

Indisposable Arts

341 S. Marine Corps Dr, #311

Tamuning, GU 96931

Business License # 2115708

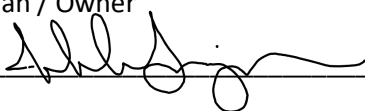
COVID-19 Standard Operating Procedure

- Will operate at 25% capacity or whichever capacity that directly corresponds to the executive order at that given time.
- Everyone inside the studio will be required to wear a face mask at all times.
- The studio is an appointment only studio. No walk-ins will be taken.
- Appropriate signage will be placed on the front door of the studio to communicate the new procedures
- All employees will be screened when entering the premises. Temperature will be taken and recorded onto the Contact Tracing Log, which we have provided, and hand sanitizer will be applied onto their hands.
- Clients may not bring any guests and must come alone.
- All appointments must be let into the studio by an authorized employee of the studio.
- All clients will be screened when entering the premises. Temperature will be taken and recorded onto the Contact tracing Log, and hand sanitizer will be applied onto their hands.
- If any employee or client have a body temperature above normal and/or feeling ill, they will not be let into the studio and asked to contact their healthcare provider.
- After filling out necessary paperwork, the client will be directed straight to their artists room to avoid any contact with common/waiting areas while practicing social distancing.
- During the procedure, the artist will utilize their own PPE, such as face masks and face shields.
- After the procedure, the client will be escorted out of the studio by an authorized employee to avoid any unnecessary contact on common area surfaces.

COVID-19 Cleaning Procedures

- Upon entering the studio, all counter tops, door knobs, tables and other common area surfaces will be cleaned and disinfected prior to opening for the day as well as in between each client and will be recorded onto a log.
- Common area floors will be swept and mopped prior to opening for the day.
- Any common office supplies that are provided to clients will be cleaned and disinfected, i.e. pens and clipboards prior to opening as well as in between clients.
- Each work station will be thoroughly cleaned and disinfected prior to the client entering.
- Immediately after the procedure, the work station will be cleaned and disinfected thoroughly.
- At the end of the business day, all work station floors will be cleaned and mopped. All trash bins will be emptied.
- Before closing, a final wipe down of all common area surfaces will be completed.

Jeff Lujan / Owner



Date: Oct 2, 2020