



COVID-19 Safe Workplace Guidance

A Reopening Guide for Detroit's Barbershops, Hair & Nail Salons, Body Art Shops, Massage Parlors, and Tanning Lounges

8 steps to reopening your shop, salon, parlor, or lounge

This document outlines eight steps barbershops, hair and nail salons, body art shops, massage parlors, and tanning lounges must take to ensure they are ready to reopen on June 15, 2020 and in compliance with the State of Michigan Executive Order 2020-114. It also provides resources to reopen safely. The eight steps include:

1. Develop a COVID-19 preparedness and response plan
2. Provide COVID-19 training to employees
3. Require employees to wear face coverings and eye protection
4. Restrict entry to only customers and their caregivers or minor dependents and limit waiting-area occupancy
5. Maintain six-foot physical distancing among customers and employees
6. Discontinue all self-service refreshments and discard all shared items in waiting areas
7. Post signs requiring customers to wear a face covering and informing customers not to enter if they are sick
8. Maintain accurate appointment and walk-in records and cooperate with the health department if a confirmed case of COVID-19 is identified

One: Develop a COVID-19 preparedness and response plan

The City of Detroit issued a small business playbook, which provides guidance on how to develop a COVID-19 preparedness and response plan. Click [here](#) or visit detroitmeansbusiness.org to download the playbook. Your plan should include the following:

- Employee Testing Protocols, including:
 - Testing protocols for all employees within 2 weeks of the first day on the job
 - Standards for returning an employee to work who has tested positive
- Employee Health Screening & Monitoring Protocols, including:
 - Daily health screening protocols
 - Response protocols in the event an on-site employee becomes sick or tests COVID-positive
- Workplace Practice protocols, including:
 - Protocols to ensure sick people do not enter the workspace
 - Strict physical distancing protocols
 - Workspace modifications or changes
 - Protocols for encouraging good hand hygiene practices
- Use of Personal Protective Equipment protocols, including:
 - Protocols for the daily use of surgical masks by employees
 - Protocols for the daily use of N-95 masks by employees interfacing with the public
 - Protocols the use of masks by the public
 - Protocols for the use of gloves in selected environments (if applicable)
 - Protocols for the use of eye protection in selected environments (if applicable)
- Worksite and Vehicle Cleaning protocols, including:
 - Protocols for the sanitation and disinfection of high-touch or high-traffic surfaces
 - Protocols for the sanitation and disinfection of vehicles (if applicable)

***Free Testing: The City of Detroit is offering free rapid COVID-19 testing to Detroit salon and barbershop employees. Employees must make an appointment by calling 313-251-4488 between 8 a.m. and 8 p.m. Monday through Friday. Testing is open 11 a.m. to 6 p.m. Fridays and Saturdays, and 8 a.m. to 4 p.m. Sundays. Employees who are tested will also receive a free PPE kit, which includes a face shield, face masks, and gloves.**

Two: Provide COVID-19 training to employees

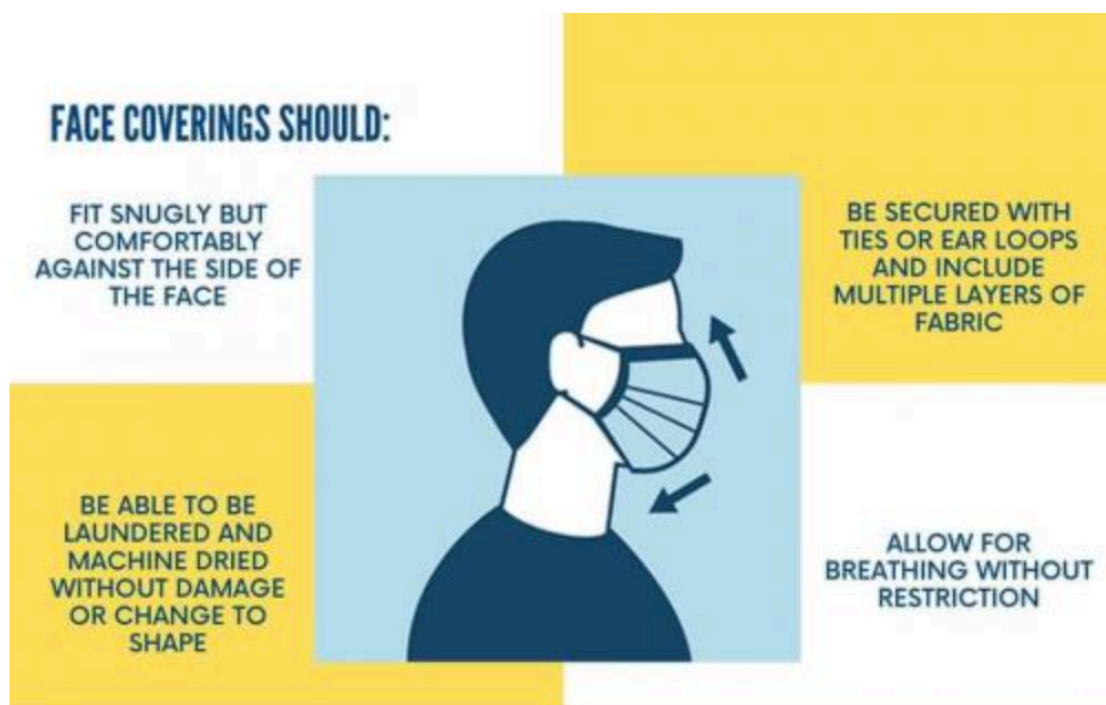
The City of Detroit is developing training videos you can use to help your employees receive the health and safety training they need to prevent the spread of COVID-19. Visit detroitmeansbusiness.org to view all training videos.

