

# **Ascend Salon Communicable Disease Policy & Protocol**

## **– Updated January 2022**

Our policy and protocol are focused on the four levels of protection set out by Worksafe BC:

**First level protection (elimination)**

**Second level protection (engineering controls)**

**Third level protection (administrative controls)**

**Fourth level protection (PPE)**

Here is what we are doing to ensure this workplace is safe:

### **First level protection**

- we have worked with our lawyer to create a Covid hiring policy – as a safety precaution for our guests and for our staff, we do not hire anyone who has not been fully vaccinated
- our entry is controlled to ensure distancing whenever possible
- we have established an occupancy limit of 12 people – this includes staff members
- a policy has been set for both staff and guests to ensure a safe environment
- any persons who refuse to comply with our policies will be refused service

### **Second level protection**

- plexiglass has been installed at the front desk
- the salon has been reconfigured to allow multiple ways of getting around with minimum contact

### **Third level protection**

- all high-touch surfaces to be cleaned and disinfected daily
- regular cleaning has increased
- appointment times have been extended to allow for cleaning time

### **Fourth level protection**

- masks are required by all persons in the salon. As we are not an essential service, exemptions are not honored, for stylists or for guests.

## **Salon Protocols**

### **Before Arrival**

Everyone must conduct a self-assessment to ensure that they are safe to come to work. If anyone is unwell, they must call in sick.

### **Arrival**

Everyone must arrive wearing a mask, and wash/sanitize their hands upon arrival.

### **At Work**

-everyone is to wash their hands before and after each client, as well as after eating, using the restroom

and having a cigarette

- stylists are to ensure their station and tools are clean and ready to go before welcoming a guest in
  - everyone is to ensure that nothing is left behind in the sink or back room for others to deal with
  - everyone is to jointly keep on top of the towels
  - dishes from lunch must be washed right away
  - personal items must be contained
  - all used items – colour, bowls, etc, must be cleaned up promptly
  - sinks must be cleaned after use to be ready for the next stylist to use them
- \*if you require assistance cleaning a particularly destroyed sink, let management know

### **Management**

- will implement door locking controls where necessary
- will ensure that reception and retail areas are kept clean and that high touch surfaces there are cleaned
- will ensure that protocols are followed

### **Cleaning - Stylist**

- remove visible hair from tools, place appropriate items in barbicide
- sweep hair and place in bin
- take towels and place them in the washer (or in the back room laundry hamper if the washer is running)
- remove all visible debris from the station and chair and wipe down all high touch areas with disinfectant
- before leaving for the day, stylists must empty their garbage; clean and disinfect their station; change their barbicide; wash the floor around their chair; assist with general salon cleaning outlined below.

### **Cleaning – Manager**

- wipe counter, terminal and door handles
- do a salon once-over to ensure everything is clean and in good order

### **Cleaning – Team**

We expect that everyone will pitch in around the salon as needed. When stylists are not with a guest, we expect that they will take initiative and help keep on top of things without having to be asked.

- keep the bathroom clean
- spot mop as needed
- sweep the front end as needed
- wash the floors as needed
- vacuum as needed

## **WHAT TO DO IF YOU GET SICK**

Under no circumstances should anyone come to work if they are feeling unwell. Contact the salon manager immediately to advise them of the situation. Your schedule will be taken care of so that you can focus on getting well again.

Contact your healthcare provider right away, or if you are concerned, call 811 for further instruction. If it is an emergency, go to the emergency room or call 911.

Let management know what's going on so that they can arrange for your shifts to be covered/rescheduled and so that other preparations can be made as soon as possible to ensure smooth operations for the salon, and peace of mind for you and your clients.

If you begin to feel unwell at work, notify management immediately and head home. Your day will be taken care of. When you're able, let management know what's going on so that they can make necessary arrangements for your recovery.

Remember that you are now entitled to 5 days of paid sick leave, in addition to the 3 days unpaid sick leave as outlined by the Employment Standards Act. *\*In order to be eligible for paid sick leave, you need to have been employed for at least 90 days.*

If you are unable to come to work for an extended period of time, notify management and we will be happy to help you fill out necessary forms for EI, or point you in the direction of other help that may be available.

## **IF SOMEONE HAS BECOME SICK IN THE SALON**

We do expect illness to reach the salon eventually. When a fellow co-worker or client has become sick while at the salon, management will hold an emergency safety meeting to discuss what steps need to be taken.

In the case of Covid 19, we now know that eventually we will likely all be contracting it at some point in the future. Please prepare yourself for this eventuality – make sure you have an emergency plan in place for you and your family.

Remember that because we are all fully vaccinated, we do not have to isolate due to exposure alone, unless we begin experiencing symptoms.

In the event of an exposure at work: management will notify all staff members and clients.

In the event of a personal exposure: let management know right away, because this means we have all been exposed due to our close work environment.

Again – do not panic! Isolation is only required if symptoms appear.

We are prepared for stylists to call in sick and to have to quarantine and have made guests aware of this eventuality – this is an unfortunate reality that we likely will not be able to prevent as time goes on. We can expect to see staff shortages and backlogged waitlists – this is going to be the reality for a lot of people right now, not just us, so try not to worry about this too much. Everyone is in a similar boat.

We know that this is all very distressing, so please remember to be patient and kind to yourself and to others and remember that this is all part of the virus becoming endemic – an unfortunately necessary, but TEMPORARY chaos before things start to settle down.

We appreciate your patience and cooperation during these extremely trying times and look forward to seeing things start to ease up again.