

COVID-19 Personal Care Service Guidelines



In accordance with Executive Order 2020-114 businesses or operations that require employees to leave their residence are **REQUIRED** to at a minimum:

- **Develop a COVID-19 preparedness and response plan**

Establish a response plan for dealing with a confirmed infection in the workplace, have available within two weeks of resuming in-person activities. Designate one or more worksite supervisors to implement, monitor, and report on COVID-19 control strategies. See [Guidance on Preparing Workplaces for COVID-19](#) developed by OSHA. See [COVID-19 Preparedness and Response template](#).

- **Train employees**

At a minimum, cover workplace infection-control practices, proper use of PPE, steps for symptomatic employees, reporting unsafe working conditions.

- **Conduct daily entry self-screening protocol for employees**

Take steps to reduce entry congestion and ensure effectiveness of screening (stagger start times, adopt rotational schedule) Sample workplace health screening available in [Re-Engagement Resources for Businesses](#).

- **Provide non-medical grade face coverings**

Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways, when employees cannot maintain 6-ft of distance.

- **Maintain 6-ft distancing**

- *Assign dedicated entry point(s) for employees to reduce congestion*
- *Provide visual indicators of appropriate spacing for employees outside the building in case of congestion at entry points*
- *Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space use, providing visual cues to guide movement and activity*
- *Prohibit social gatherings and meetings that do not allow for social distancing or create unnecessary movement in offices*

For the purpose of this document, personal care services include: barbering, cosmetology services, body art services (including tattooing and body piercing), tanning services, and massage services.

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- **Increase facility cleaning**
 - *Clean and disinfect high-touch surfaces, and minimize shared items.*
 - *Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.*
 - *Institute cleaning and communication protocols when employees are sent home with symptoms.*
 - *Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.*
- **Confirmed COVID-19 cases**
 - *Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) when a confirmed case of COVID-19 has visited the worksite.*
 - *If an employee, the employer must immediately contact the local public health department, and within 24 hours must contact any co-workers, contractors or suppliers that came into contact with that person.*
 - *Employer will allow employees with confirmed or suspected COVID-19 to return to work only after they are no longer infectious according to latest [CDC guidelines](#).*
- **Establish a response plan for dealing with a confirmed infection in the workplace.**

Include protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.
- **Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.**

Questions?

Contact the Health Department of Northwest Michigan at 1-800-386-5959

COVID-19 Personal Care Service Guidelines



In accordance with Executive Order 2020-114 Personal Care Service Operations are REQUIRED to:

- **Maintain accurate appointment and walk-in records**

Include date and time of service, name of client, and contact information, to aid with contact tracing should it become necessary.

- **Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.**

Sample signs are available in [Re-Engagement Resources for Businesses](#).

- **Restrict entry to customers, to a caregiver of those customers, or to the minor dependents of those customers.**

- **Maintain 6-ft of distance**

- *Require in-use workstations to be separated by at least six feet from one another and, if feasible, separate workstations with physical barriers (e.g., plexiglass, strip curtains).*
- *Limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another and ask customers, if possible, to wait in cars for their appointment to be called.*
- *Mark waiting areas to enable six feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).*
- *Install physical barriers, such as sneeze guards and partitions at cash registers, where maintaining physical distance of six feet is difficult.*

- **Discontinue all self-service refreshments.**

- **Discard magazines in waiting areas and other nonessential, shared items that cannot be disinfected.**

- **Require employees to make proper use of personal protective equipment in accordance with guidance from the CDC and OSHA.**

Questions?

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COVID-19 *Personal Care* *Service Guidelines*



- **Require employees and customers to wear a face covering at all times.**
 - *Customers may temporarily remove a face covering when receiving a service that requires its removal.*
 - *During services that require a customer to remove their face covering, an employee must wear a face shield or goggles in addition to the face covering.*
- **Cooperate with the local public health department if a confirmed case of COVID-19 is identified in the facility.**

Questions?

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