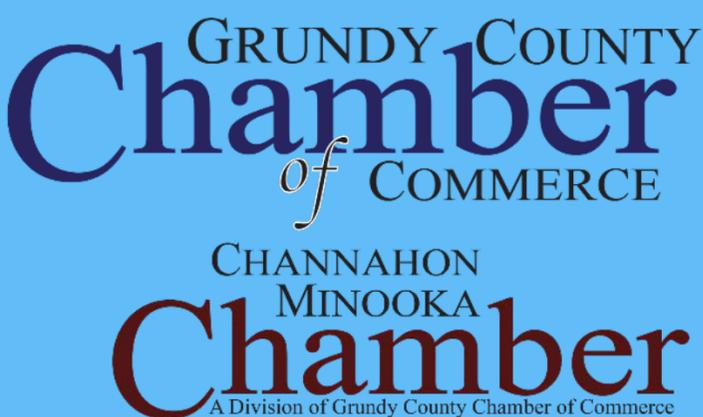


REOPEN GRUNDY COUNTY TASK FORCE

COVID-19 Hair and Nail Salon Reopening Guidelines

Reopen Grundy County Task Force Mission Statement:
To protect public health and maximize economic recovery.



A message from the Reopen Grundy County Task Force

The Reopen Grundy County Task Force was established through the Grundy County Board. It is made of local community, healthcare, and business leaders who are working to reopen our county in a safe, strategic manner. This guide provides guidelines put together based on the requirements and recommendations of the Restore Illinois Plan, the Center for Disease Control, and the Illinois Department of Public Health.

We are now in Phase 3 of Restore Illinois in Grundy County. For hair salons, barbershops, and nail salons this means you can open your business with a maximum of 50% of capacity OR 5 customers allowed per 1000 sq. ft. of usable space. Social distancing requirements are still in place, as well as a limit on groups to 10 or less. Salons, barbershops and nail salons should take reservations only and discourage walk-ins.

Enclosed in this document are guidelines to reopening salon businesses. Guidelines for other industries such as manufacturing, restaurants, bars, and small retailers are not included in this guide. Contact the Grundy Chamber for other industry-specific guidelines.

Hair Salon/Barber Shop Employee & Client Protection



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- Post a sign that anyone with a fever or other COVID-19 symptoms should not enter.
 - Post signage reminding customers of best hygiene practices.
 - Customers and employees should wear masks to prevent spread (Per Exec. Order face coverings are still required in public).
 - Screen employees daily with standard questionnaire (provided).
 - Consider being flexible with sick time to subside any fear of calling in sick.
 - Schedule and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
 - Make hand sanitizer, soap and water, or similar disinfectant readily available to employees.
 - Limit the number of clients in the shop at one time. Only those customers that are actually getting their hair done should be inside the premises. There is no need to check in at a front desk or to sit in a reception area.
 - If possible, establish a process for clients to remain in cars / outside until they are notified (by text or phone call) that their chair is open, and it has been properly disinfected after the previous client.
 - Establish an isolated area for delivery companies to drop off supplies to minimize their presence in the salon.

(Continued) Hair Salon/Barber Shop Employee & Client Protection



- Establish prepay or self-checkout systems such as portable credit card portals at each chair which is cleaned after each use. A plexiglass partition between cashier and customer is an option.
- Customers should use their own pens when applicable.
- If cash has to be used, all employees need to wash/sanitize hands after handling.
- Service provider should remove shared items (e.g., magazines) from waiting areas and configure seating to 6-ft apart to allow for social distancing. Any surfaces in waiting area (e.g., seats) touched by customers should be disinfected after use.
- Service provider should eliminate service of all beverages
- Since the 6-foot social distance guideline is not practical in salons, to minimize facial contact wear a face shield.
- Limit face-to-face interaction as much as possible when cutting / working on hair by standing behind client as much as possible and always wear a mask.

