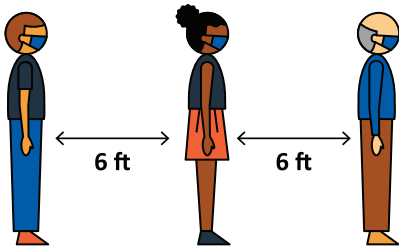


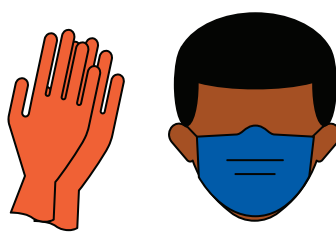
# Personal Services Checklist

## Staff Health and Safety

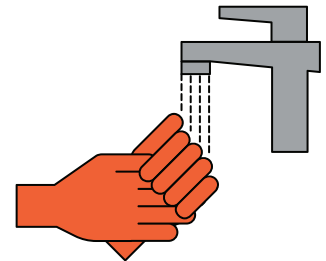
Make sure to provide a safe working environment and educate staff about the signs, symptoms, and risk factors associated with COVID-19 illness, how to prevent the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions.



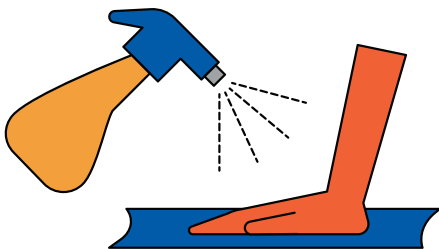
Maintain minimum six-foot separation between all employees and all clients when possible except for one-to-one services.



Provide employees free face coverings and disposable gloves.



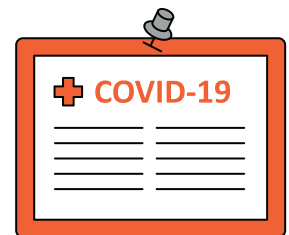
Ensure frequent handwashing.



Assign a COVID-19 supervisor for each shift whose sole role is to oversee employee health and safety and ensure proper cleaning, hygiene, and screening protocols are followed.

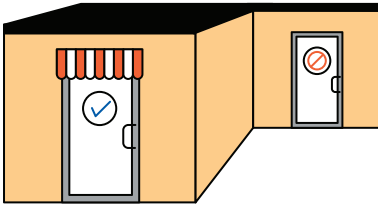


Screen employees for COVID-19 symptoms as soon as each employee shows up for work. If an employee does show symptoms, send them home immediately and deeply clean all areas/surfaces that employee touched.



COVID-19 safety information and requirements visibly posted.

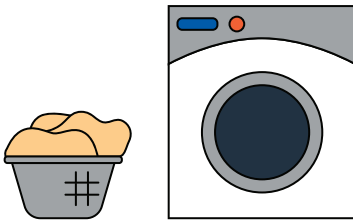
## PHASE 2 PERSONAL SERVICES CHECKLIST



Primary access to the business should be through the front door; restrict access to back doors or other entry points. If the accessible entrance is not through the front door, allow access through the accessible entrance.

### Customer Health and Safety

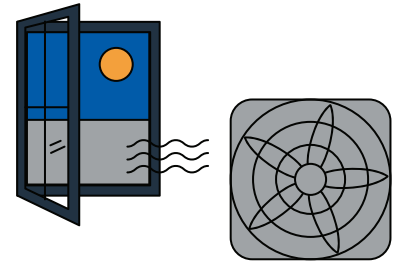
Display up-to-date public health guidance in multiple languages around your establishment. During times of emergencies, accessibility continues to be a civil right. Consider appropriate accommodations for people with disabilities when planning for reopening to clients or customers.



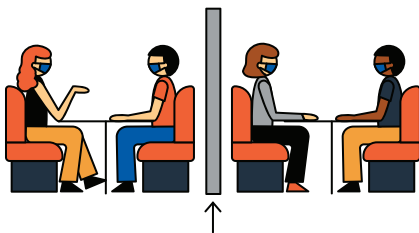
All linens, draped, smocks, etc. must be laundered.



