

COVID-19 Response & “SAFE” Plan Overview



As our region continues to deal with the COVID-19 pandemic, Shelley Salon & Day Spa is committed to ensuring the safety and well-being of staff and visitors. Guided by this commitment, and in the response to evolving guidelines related to our region’s phased “re-opening”, Shelley Salon & Day Spa has implemented the Salon “SAFE” plan focusing on public health and risk management measures in four key areas. This program, outlined below, provides a framework for the Salon to work together with our visitors to promote health and well-being.

Web: www.ShelleySalon.com

Sanitation

- Employees and clients must adhere to proper hygiene and social distancing rules and must practice respiratory etiquette, including covering coughs and wearing proper face coverings when in common areas.
- We ask that all personal items (laptops, pocketbooks, and backpacks) be left in the guest’s locked car: only bringing in their phone/tablet, beverage of choice, and method of payment.
- All frequently touched surfaces, common areas, and equipment are thoroughly cleaned and disinfected in accordance with CDC “Enhanced Cleaning Protocols,” and cleaning logs are maintained on site.
- Prominent signage promoting frequent and thorough hand washing is displayed throughout our Salon, and alcohol-based hand sanitizer is made available when soap and running water are not immediately available.
- All linens, capes, smocks, and towels are laundered after a single use.
- Every day our staff will have to fill out a health questionnaire and be temperature screened; this information will be kept in a logbook. We will post a list of all people working at the Salon for the day, on the door, for our clients to see when they arrive. PPE is critical to health and safety, so our stylists will be required to wear a mask, face shield and a new smock for each client.

Access

- FaceTime and Zoom calls, and other electronic means of communicating business are encouraged. For in-person interactions, a log of visitors is maintained at the front desk to assist in contact tracing efforts.

- Distancing signs denoting 6 feet of spacing have been posted in commonly used areas and physical barriers have been installed at the reception desk for the protection of clients and employees, where necessary.
- Maximum room capacities have been revised to reflect a 6-foot social distancing policy and signage of social distancing has been visibly posted; seating in common areas and staff rooms has been reduced accordingly.
- NO extra guests will be allowed into the building unless physical assistance is needed for the client receiving services or the client is under 4yrs of age.

Functions

- Social functions and events at the salon have been amended to adhere to social distancing guidelines.
- When visiting the salon, clients and employees must adhere to proper hygiene and social distancing rules and wear proper face coverings.
- We will no longer be serving beverages or offering magazines in the waiting room.

Engagement

- Shelley Salon & Day Spa personnel are required to advise their immediate supervisor if they have symptoms of COVID-19, including cough, difficulty breathing, fever, chills, headache, sore throat, and loss of taste and/or smell.
- All stylists are required by the NY Governor Mandate to be swab tested for COVID-19 before they can get back to work and will have to continue to be retested on a bi-weekly basis during Phase 2.
- In the event an employee tests positive for COVID-19, Shelley Salon & Day Spa will immediately notify state and local health departments and cooperate with contact tracing efforts while maintaining confidentiality as required by law.
- The “SAFE” plan has been communicated electronically to clients and is also visibly posted in the Salon; we will continue to communicate with staff and clients on any updates

By adhering to the above public health and risk management practices, we will be able to successfully navigate this pandemic as a team. Implementation of the “SAFE” plan will be closely monitored to ensure its effectiveness, and we welcome any feedback, comments, or concerns. Your assistance in taking these steps to safeguard our community is greatly appreciated. Thank you for choosing Shelley Salon & Day Spa for your services and for continuing to place your confidence in us.