

Amour 24, LLC

COVID-19 Protocols

1. Every Amour 24 “Renter” and “Employee” is required to take a course in Sanitary Practice and Procedures before returning to work. The certificate will be printed and posted next to the licensee’s workspace.
2. **PPE**
 - New, single use face mask for both technician and client. The masks are to be worn as recommended by the CDC guidelines and the recommendations of the NH State Board of Cosmetology, Esthetics and Barbering. All Renters will be responsible for making sure they have enough masks for their work day, and that they are being properly disinfected. If a Renter does not have a face mask the Renter will not be able to perform services until a mask is available. Amour 24, LLC is responsible for providing employees with masks. Thank you to Jaime Swan and The Quilted Bag Lady for your generous donations.
 - One face shield will be provided to every Renter and Employee to be used as recommended by the CDC and NH State Board of Cosmetology, Esthetics and Barbering thanks to the donation of **A Buzz Designs**.
 - New capes and towels will be used for each client. They will be stored in a closed container until further notice. When the capes and towels are dirty, they will be placed in a separate closed container until the next load of laundry is ready to be started. Our laundry will run on the hottest settings available on the machines.
 - **CHECK-IN PROCESS:**
 1. Every client is required to sign the “Release of Liability” form before their appointment. If this form is not signed before your appointment, we can not provide a service for you. We have sent a PDF version of the form to every client’s email address on file. If you did not receive one, you can find it on our website under “COVID-19.” Client’s can fill this form by emailing it to amour24dover@gmail.com, sign and your technician can take a picture of your phone, or Amour 24, LLC will have a few paper copies for those who need assistance. Clients must bring their own pen.
 2. There is only one client per technician allowed in the salon at a time.

3. When the client arrives, they must utilize other parking availability. (Free parking on Portland Ave). Unfortunately, with the new regulations, we need to save the parking lot for upstairs tenants, handicap drivers and Renters who will be working all hours of the night to get their clients in. Please understand that this is only temporary. If a client does not have a handicap sticker, but needs to use the parking lot, the client will need to let us know at least 24 hours in advance so their technician can plan accordingly.
 4. Clients will text their technician when you arrive. Technicians will be disinfecting everything in the salon before and after each client as well as checking clients in. The technician will give the client the "OK" when it is time for the client to walk down.
 5. In Phase 1: Until further notice, we are required to stagger appointments. We will now have DOOR 1 and DOOR 2. Clients need to stand 6 ft away from the specified door. DOOR 1 is the main entrance, DOOR 2 is the entrance with the two big blue doors and steps. Katie, Laura and Tasha's clients will be arriving at DOOR 1 for check in. Danielle and Bennett's clients will be arriving at DOOR 2 for check in (unless the client needs assistance, then they will arrive at DOOR 1 but client needs to request in advance).
 6. At the door, the technicians will be utilizing our website to provide health screenings that will be sent to Amour 24, LLC's records. Every Renter and Employee is required to fill this form out before starting their day. First, anyone who wants to enter the building will have their temperature taken. If a technician or client does have a temperature of more than 99 degrees, the technicians day will be canceled and/or the client will be sent home to reschedule. If you have a high temperature regularly, please come prepared with a doctor's note. Potential symptoms include but are not limited to fever, respiratory symptoms such as runny nose, sore throat, cough or shortness of breath, muscle aches, chills, fatigue and changes in taste or smell.
- After check-in, hands should be washed by all parties. Alcohol based hand sanitizer will be available throughout the salon and at both Sanitation Stations.

- We will not be giving samples/testers products until further notice.

4. Waiting Area

- There will be no waiting area until further notice.
- No paper materials until further notice. This includes items such as magazines, business cards, brochures, and retail bags.
- There will be a sanitation station set up by DOOR 1 and DOOR 2. After a client and/or technician touches the door, the knobs will be disinfected.

5. Sanitation Protocols

- Technicians are responsible for reserving extra time for checking clients in/out and sanitizing and/or disinfecting work stations in between clients.
- Disinfect high touch areas in entry area, counters, etc
- All implements and surfaces are to be cleaned and disinfected after each use.
- All electrical implements are to be cleaned and disinfected with EPA-registered bactericidal, virucidal and fungicidal spray, foam or wipe to disinfect implement for full contact time listed on the manufacturers label

6. Refusal of Service

- As required by The State of New Hampshire, CDC and The State Board of Cosmetology, Esthetics and Barbering if any technician or client begins showing symptoms, they will be sent home immediately and the service will be rescheduled for a different date and time.