

COVID -19 Safety Plan
O'Sullivan's Barbershop
Site address: 756 Goldstream Ave Victoria BC

Protocols for the workplace to reduce person to person transmission

First level protection (elimination): We will be limiting the amount of people allowed into the shop to 5 to keep workers at least 2 metres from other workers, customers, and members of the public. We have minimized the reception area to facilitate cleaning and eliminate contact vectors. Counters should be kept free of clutter.

Second level protection (engineering controls): Due to the close nature of our business we have gone down to 1 (one) Barber per 5 (five) hour shift. The door will remain locked to stop walk-in customers. Appointments will be required in accordance with Worksafe BC orders. A vinyl curtain is installed to allow clients separation to wash hands upon entry and put on their mask.

Third level protection (administrative controls): Start of the shift BARBICIDE® containers will be created for use. Barbers are to utilize two chairs in one shift. While they are using one chair the second one can sit in disinfectant for the amount of time required. No sharing of tools is permitted. New capes for all clients.

Fourth level protection (PPE): Personal protective equipment (PPE), such as non-medical masks must be used. Masks are supplied for both Barbers and Clients (at \$1.00 cost). Also available for use are aprons, gloves and face shields. PPE must be worn by all Barbers and Clients. <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

Client Management

- Ask clients when booking whether they have symptoms of COVID-19. Ask them to cancel their appointment if they develop symptoms or have a family member who is confirmed or suspected of COVID-19. ***Remind clients of this policy when they arrive for their appointment.***
- You must keep a personal record of all client names you have seen.
- Appointments must be only booked on the half hour if it is 24 hrs before the appointment time. Additional time slots may become available on the day based on current workload.
- Phone numbers of clients must be written in the book. This safety measure is in place if contact is needed.
- Advise clients to remain outside the premises until their scheduled appointment time. Clients will be called in when proper disinfecting procedures are completed.
- Clients should arrive alone if possible (i.e., no children, friends or family accompaniment allowed). Be considerate for disabled individuals and those persons who require accompaniment (e.g. a parent or guardian). One parent for one child.
- Eliminate booking large groups for services.
- Door must remain locked during appointments.
- Avoid shaking hands or other unnecessary physical contact.
- Ask clients to remove and replace their own jacket.
- Have all clients wash their hands or use alcohol-based hand sanitizer upon entering.
- Clients must wear a mask. If they do not bring their own, they can purchase one for \$1.00.
- Handwashing. All workers will wash hands before and after each client, at the beginning and end of shift, after handling money and after touching used towels, gowns, tools and equipment, and delivery items.
- For retail-only sales, arrange in advance and schedule a pick-up time to avoid overlapping of service clients waiting in reception, or checking in or out for services.
- If a client refuses to wear a mask, service must be denied.

Providing Personal Services

- For services where physical distancing cannot be maintained and other control measures such as barriers cannot be used, masks will be worn to reduce the risk of transmission. Cloth and surgical masks may not protect the wearer from the virus because they do not form a tight seal with the face, but they can reduce the spread of the wearer's respiratory droplets to others. For that reason, clients should be required to wear masks for these services to protect workers. Workers should also wear masks to protect clients. (Refer to *WorkSafeBC guidance on selecting and using masks and handout in Operating Plan*)<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>
- Inform clients that masks will be required for their services at the time they book the appointment. Masks for clients will be provided at the cost of \$1.00 for those who have not brought their own. If clients refuse to wear a mask, service must be denied.
- Restrict or prohibit services identified as "high risk" where appropriate controls cannot be implemented. This includes Beard, Mustache and Shaving services that require close contact over extended periods and where clients cannot wear masks.
- Allow workers to wear gowns, smocks, or aprons to cover street clothing. You must launder at the end of each workday.
- Strict hand washing practices must be followed. This includes washing hands before and after every client, after breaks or using the washroom or after disinfecting tools and other surfaces. Avoid touching the face (eyes, nose, and mouth) while providing services to clients.

