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## COVID-19 Health Plan for the Beauty Industry



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## 1. Introduction:

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including South Africa. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, all employers need to plan now for COVID-19.

Planning for influenza pandemics, planning for COVID-19 may involve updated plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses). Lack of continuity planning can result in a cascade of failures as employers attempt to address challenges of COVID-19 with insufficient resources and workers who might not be adequately trained for jobs they may have to perform under pandemic conditions.

While many things are changing during these uncertain times, one thing that remains constant is our commitment to the health, safety, and well-being of our employees, our project partners, and their families.

To spearhead our planning and response efforts, we have established a site COVID-19 plan, monitoring state requirements and guidelines, information sharing, implementing protocols, reducing exposure to the virus, and supporting our teams and operations. These guidelines are to ensure the safety of everyone on site.

## 2. About COVID-19

### i. Symptoms of COVID-19



Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illnesses ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

### ii. How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).

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- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads. Although the United States has implemented public health measures to limit the spread of the virus, some person-to-person transmission will likely continue to occur.

### 3. How a COVID-19 Outbreak Could Affect Workplaces



Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience:

- Absenteeism. Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or daycare centres are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.
- Change in patterns of commerce. Consumer demand for items related to infection prevention (e.g., respirators) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive-through service, to reduce person-to-person contact.
- Interrupted supply/delivery. Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.

## 4. Steps All Employers Can Take to Reduce Workers' Risk of Exposure to COVID 19

### i. Daily Safety Toolbox Talk COVID-19 & Stand Downs

- Each morning everyone in The Beauty Industry Crew on-site will participate in a Toolbox Talk specifically to the COVID-19 Construction Site Safety Policies.

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- Toolbox talk will be held in the open area on site
- Toolbox Talk will be discussed in groups of 10 or smaller.
- Toolbox Talks will always observe 1.5M social distancing guidelines.
- Workers arriving at the site after the daily Toolbox Talk will be required to read and sign the Toolbox Talk before commencing any work.
- Toolbox Talk is included as Attachment A.

## ii. Site-Specific COVID-19 Daily Compliance:

- The Beauty Industry salon owner is responsible for monitoring compliance with the COVID-19 Site safety protocols.
- COVID-19 Daily Report template is included as Attachment B.
- The Beauty Industry Salon Owner will be responsible for updating Site Management.

## iii. The Beauty Industry ISO 45005:2020 compliance



To understand the specific risks to workers and other people who can be affected by the The Beauty Industry activities (e.g. visitors, customers, service users, the general public), The Beauty Industry should consider:

- a) what can affect the ability of individuals to work safely during the COVID-19 pandemic.
- b) how its operations should change to address the increased risk to work-related health, safety and well-being.

## 5. THE BEAUTY INDUSTRY Self-certification Plan:

### A) Workers will need to self-certify for four (3) things:

- Have no signs of a fever or a measured temperature above 38, no cough or trouble breathing in the last 24 hours.
- Have not come in close contact with an individual DIAGNOSED WITH COVID-19. Close contact is defined as the following:
  - (1) living in the same house as a person who has TESTED POSITIVE FOR COVID-19
  - (2) caring for someone for a person who has TESTED POSITIVE FOR COVID-1
  - (3) being within 1.5m of a person who has TESTED POSITIVE FOR COVID-19 for greater than 15 minutes

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(4) coming in direct contact with secretions (shared utensils, coughed on, sneezed on) from a person who has TESTED POSITIVE FOR COVID-19

- Have not been asked to self-isolate or quarantine by a doctor or local public official or their employee or The Beauty Industry.

**B)** Self-certification will be done at the daily morning Toolbox Talk and recorded by the individual worker's name or signature (preferable) on the Toolbox Talk sign-in sheet (See Attachment C).

**C)** Any worker unable to self-certify or exhibiting symptoms will be directed to leave the site and seek medical attention.

**D)** Workers removed from the site will not be allowed to return to the worksite until they are cleared by a medical professional in writing, or meet all four (4) of the following requirements:

**(1)** Have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

**(2)** Other symptoms have improved (for example, when your cough or shortness of breath have improved)

**(3)** At least seven (14) days have passed since your symptoms first appeared

**(4)** The Beauty Industry Human Resources confirms clear to return

## 6. Cleaning & Decontamination Plan

**a)** The Beauty Industry has implemented a site cleaning plan which includes the following step:

**i)** All hard/horizontal surfaces will be disinfected multiple times per day.

**ii)** Shared equipment and tools will be wiped down before and after use. Wipes should be provided within each piece of equipment and in common toolbox areas.

