

## SAMPLE COVID-19 REOPENING PROCEDURES CHECKLIST BODY ART FACILITIES

Business Name:

Facility Address:

This sample reopening procedures checklist was developed to assist body art facility operators and practitioners to prepare their COVID-19 operating protocols and procedures. Employees shall also be trained and a person in charge designated to ensure the procedures are followed on a day to day basis. Please visit [www.emergencyslo.org/reopen](http://www.emergencyslo.org/reopen) for information regarding the reopening process and industry guidance.

### A. INDIVIDUAL CONTROL MEASURES AND SCREENING:

- Signage at each public entrance of the facility to inform employees and customers that they must not enter the facility if they are sick with COVID-19 symptoms.
- Signage regarding the Social/Physical Distancing Protocol at entrances to the facility. Signage warns customers that face coverings are required, hand sanitizer must be used, and physical distancing must be maintained.
- All employees and practitioners have been told not to come to work if sick. Monitor employee and practitioner health at the beginning of each shift for COVID 19 symptoms.
- Sick employees with symptoms associated with COVID-19 should be evaluated for testing by their doctor or urgent care.
- Establish a customer self-certification checklist that certifies they and anyone in their household are free of COVID-19 related symptoms before having a procedure performed. Customers should undergo a temperature check and symptom screen upon arrival.
- Provide both practitioners and customers with hand sanitizer and face coverings that completely cover the nose and mouth to use during a procedure.
- Practitioners should always wear face shields and face coverings while working; practitioners should wear disposable gloves that are changed with each procedure.
- Customers must wear face coverings at all times when in the facility.
- Prohibit the piercing or tattooing of the nose or lips until the Executive Order is fully lifted.
- Limit the number of customers so there is at least a 6-foot physical separation between workstations during each procedure. Recommend procedures are conducted by appointment only with no walk-in customers.
- No friends or family members are permitted in the facility, except for a parent or guardian accompanying a minor.
- Encourage clients to wait in their cars until their practitioner is ready to perform the procedure rather than wait inside the facility.
- Other – Describe:

## B. CLEANING AND DISINFECTING PROTOCOLS:

- EPA registered disinfectants (hospital grade) and related cleaning supplies are available at the following location(s):

Hand sanitizer containing at least 60% alcohol is available to all employees at the following location(s):

Hand washing facilities with soap, warm water, and single-use paper towels are available to all customers and employees at the following location(s):

Provide contactless payment systems or, if not feasible, sanitize payment systems regularly.

Describe process:

Ensure practitioners wash hands with soap and water or use hand sanitizer immediately before putting on and after removing gloves.

- Tattooing and piercing services are provided by a practitioner for only one customer at a time.
- Consider changing disposable or launderable smocks, scrubs, or other clothing between each customer.
- Employee(s) are assigned to use EPA approved products to disinfect high-contact surfaces frequently (point of sale registers, counters, restroom surfaces, reception seating, etc.). Describe process:
- Require sanitization/disinfection of workstations and equipment between each procedure. (Maintain documentation logs). Consider using disposable plastic or paper chair liners.
- Keep facility as well ventilated as possible for increased exchange of outside air.
- Floors are not cleaned by sweeping or other methods that can disperse pathogens in the air. A vacuum with a HEPA filter is used where possible.
- Amenities, including magazines, art books, coffee, water, self-serve stations (unless touchless), and other items for customers are removed from reception areas to help reduce touch points and customer interactions. Do not allow food or beverages to be at stations or in treatment rooms.
- Close breakrooms. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Bathrooms and other common areas are disinfected frequently on the following schedule:
  - Breakrooms:
  - Bathrooms:
  - Other (specify area and frequency):
- Other – Describe:

**C. PHYSICAL DISTANCING GUIDELINES:**

- If applicable, place tape or other markings at least six feet apart where customers queue with signs directing customers to use the markings to maintain distance.
- All employees and practitioners have been instructed to maintain at least six feet distance from customers and from each other throughout the facility, as much as practicable.
- Workstations should also be physically distanced or have appointments staggered to ensure there is at least 6 feet of physical distancing between workstations.
- Leverage technology to conduct consultations and meetings remotely rather than in person.
- Use barriers such as plexiglass at reception desks or other areas where physical distancing is not possible.
- Other – Describe:

**D. ADDITIONAL MEASURES:**

- Additional measures not included above:
  
- Copies of this checklist have been posted in a conspicuous place and are provided to all employees and practitioners.

Contact the following person with any questions or comments about these procedures:

Name:

Phone Number:

Date: