

DERMAL SKIN CARE & SPA PLAN OF ACTION FOR COVID-19 PANDEMIC

In addition to Guam COVID-19 PCOR 3 Industry Guideline Recommendations

Revised 04.15.21

1. BARBICIDE CERTIFIED

- Licensed specialist(s) completed the Barbicide Covid-19 Certification to comply with CDC and DPHSS Covid-19 Safety Guidelines.

2. TEMPERATURE CHECKS/THERMOMETERS

- All employees and clients have their temperature taken when entering the establishment with a digital thermometer. If temperature is recorded at 98° Fahrenheit and over and/or exhibits symptoms, the individual will be turned away and not allowed to enter until they have followed and obtained required actions as per Safety Guidelines showing that they can return to work or re-schedule a service.

3. SOCIAL DISTANCING

- Three chairs (separated more than 6ft. apart) are available for clients to fill out the Client Consultation & Consent Form. One chair is located at one side of reception area. Two chairs are located at the opposite side to accommodate a couple.
- Occupancy allowance is at sixteen people (including staff) within the establishment during operating hours.
- All employees are scheduled respectively within the operating hours. Three to four employees are scheduled at a time per shift and breaks are taken separately, one employee at a time.
- Clients with confirmed appointments are allowed only one at a time per service room. If the appointment is confirmed as a couple, only then that a service room that can permit the occupancy can have two clients.

4. MASKS

- All staff are required to wear face masks, safety glasses or face shields, and disposable gloves at all times within the establishment.
- Clients are required to wear face masks in order to enter the establishment and required to wear it at all times until further advised.
- **FACIAL Treatment:**
 - o The Esthetician will advise the client to remove the mask when treatment begins and to put their masks back on when treatment is completed. Facial treatment(s) requires the removal of the mask in order for serums, oils, and other related skin care products and tools to be successfully administered and processed on the face which includes the nose, cheeks, mouth, and chin area). When treatment is successfully completed, clients are given soft tissues to place behind the mask to avoid irritation when putting it back on. New disposable masks are available.
- **MASSAGES or BODY TREATMENTS:**
 - o Masks are never removed throughout the duration of the massage or body treatment.

5. BY APPOINTMENT ONLY

- Clients are to book appointments in advance via telephone, text messaging, email, and various social media messaging platforms.

6. NO CLIENTS AT RECEPTION/LOBBY AREA

- A clear barrier is installed at the reception counter to separate the Client and Staff to prevent contact during any transaction.
- After clients have had their temperature taken and sanitized, they will check-in for their confirmed appointment(s), fill out the Client Consultation & Consent Form (clipboards & pens available for use is sanitized before and after each client-use), and will be escorted to their respective service room to meet their specialist there.
- If the client is early or the service room is not ready, client will be advised to wait outside in their vehicle and will be notified when to enter.
- Books, magazines, newspapers, brochures, and all other physical media formats are no longer available. Lists of services and/or treatments with brief descriptions and prices are posted on the walls in the reception area. These can also be viewed on various social media platforms with more information.

7. HANDWASHING

- For employees: They must wash their hands using warm water and soap before and after each service and whenever necessary.
- For Clients: Restrooms with sinks are available and are disinfected and sanitized before and after each use. Soap, sanitizer, and disposable paper tissue & towels are provided for Clients & Staff to use.

8. CLEANING AND DISINFECTION

- Service beds, pillows, and headrests are covered by plastic that is disinfected, then covered by linen which is removed and washed after every service and is replaced by a new set of linens. Each room has closed cabinets to place designated clean linens. There are individual baskets to place used linens, towels, head covers, sarongs, etc. (laundry).
- In each service room, Clients can place their belongings in a clear cabinet that is covered, which is disinfected after each service is completed and client has left. In the Employee area, separated lockers are available for staff to place their belongings when they are scheduled to work.
- Disinfectant wipes/sprays are available throughout the establishment for use to disinfect all surfaces, Esthetician & Therapist equipment (tools & machines), handles, pens, doors, office equipment, etc.

9. OWNER/MANAGER WILL BE PROVIDING TRAINING AND PROPER SANITATION FOR EMPLOYEES.

10. COPIES OF THIS GUIDELINES AND OTHER SAFETY REMINDERS SHALL BE POSTED IN THE STRATEGIC AREAS WITHIN DERMAL SKIN CARE & SPA.