**b)** Added signage will be created and installed that relays COVID-19 cleaning and decontamination procedures at highly visible areas throughout the site, including entrance gates, trailers, break areas, washing stations, bathrooms, etc.

**c)** Sample cleaning and decontamination signage is included as Attachment E.

## 7. No-Congregation Rule-Social Distancing

**a)** The Beauty Industry has implemented a social distancing plan that includes the following measures:



**i)** All site offices will be configured to ensure compliance with social distancing guidelines (below):

**(1)** Locate people in remote locations on the job as much as possible.

**(2)** Allow room for required visitors without encroaching on the 1.5m rule.

**ii)** All project meetings will be performed virtually to minimize those on the project site.



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iii) Project Managers, Assistant Project Managers, Project Engineers and all Project Services Group team members are working from remote areas and are to stay away from the project site.

iv) All critical on-site meetings (defined as Foreman Meetings, Daily Stand-up Meetings, Toolbox Talks) will be held outside or in large meetings rooms that can accommodate the team while respecting the 10-person meeting limit and 1.5m separation rule.

b) Work activities requiring multiple personnel will be limited where/when feasible. Where not feasible, the following rules must be followed:

i) Workers will need to wear eye protection.

ii) Workers will need to wear gloves.

iii) Workers will need to wear face masks.

c) Non-essential visits to the job site are discouraged.

i) Anyone requesting access to the job site must go through temperature screening.

d) Added signage will be created and installed in both English and possible in Zulu that relay COVID-19 “No-Congregation” guidelines at highly visible areas throughout the site, including entrance gates, trailers, etc.

e) Sample No-Congregation signage is included as Attachment E.

## 8. Personal Protective Equipment (PPE)



All workers will be required to wear

- a. Gloves
- b. A face mask, covering, surgical mask or N95 mask
- c. Safety glasses
- d. Reflecting Vest
- e. Safety Shoes

**CDC (Centers for Disease Control) recommended sequence to put on PPE is as follows:**

### Putting on a mask:

- Place it over the nose, mouth and chin.
- Fit the flexible nose piece over the bridge of the nose.
- Secure it on the head with ties or elastic.
- Adjust it to fit.
- If the mask has two elastic headbands, these should be separated. With the mask over the nose, mouth and chin, stretch the bands over the head and secure them comfortably – one on the upper back of the head and one below the ears at the base of the neck.

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### Putting on goggles and face shield:

- Position goggles over the eyes and secure them to the head using the earpieces or headband.
- Position the face shield over the face and secure it on the brow with the headband.
- Adjust for comfort.

### Putting on gloves:

- Gloves are the last element of PPE to be applied.
- Extend the hands into the gloves and extend the gloves to cover the wrist of the gown or Tyvek suit when applicable.
- Tuck the cuffs of the gown securely under each glove. (If gown or Tyvek Suit are not being worn pull gloves to cover over wrist)
- Adjust for comfort and dexterity.

### Safe Work Practices



- Keep gloved hands away from the face
- Avoid touching or adjusting other PPE
- Remove gloves if they become torn; perform hand hygiene before putting on new gloves
- Limit surfaces and items touched
- Change when torn or heavily contaminated
- Perform hand hygiene

### Cleaning requirements after PPE use:

Suggested standards for cleaning every time a person must remove their PPE. For example, morning break, lunch, afternoon break, end of the day, if PPE is removed for a cigarette break, or to use the restroom.

1. Remove gloves per CDC guidelines.
2. Wash hands immediately with soap and water for at least 20 seconds.
3. Remove hard hat and goggles or face shield by loosening straps. Do not touch the front of the goggles or face shield. Clean thoroughly with soap and water or 60% alcohol-based wipe or veridical type cleaning solution.
4. Remove mask without touching outside or front. If it still maintains functionality, place it in a paper bag for reuse and label it to whom it belongs. That person should retain control of their mask. Used masks should never be shared with another person.
5. Wash hands immediately with soap and water for at least 20 seconds.



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6. Remove protective clothing without touching outside of the garment and turn garment inside out before disposal (if gown or Tyvek suit is worn).
7. Discard all non-reusable PPE in a trash receptacle with a lid.
8. Wash hands immediately with soap and water for at least 20 seconds.

## 9. Handwash Stations

- f) Washing hands is critical for the decrease of COVID-19 transmittance. Handwashing Instructional signage will be increased on the site at all washing stations and bathrooms.
- g) Sample signage is included as Attachment E.
- h) Daily Toolbox Talks will include reminders to crews of handwashing protocol.



