 ***BENG TENG SPA***

**Facility and Operation guidelines**

**I.** General Restrictions and Requirements.

* Operate NO MORE THAN 25% of occupancy rate for the facility. Including employees as identified in current or future executive order.
* Prior to operating, thoroughly clean and disinfect the facility and equipment using disinfectant cleaning supplies according to CDC guidelines.
  + Alcohol solution (70%) to disinfect high touch areas, such as; spa beds, counters, chairs and tables.
  + One part bleach, one part water solution to clean spa floors.
* Post signage at the entrance and throughout the facility to remind employees and patrons of the new policies.
* Provide hand sanitizer for patrons to use upon entering the facility.
* Require ALL patrons and employees to wear a mask at ALL times.
* Conduct screening of patrons before entering the facility.
  + This may include temperature checks.

(Patrons And employees with symptoms will not be permitted in the facility.)

* Create a regular cleaning/disinfecting schedule for daily organizations.
  + This includes following originally procedures of changing towels and bed sheets after every client use.
  + Washing cloth-like materials (in warm water and laundry detergent) used in client appointments every day.
* Provide and maintain an adequate supply of cleaning and disinfecting products for both patrons and employees.
* Ensure that SOCIAL DISTANCING can be met and maintained in accordance with Public Health and CDC.
  + This may require modifying the layout of the facility, and accept customers only by appointments.
  + Ensure the layout will not impede 6 feet when operating.

# Employees health and hygiene

* Screen ALL employees reporting to work for COVID-19 symptoms.
* Employees calling out due to an illness will have to submit a **Doctor’s Note/ Clearance Form** upon returning to work.
* Employees calling out pertaining to sickness or anyone in their household with a sickness **MUST** submit a clearance form/doctors note, upon returning to work.
* **ALL** employees MUST sanitize work station after every customer use.