Employees should be trained on the following:

- Workplace infection-control practices and appropriate cleaning procedures, including training for cashiers on cleaning between customers and food safety health protocols
- The proper use of personal protective equipment in conjunction with food safety guidelines
- Steps employees must take to notify the business or operation of any symptoms of COVID-19 or a suspected or a confirmed diagnosis of COVID-19
- How to report unsafe working conditions


Three: Require employees to wear face coverings and eye protection

Require employees to wear face coverings at all times. During services that require a customer to remove their face covering, an employee must wear a face shield or goggles, in addition to the face covering. Additionally, business owners should require employees to make proper use of personal protective equipment in accordance with guidance from the Centers for Disease Control and Occupational Safety and Health Administration.

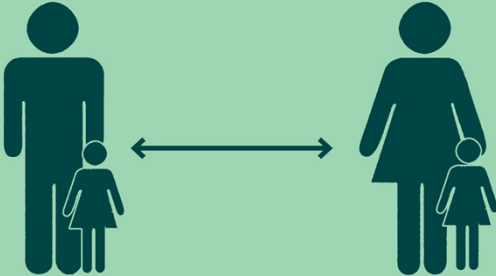


Four: Restrict entry to only customers and their caregivers or minor dependents and limit waiting-room occupancy

Restrict entry to only customers and their caregivers or minor dependents. Additionally, limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another. Ask customers, if possible, to wait in cars for their appointment to be called. The sign below and in the appendix can be printed and used for this purpose.

 **NOTICE**

PER THE STATE OF MICHIGAN EXECUTIVE ORDER NO.2020-114

 **PHYSICAL DISTANCING**

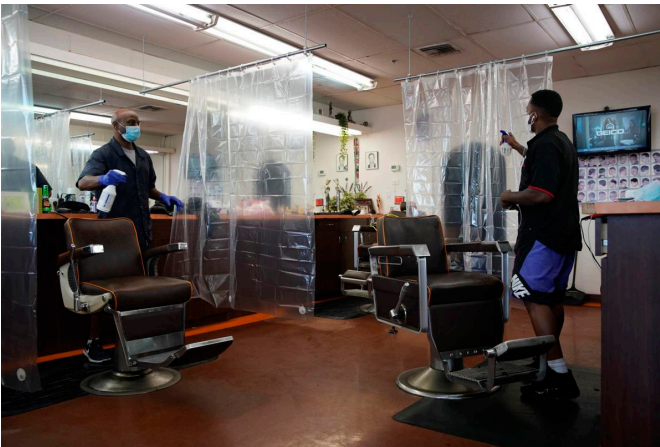
TO PROTECT AGAINST THE SPREAD OF COVID-19 AND ENSURE PHYSICAL DISTANCING, WE ARE LIMITING THE NUMBER OF CUSTOMERS IN THE SHOP. PLEASE WAIT IN YOUR CAR UNTIL YOUR APPOINTMENT. ONLY CUSTOMERS AND THEIR CAREGIVERS OR MINOR DEPENDENTS ARE PERMITTED INSIDE.

MAX OCCUPANCY

Five: Maintain six-foot physical distancing among employees and customers

Business owners must:

- Require in-use workstations to be separated by at least six feet and, if feasible, separate workstations with physical barriers, such as with plexiglass or strip curtains.
- Mark waiting areas to enable six feet of social distancing, such as by placing “X’s” on the ground and/or removing seat in the waiting room.
- Install physical barriers, such as sneeze guards and partitions at cash registers, where physical distancing of six feet is difficult.



Six: Discontinue all self-service refreshments and discard all shared items in waiting areas

Business owners must discontinue all self-service refreshments and discard magazines in waiting areas and other non-essential, shared items that cannot be disinfected.




Seven: Post signs requiring customers to wear a face covering and informing customers not to enter if they are sick

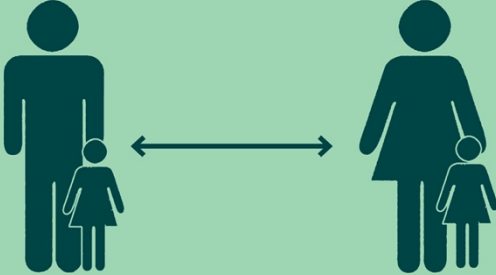
Per State of Michigan Executive Order 2020-114, business owners must:

- Post signs instructing customers to wear face coverings at all times. Customers may temporarily remove a face covering when receiving a service that requires its removal.
- Post signs at store entrances(s) informing customers not to enter if they are or have recently been sick.