## 10. Personal Hygiene

a) Workers will be reminded daily at the morning Toolbox Talk to follow proper personnel hygiene rules throughout the day including:

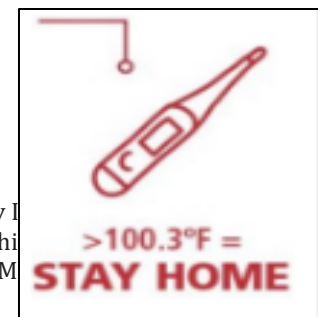
- i) Wash hands after using the bathroom.
- ii) Do not share utensils, cups or water bottles.
- iii) Bring food from home and avoid sharing.
- iv) Cover up when coughing or sneezing.
- v) Use tissues when sneezing and discard properly into waste receptacles.
- vi) Cough into elbow if tissues are unavailable.
- vii) Avoid touching eyes, nose and mouth with your hands during the day.
- viii) Clean up after yourself. (Clean as you go)
- ix) Stay home if you or a family member is sick.





b) Added signage will be created and installed that relay COVID-19 Hygiene and Safety Guidelines at highly visible areas throughout the site, including entrance gates, trailers, etc.

c) Sample personal hygiene signage is included as Attachment C.

## 11. Temperature Screening



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- a) Temperature screening is required to enter the site.
- b) Temperature Screening Protocol is included in Attachment F.
- c) All site visitors must follow the Temperature Screening Protocol.

## 12. Mandatory Reporting

- a) Anyone that thinks they have symptoms must call their supervisor, who will then call or email HR, for tracking and next steps.
- b) Anyone that believes they have been in direct contact (has come in contact within 1.5m of a laboratory-confirmed case) should call their supervisor, who will then call or email HR, for tracking and next steps.
- c) Anyone that has a question or is confused regarding any of the reporting processes should call or email The Compliance Manager Andreas B Burger at 0645038821
- d) Safety and HR will track any cases of COVID-19, along with individuals that are quarantined or sick.
- i.) They will check in with these individuals on symptoms, self-quarantine and answer questions they may have.
- ii.) They will confirm when they clear to return to work.





## 13. Guidelines in the Event a Person On-Site Tests Positive for Coronavirus

- a) Report exposure to HR and Safety.
- b) General Manager to call HR & Safety to discuss next steps immediately.
- c) Safety Manager will perform an investigation with the Project Manager and Manager to collect data, determine direct contact exposures and identify project areas to be cleaned and issue a report. Direct contact is defined as being within 1.5m of the positive individual for a prolonged period, caring for or living with a positive individual or being coughed or sneezed on by a positive individual.
- e) Project Manager to inform the project team about having a positive case of COVID-19 on the project and communicate any direct contact exposures that require self-quarantine.

## 14. Attachments:

- A. Toolbox Talk COVID-19 Prevention
- B. PRE-START SELF-CERTIFICATION QUESTIONNAIRE & Daily Report Temperature

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## C. COVID-19 Posters

### Attachment A

#### Toolbox Talk COVID-19 Prevention

### COVID-19 Toolbox Talk



This guidance is based on what we currently know about COVID-19 as provided by the Centers for Disease Control and Prevention.

#### SYMPTOMS

Symptoms include fever, cough, and shortness of breath – similar to influenza or a bad cold.

#### PREVENTION

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60 per cent alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard it immediately and wash your hands afterwards.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing gloves.
- Avoid close contact with people who are sick.
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough into the inside of your elbow, covering your mouth and nose
- Clean and disinfect frequently touched objects and surfaces.
- CDC Guidance online provides information on how to protect yourself

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## JOBSITE PROTOCOL

- **Limit all person to person contact and maintain 1.5m social distance.**
- Avoid eating lunch in groups
- Avoid in-person meetings if possible. In the case that an in-person meeting is unavoidable, make sure to have it in a well-ventilated area with sufficient space for attendees to distance themselves from one another. For meetings such as toolbox talks, consider breaking them up into smaller group meetings versus one large meeting
- Limit elevator usage when occupied with multiple people. Use stairs when possible.
- No visitors should be at the job sites, unless fundamental to the execution of the work.
- If the Jobsite closes, take the necessary steps to secure your Jobsite, tools and Beauty Industry equipment.
- In the event, a social distance of 1.5m can't be maintained worker must wear musk, hand gloves and avoid physical contact.

### Physical distancing (1.5m)



As advised by the public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19.

To ensure physical distancing on-site, employers should consider:

- staggering start times
- staggering breaks
- staggering lunches
- restricting the number of people on-site and where they are assigned to work
- controlling site movement (by limiting the potential for workers to gather, including personnel in material hoists and site trailers)
- holding meetings outside or large space to enable physical distancing
- limiting unnecessary on-site contact between workers, and between workers and outside service providers, and encourage physical distancing in these areas.