Tools and equipment

- **Tools** must be maintained in proper working order.
- **Combs**
 - A new comb must be used on every client. If a comb comes in contact with the floor or bodily fluid it also must be changed immediately.
 - After use a comb is used it **must** be **FULLY submerged** in Sanitizing Solution as per contact guidelines of product. Contact time refers to the length of time an implement or surface must stay moist with disinfectant to be effective against pathogens (bacteria, virus, fungus) listed on the label. For BARBICIDE® the contact time is 10 minutes of moist contact to be effective.
 - Must be rinsed and dried with a paper towel after disinfecting.
 - Sanitized combs need to be stored in a covered container.
- **Clippers/Guards**
 - must be cleaned and disinfected between clients. Use of products such as Wahl Spray on Disinfectant (contact time is 5 minutes) and or CLIPPERCIDE® Spray (contact time is 10 minutes)of moist contact to be effective.
- **Scissors**
 - must be cleaned and disinfected between clients. Use of products such as Wahl Spray on Disinfectant (contact time is 5 minutes),CLIPPERCIDE® Spray (contact time is 10 mins) or BARBICIDE® (the contact time is 10 minutes) of moist contact to be effective.
- **Capes**
 - New capes for each client along with a Barber Towel. (eg SANEK® NECK STRIPS or Gibsons Towel). After use, the cape must be placed in the marked sealed bin and the towel in a sealed garbage can.
- **Chairs**
 - Must be cleaned between clients. Proper cleaning is as follows:
 1. Remove all debris from chair
 2. Sanitize chair seat, back and arms by either using a PREempt™ Wipe or BARBICIDE®Spray and paper towel.
 3. After Contact time has been passed. Chair needs to be wiped with soap and water. Contact time varies between

products. PREempt™ Wipe contact time is 3 mins;
BARBICIDE® spray is 10 mins.

- **Countertop Sanitizer** (eg BARBICIDE®)
 - Is to be mixed upon start of shift as per BARBICIDE® concentrate directions. *It is mixed correctly by adding 2 oz (1/4 cup) concentrate to 32 oz (4 cups) of cold water.* At end of shift empty container.
- Each worker must have their own set of tools.
- Single-use items, such product applicators, barber towels (eg Gibsons) to be discarded properly after use.

Reducing the Risk of surface transmission through effective cleaning and hygiene practices

Enhanced cleaning and disinfecting

- Additional time between all appointments to allow for proper cleaning and disinfecting, and incorporate this into your cleaning and disinfecting routine.
- Hands must be washed before and after each client and use of washrooms. (see attached WorkSafeBC instruction sheet - Help prevent the spread of COVID-19: Handwashing)<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en>
- Clean and disinfect the workplace frequently throughout the day, between clients, and at the end of day. Follow the cleaning and disinfecting guidance provided by WorkSafeBC. (COVID-19 health and safety: Cleaning and disinfecting)<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>
- Retail products will be stored below counter.
- Clean and disinfect all tools and equipment between each client.
- Combs must be stored in an airtight container once sanitized.
- Barber Towels must be used with each client.
- Inside and outside of the door and the Debit Machine must be sprayed after each client.
- Hair must be swept between clients and placed in the garbage can with the lid.
- Capes to be discarded into the laundry basket with a lid after each client.
- Washrooms must be disinfected after each use.
- No clients allowed in the "Staff Only" area.
- At the end of your shift; empty Barbicide container, Tools to be put away after disinfecting, both chairs to be cleaned.

Illness in the Workplace Procedures

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Are a close contact of a person who tested positive for COVID-19
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- Our policy addresses workers who may start to feel ill at work. It includes the following: Sick workers should be asked to wash or sanitize their hands, and the worker will be asked to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.] If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. <https://bc.thrive.health/>
- Clean and disinfect any surfaces that the ill worker has come into contact with.
- If you are feeling unwell phone call the night before and stay home.

Monitoring Risks

Things may change as we operate. If you identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures. We will make changes to our policies and procedures as necessary or as deemed by the Provincial Health Officer or City By-Law.

If there is a health and safety concern bring it to Rachel's attention in writing at rachelolsen.74@gmail.com.