 Fahrenheit before reporting for work.
3. Provide face coverings and other appropriate personal protective equipment (PPE) to employees and ensure correct usage at all times for employee and customer safety.
4. All employees should wash their hands or use hand sanitizer frequently and after any of the following activities: patron interactions, using the restroom, sneezing, touching the face, cleaning, sweeping, mopping, smoking, eating, drinking, going on a break and before or after starting a shift.
5. Consider staggering employee arrival and break times.
6. Limit sharing of supplies and tools.

## 3. Managing Health and Safety Guidelines:

Refer to the mitigation checklist and list potential BMPs that could be used to communicate COVID-19 mitigation protocols, enforce hygiene and sanitation rules, and effectively train employees as necessary.

1. Consider adopting customer/client wellness checks or pre-screening, communicating these precautions at the time an appointment is set.
2. Establish policies implementing and/or reinforcing sanitization practices (handwashing by all employees; frequency of cleaning/sanitizing physical space, equipment, tools etc.).
3. Train employees on all measures and protocols applicable to their function or role prior to returning to work at place of business.
4. Post signage to reinforce healthy practices for patrons and protocols for employees and other workers.
5. Consider the use of disposable capes to reduce risk of transmission.
6. Provide hand sanitizer in accessible areas throughout facilities.

7. Sanitize more frequently, using products and disinfectants that meet requirements for effectiveness against COVID-19; special attention to high-touch surfaces.
8. Adapt business hours when necessary to carry out thorough sanitation and disinfection procedures.