## TRAVEL PROTOCOL

All employees are advised to discuss any travel plans with their supervisor before making any reservations. Employees will also need to consider the following restrictions on their ability to return to work should they travel for personal or business purposes.

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### IF YOU BECOME SICK

If you are sick, we ask that you stay at home. For the safety of all our employees and clients - Please immediately communicate with your manager or supervisor if you have a fever, cough or difficulty breathing. Besides, if you have a Coworker or employee displaying these symptoms, please alert your manager and safety manager.

Supervisors should immediately separate an employee displaying fever, cough or difficulty breathing from other employees, and then send that employee home.

- The affected person should seek medical care as appropriate and stay away from others.
- Employees will not return to our job sites or offices until they show no signs of illness or fever, without the use of fever-reducing medicine.

Name	Signature

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## Attachment B



### Pre-Start Self-Certification Questionnaire & Daily Temperature

#### PRE-START SELF-CERTIFICATION QUESTIONNAIRE



- Have no signs of a fever or a measured temperature above 38 degrees Celsius or greater, a cough, sore throat, or trouble breathing within the past 24hrs
- Have not had “close contact” with an individual diagnosed with COVID-19. Close contact means:
  1. Living in the same household as a person who has tested positive for COVID-19;
  2. Being within 6ft of a person who has tested positive for COVID-19 for 15 minutes; or
  3. Coming in direct contact with secretions (e.g. sharing utensils, being coughed on, etc.) from a person who has tested positive for COVID-19, while that person was symptomatic
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official

If workers are observed exhibiting signs that are consisted of the above symptoms, they should leave immediately.

PRE-START SELF-CERTIFICATION QUESTIONNAIRE						
Name	Signature	Daily Temperature				
		Mon.	Tue.	Wed.	Thu.	Fri.

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**Attachment C  
COVID-19 Posters**

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# What you need to know about coronavirus disease 2019 (COVID-19)

### What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

### Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

### Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

### How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

### What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

### What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

### How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

### If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

### What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

### Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

### Is there a treatment?



There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



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For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)



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	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 17 of 1

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**





[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



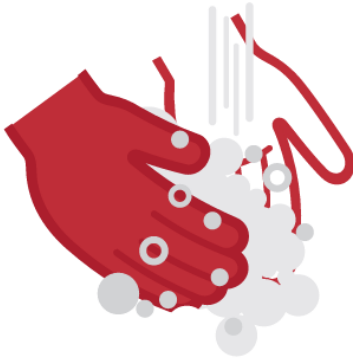
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS310027-A



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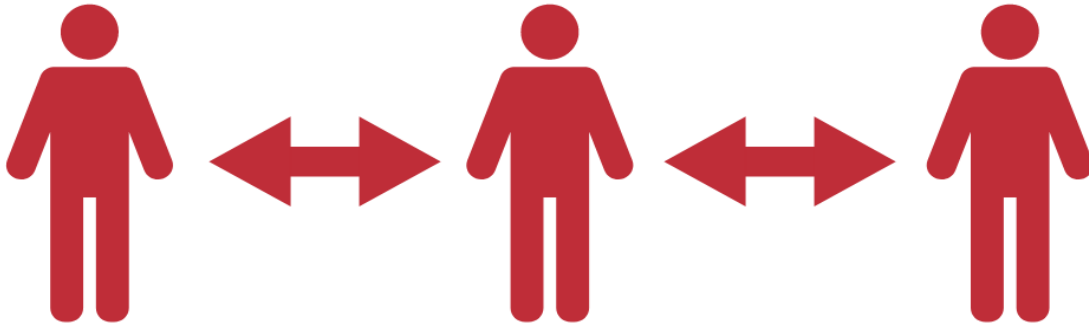
# STOP THE SPREAD OF GERMS





- WASH YOUR HANDS FREQUENTLY
- WIPE DOWN ALL SHARED TOOLS
- WIPE DOWN COMMON AREAS
- WIPE DOWN ALL SURFACES IN TRAILER
- WIPE DOWN YOUR EQUIPMENT & VEHICLES
- WASH YOUR WORK CLOTHES DAILY

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# NO CONGREGATION



**MAINTAIN A  
MINIMUM DISTANCE  
OF 6-FEET FROM  
OTHER INDIVIDUALS.**

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## 14. COVID-19 Education Induction

14.1 All staff members shall attend education on COVID 19 by watching the educational induction video

14.2 After watching the COVID 19 Educational Video all members shall sign the register (SHERQ-F-F55-04-26 - VTS COVID 19 EDUCATION REG)