



COVID-19 Preparedness Plan

SAFE... ART. BEAUTY. CULTURE.

WORKER and CLIENT PROTECTIONS AND PROTOCOLS

1. All workers and clients will complete Facility Health Screen. Form [01 Fox Face Visitor and Employee Health Screen] Form available in Spanish, Somali and Hmong.
2. Definition of Quarantine: 14 (fourteen) days of self-quarantine and medical approval to return.
3. Any worker or client will be sent home immediately if any symptoms are present.
 - a. In the event a worker is sent home, they cannot return until after a quarantined period of 14 days.
 - b. In the event a client is sent home, appointment will be cancelled and cannot reschedule within 14 days of Fox Face quarantine.
 - c. All communication and updates will be documented on form 01 Fox Face Visitor and Employee Health Screen.
 - d. Failure to communicate and provide evidence of safe health will result in termination or refusal of services.
4. Definition of Communication: Workers and Clients are required to provide all evidence of safe health; acceptance is determined by the owner of Fox Face and is allowed to refuse re-entry into Fox Face Studios. All communication will go through plan administrator, confidentiality and sensitivity will be used.
5. Workers will follow Return to Work protocols recommended by MN Department of Health; form 02returntowork.
6. In the event of exposure Fox Face Studios will contact the MN Department of Health to assist in contact tracing.
7. Social distancing – Workers will remain six-feet apart.
 - a. Shifts, breaks and appointments will be staggered.
 - b. “Choke points” are illuminated from scheduling and communication of movement.
 - c. Collective gathering will be limited to no more than six persons in establishment. Three Workers to three clients.
 - d. Restroom use is restricted to one person in restroom at a time.
8. Worker hygiene and source controls
 - a. All workers will wash their hands upon entering and before and after contact with client. Proper hand washing technique is defined by a minimum of twenty seconds creating friction with all areas of hands.
 - b. Protective equipment including face masks, gloves will be supplied and worn at all times, when one or more persons are in an area of less than six feet.
 - c. Community drinking sources are not available.
9. Workplace building and ventilation protocols
 - a. General building codes are maintained according to MN licensing.
 - b. Ventilation System is properly maintained.
 - c. Day-to-Day Operations will maximize fresh-air when possible.



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10. Workplace cleaning and disinfection
 - a. Cleaning and disinfecting will be completed upon opening, servicing clients and closing of Fox Face Studio. Cleaning and disinfecting will include but is not limited to:
 - i. Work surface
 - ii. Door knobs
 - iii. Equipment
 - iv. Handwashing
11. The following will be openly displayed.
 - a. COVID-19 Preparedness Plan
 - b. Hand Washing Signs
 - c. Cover your Cough Signs
 - d. Sanitation Checklist
 - e. If you are not well STAY HOME.
 - f. No Walk-Ins, Appointments Only.
 - g. Social distancing cues
12. Drop-off, pick-up and delivery practices.
 - a. Contactless deliveries will be scheduled.
13. Communications and training practices and protocols.
 - a. All workers will receive communication and training on Fox Face COVID-19 Preparedness Plan along with all applicable documents.
 - b. Training records will be recorded in Fox Face Training Log.
 - c. Training of Preparedness Plan and review of Industry Guidelines is mandatory.
14. Client and Customer minimizing transmission responsibility.
 - a. Only scheduled client will attend appointment.
 - b. Client will be asked to self-check their temperature the day of appointment.
 - c. Clients will wash hands upon entering and when necessary.
 - d. Masks will be worn when able and clients will be asked to bring their own.
 - e. Fox Face Studios reserves the right to decline service to any persons not willing to follow established protocols.
15. Receiving or Exchanging of Payment
 - a. Will be a contactless method whenever possible.
16. Additional protections and protocol for limiting face-to-face interaction, distancing and barriers
 - a. Workers and clients will use face covering.
 - b. Any worker or client who refuses to use facial covering will not be allowed in studio.
 - c. Hand Sanitizer will be available at prominent location(s) for workers and clients.
 - d. Products for sale will be stored and maintained in back. Visible samples are not to be touched.
 - e. All purchases are final. We are unable to take any returns at this time.

This plan will be evaluated, monitored, executed and updated as necessary under the supervision of Amanda Mae Otis, Plan Administrator