**PROTECT YOUR STAFF**

1. Don’t let employees work when ill. Make sure they stay home for at least 3 days after symptoms subside and no fever for 24 hours without medication.
2. Barrier installed at ordering/payment counters to protect staff and guests.
3. Workers with prolonged face to face contact with patrons should wear a mask and face shield.
4. Check all employee’s temperature at the start of shift.
5. Wear gloves when possible.
6. Use disposable materials when available.

**PROTECT YOUR PATRONS**

1. Ask patrons about symptoms prior to coming to appointment.
2. By appointment only-no walk-ins.
3. Limit to 1 patron per employee separated by 6 feet between chairs.
4. No magazine or paper reading material may be provided.
5. No self service of any kind.
6. Patron should wash hands before services.
7. Enable method to alert patron waiting outside until appointment is ready.
8. Disinfect all payment machines/phones after each use.

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**ENVIRONMENTAL CONTROLS**

- Post sign on door that no one with a fever or symptoms may enter the building.
- Handwashing MUST be priority #1 for staff. Make sure hot water, soap and paper towel are always available.
- Disinfect multi-touch surfaces hourly (doorknobs, handles, faucets, railings).
- No waiting area.
- Must sanitize all chairs and sinks after each patron.
- Products and other retail should not be accessible for patron, handled and bagged by employee only.
- Provide hand sanitizer for employee and patrons.