

# Jacqueline Skin Care and Wellness, LLC Phase 2 COVID-19 Exposure, Control, and Mitigation Plan

## Safety and Health Requirements

Jacqueline Skin Care and Wellness, LLC is committed to providing a safe and healthy workplace for all my customers. To ensure I have as safe and healthy workplace, I, Jacqueline Petty, owner/member of Jacqueline Skin Care and Wellness, LLC, have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. As the owner and only employee I am responsible for implementing this plan, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

For purposes of this plan, "Employer" means the establishment owner, Jacqueline Petty, owner/member of Jacqueline Skin Care and Wellness, LLC.

The site-specific COVID-19 Supervisor is Jacqueline Petty. It is the responsibility of the site-specific COVID-19 supervisor to enforce the COVID-19 safety plan.

Jacqueline Skin Care and Wellness, LLC will ensure operations follow the main Labor & Industries COVID-19 requirements to protect clients as follows:

## Clients

When making personal service appointments, I will advise clients of our new requirements:

- Clients must self-screen for signs and symptoms of COVID-19 before arriving at Jacqueline Skin Care and Wellness.
- Clients should not plan on bringing other guests with them, unless they are bringing children younger than 16 for an appointment.
- Clients will advise Jacqueline Petty via phone, email or text that they have arrived at the location for the appointment, and wait for instructions to enter.
- Clients must put on a facemask prior to leaving the vehicle, and they should be prepared to wash their hands for at least 20 seconds upon entering the establishment.
- Jacqueline Petty will wear a clean cape or gown for each client, as well as providing each client with a clean cape or gown. They must be laundered or be disposable and thrown away after a single use.
- Payments for service will be through credit or debit cards or a touchless system when possible to reduce the handling of cash.

Walk-in appointments will not be accepted.

### Distancing

- A minimum six-foot separation will be maintained between Jacqueline Petty and clients where practicable.
- When strict physical distancing is not feasible for a specific task, other prevention measures will be used, such as the use of barriers, minimization of service providers or clients in narrow, enclosed areas, staggered breaks, and work shift starts.
- Tissues and trash cans will be placed throughout the shop.

### Handwashing and sanitizing

- Soap and running water will be provided for frequent handwashing. Jacqueline Petty will wash her hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing her nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- An adequate supply of disinfectants will be maintained. Single-use disposable gloves, where safe and applicable, may be used to prevent transmission on tools and items that are shared.
- A housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services will be established.

### Cleaning, disinfection, and ventilation

- Authorized access to the business will be through the front door. Other access points should be kept closed and locked. **At no time should emergency exits be locked or otherwise prevent safe egress from the establishment.**
- Client occupancy will be kept at 50% or lower, with the exception of one-to-one service in an enclosed room.
- All linens, towels, drapes, smocks/capes, etc., will be laundered in accordance with WAC 308-20-110, if applicable.
- Disinfectants will be available to employer and clients throughout the establishment and cleaning supplies will be frequently replenished.
- Cleaning and disinfecting high-touch surfaces after each use will be performed, including reception area, personal work stations, mirrors, chairs, headrests and armrests, dryers,

shampoo bowls, hand tools, other equipment, handrails, restrooms and breakrooms, using soapy water, followed by the appropriate disinfectants. Porous and soft surface tools that cannot be disinfected must be used once and then discarded.

- Human-machine interfaces such as keyboards, buttons, etc., will be sanitized and disinfected between users. Standard tools like brooms, mops and vacuums need to be sanitized and disinfected after each use, especially between two separate users.
- A protocol will be developed for any physical sign-off requirements to avoid close contact and limit the common use of writing instruments. If used, writing instruments will be sanitized and disinfected after each use.

### **Personal protective equipment (PPE)**

**Jacqueline Skin Care and Wellness, LLC** will require and provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to Jacqueline Petty specific to the activity being performed where potential exposure to COVID-19 may occur.

- At a minimum, cloth or other facial coverings will be worn by employer unless her exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.
- Employer will wear a clean cape or gown, as well as providing each client with a clean cape or gown. They must be laundered or be disposable and thrown away after a single use.
- Personal service employers should review the Labor & Industries safety and health rules and guidance carefully to determine the appropriate personal protective equipment requirements. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.

### **Sick Employer Plan:**

- Employer will self screen for signs/symptoms of COVID-19 at start of shift by asking herself if she has a fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell. Employer must immediately cancel all client appointments scheduled for that day if she feels or appears sick. Any areas will be cordoned off where employer with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned.
- Employer must follow her specific association standards to maintain health standards for employers, other employees, and clients.
- Employer will take her temperature prior to any scheduled appointment.
- If employer has a temperature of 100.4°F or higher, considered to be a fever, all client appointments scheduled for that day will be cancelled.

- If employer has a household member sick with COVID-19, employer must follow the isolation/quarantine requirements as established by the State Department of Health.
- If symptoms develop during a shift, the employee must immediately report such and be sent home.

**Training and communication:**

Jacqueline Skin Care and Wellness, LLC will educate herself about coronavirus, how to prevent transmission and the owner's COVID-19 policies.

In an area visible to employer, employer will post required hygienic practices which include:

- Not touching the face with unwashed hands or with gloves;
- Washing hands often with soap and water for at least 20 seconds;
- Using hand sanitizer with at least 60% alcohol;
- Cleaning and disinfecting frequently-touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doors and doorknobs; and
- Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).