The sign below and in the appendix can be printed and used for this purpose.

 **NOTICE**

PER THE STATE OF MICHIGAN EXECUTIVE ORDER NO.2020-114

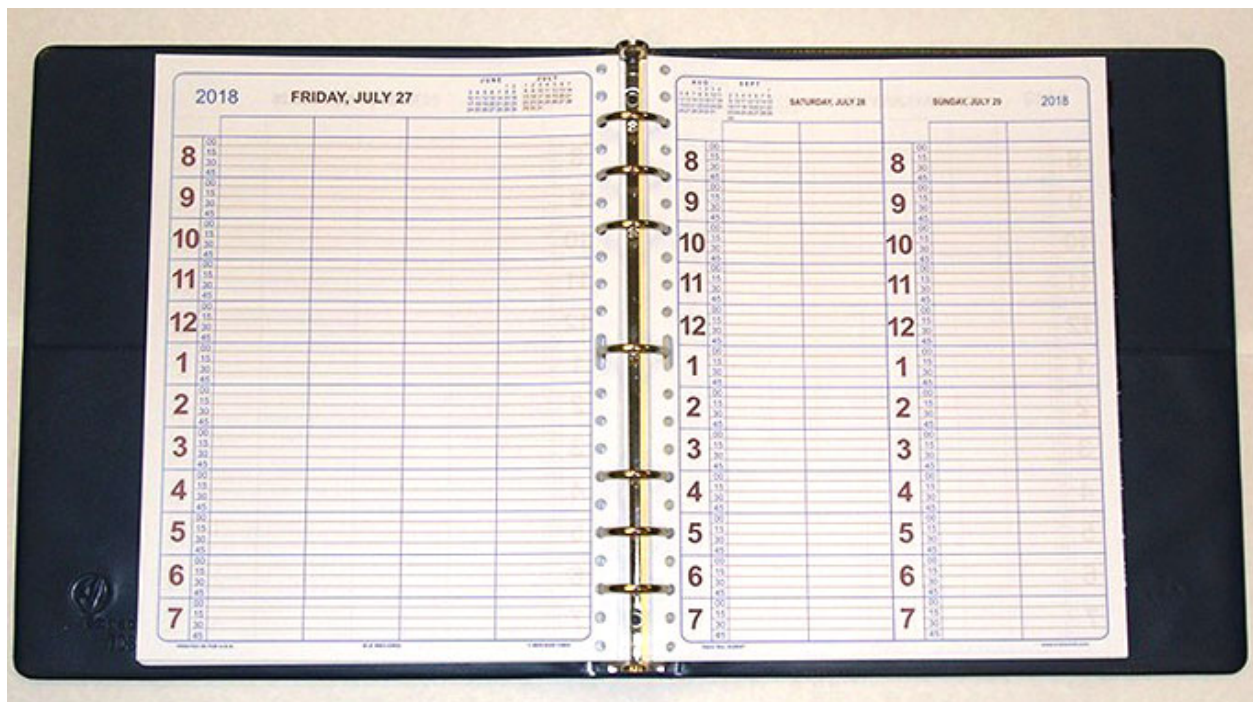
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Eight: Maintain accurate appointment and walk-in records and cooperate with the health department if a confirmed case of COVID-19 is identified in the facility

All business owners must maintain accurate appointment and walk-in records, including date and time of service, name of client, and contact information, to aid with contact tracing. Cooperate with the local public health department if a confirmed case of COVID-19 is identified in the facility.



Appendices

PER THE STATE OF MICHIGAN EXECUTIVE ORDER NO.2020-114



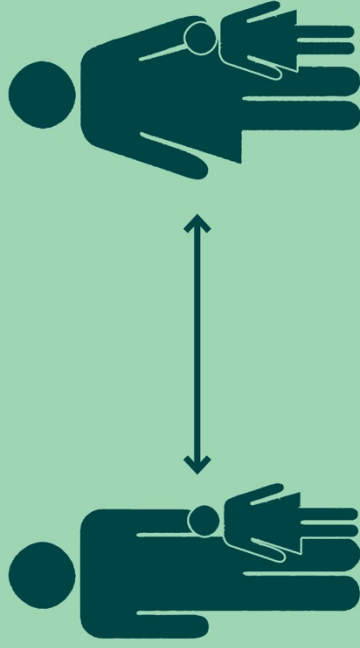
MASKS REQUIRED

ALL CUSTOMERS WHO ENTER THIS SHOP MUST WEAR A MASK. ADDITIONALLY, PLEASE DO NOT ENTER IF YOU ARE OR HAVE RECENTLY BEEN SICK. THANK YOU FOR HELPING SLOW THE SPREAD OF COVID-19.



NOTICE

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MAX OCCUPANCY



Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



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cdc.gov/coronavirus

- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves,** and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