Cover your customer's face with a towel while washing their hair or provide other options to protect their mouth, nose, and eyes.



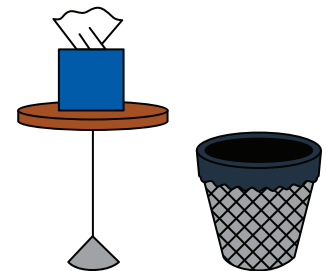
Increase ventilation when possible by opening windows, doors and using fans.



All booths and/or stations should have physical barriers between them when six feet distancing is not possible.

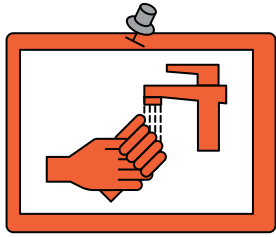


Frequently clean and sanitize high use areas and restrooms. One-on-one service spaces should be sanitized after each use.

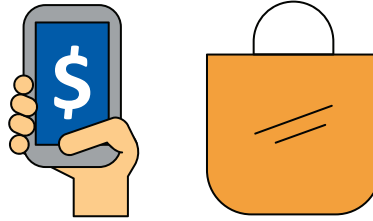


Place tissues, hand sanitizer, and trash cans throughout the workplace in places easily reached by people of all heights and abilities. Ensure trash cans do not block pathways of travel.

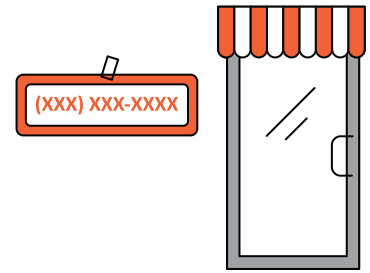
PHASE 2 PERSONAL SERVICES CHECKLIST



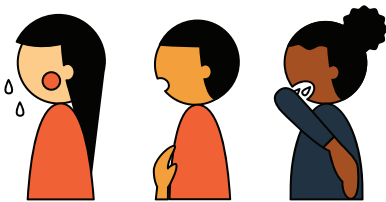
Post hygienic practices throughout the workplace; handwashing for 20 seconds, using hand sanitizer, use single use gloves when other methods of hand cleaning are not available.



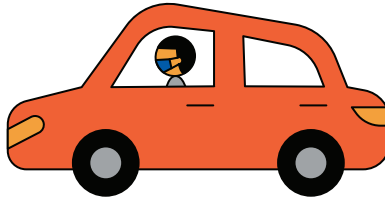
When possible, payment should be done via credit or debit cards, or through a touchless system to reduce cash handling.



Post a sign for walk-ups with business hours, phone number and types of services.



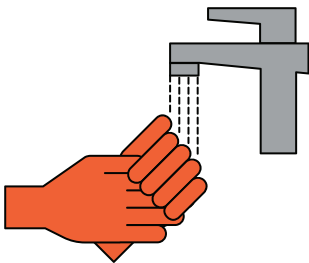
Notify your customers that they must self-screen for COVID-19 symptoms before coming to your business.



Notify your customers that they should not bring guests except for a caregiver or children under 16 years old.



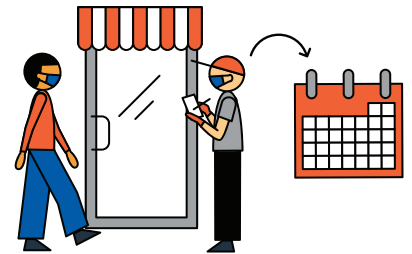
Customers should call, text or email that they have arrived for their appointment.



Customers should wear a face covering prior to entering the business and should wash their hands upon entering.



Service providers should wear a clean cape or gown and provide one for customers. They should be laundered or be single use and thrown away.



Consider keeping a voluntary log of customers to help facilitate contract tracing. The log should include their name, phone number, and the date they visited the business.

Thanks for your cooperation!