(Continued) Hair Salon/Barber Shop Employee & Client Protection



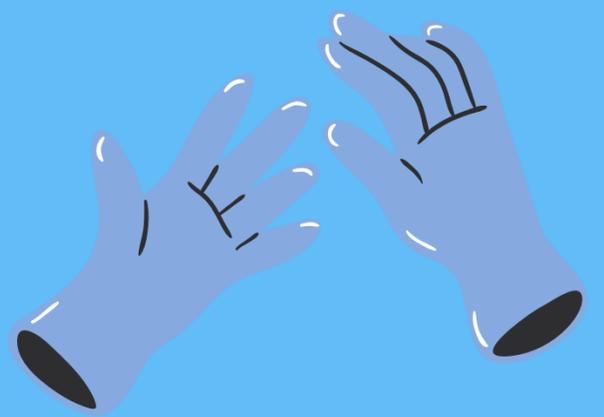
- Thoroughly wash and dry (with towel) client's hair before performing any work. (NOTE:It is understood stylist will not typically wash the hair prior to treatment because of adverse effect on coloring process.)
- Hair dressing and salon chairs, combs, and other hair styling tools, point of purchase, credit card payment station should be disinfected after each customer
- If possible, cover chairs in a non-porous material for easy clean up or use a disposable cover as used in medical offices.
- Clean HVAC intakes and returns daily.
- Disinfect all cutting and other tools (combs, brushes, etc.) between clients and at the beginning and end of shifts.
- Smocks, towels, work clothing, etc. should be placed in plastic bags after each use and treated as potentially contaminated. Cloth materials (smock, aprons, towels, work uniforms, etc.) should be washed and dried on highest temperature setting allowable for the fabric.
- Upon time of procedure, stylists should use paper neck strip to help ensure proper hygiene with the client.
- Remove tester products such as test bottle of perfumes or lotions.
- Service provider should keep log of all external suppliers who enter premises.

Nail Salon Employee & Client Protection



- Post a sign that anyone with a fever or other COVID-19 symptoms should not enter.
- Post signage reminding customers of best hygiene practices.
- Customers and employees should wear masks to prevent spread (Per Exec. Order face coverings are still required in public).
- Screen employees daily with standard questionnaire (provided).
- Consider being flexible with sick time to subside any fear of calling in sick
- Limit the number of clients in the shop at one time. Only those customers that are actually getting their nails done should be inside. There is no need to check in at a front desk or to sit in a reception area.
- For nail salons, wear face shield or install a plastic partition between the employee and client with ample space cut out where hands or feet can be slid underneath to conduct the manicure or pedicure.
- Require all clients to wash hands or use hand sanitizer before working on their nails.

(Continued) Nail Salon Employee & Client Protection



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- All nail tools should be disinfected between use or be single-use only.
 - Consider allowing return customers the option to buy their own nail tool kit.
 - If possible, cover chairs in a non-porous material for easy clean up or use a disposable cover as used in medical offices.
 - Clean HVAC intakes and returns daily.
 - Towels, work clothing, etc. should be placed in plastic bags after each use and treated as potentially contaminated. Cloth materials (smock, aprons, towels, work uniforms, etc.) should be washed and dried on highest temperature setting allowable for the fabric.
 - Remove tester products such as test bottle of perfumes or lotions.

Employee Screening

It's important to check on your employees health daily to prevent the spread of COVID-19 to staff and customers. The below questionnaire is a tool provided by the US Chamber to help you screen health conditions weekly and daily. For a downloadable version of this visit grundychamber.com.

STANDARDIZED EMPLOYEE SCREENING QUESTIONNAIRE

If you answer **“yes”** to any of the following questions, please contact HR about reasonable accommodations or alternative work options.

To be asked upon return to work:

- Do you have anyone in your home/ have you interacted with anyone that is at a higher risk for contraction? (nurses, essential workers, etc.)
- Do you have anyone in your home that could be more susceptible to contracting COVID-19?

To be asked weekly:

- Have you had contact with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?
- Have you or someone you've been in contact with traveled domestically or internationally in the last 14 days?
- Have you or someone you've been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days?*

To be asked daily:

- Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days?*

Please acknowledge the following upon arrival:

- I certify I will follow my employer's COVID-19 policy.
- I certify that all answers are true and correct to the best of my knowledge.

*Definitions represent CDC-designated guidance and symptoms of COVID-19 at the time of drafting. For the most current list of symptoms and guidance please consult the CDC's website.

This questionnaire is meant as a recommendation and should not represent a dispositive indication of an employee's exposure risk. While we tried to be comprehensive, we make no representations or warranties regarding the completeness of these materials in complying with your state and local laws.

Please consult the Center for Disease Control (CDC), U.S. Equal Employment Opportunity Commission (EEOC), and appropriate authority in your jurisdiction's applicable guidance. The U.S. Chamber of Commerce cannot ensure safety and disclaims all liability arising from use of these materials.

U.S. CHAMBER OF COMMERCE

