

## Exhibit C, Appendix C-5: Requirements for Expanded Personal Care Services

On June 12, 2020 the State released Industry Guidance for Expanded Personal Care Services, and current local conditions and disease epidemiology related to COVID-19 support allowing these facilities to operate in accordance with the State's guidance. Personal Care Services includes facials, electrolysis, and waxing and applies to esthetician, skin care, and cosmetology services; electrology; nail salons; body art professionals, tattoo parlors and piercing shops; and massage therapy (in non-healthcare settings). The State's Industry Guidance contains both general requirements for the industry and specific requirements for each type of service. It is very important that both the owner/operator of the shop and any lessee or contractor understand and implement the general and specific requirements for the type of service they are providing to their customers.

- A. The facility is operable, cleaned and stocked:
  1. All equipment, plumbing, laundering, and ventilation systems are operational.
  2. There is an adequate supply of PPE for staff, contractors, vendors, and, if needed, customers.
  3. The facility is thoroughly cleaned and disinfected, including all equipment, workstations and customer areas.
  4. All workstations and front counter areas are stocked with sanitation and disinfecting supplies, including sanitizing wipes and hand sanitizer.
  5. All permits, licenses and registrations for the facility and individual operators, as applicable, are valid.
- B. Review the guidance provided in the State of California "[COVID-19 INDUSTRY GUIDANCE: Expanded Personal Care Services](https://covid19.ca.gov/pdf/expanded-personal-services.pdf)" (Industry Guidance) found at <https://covid19.ca.gov/pdf/expanded-personal-services.pdf>
- C. Implement the guidance criteria applicable to the specific type services provided to customers. This includes employee training, employee health monitoring, use physical separation methods or barriers, use of personal protective equipment (PPE) such as face coverings, face shields and/or gloves while providing services or in areas where workers cannot maintain six feet from customers and/or each other, increased cleaning and sanitation, and other applicable guidance criteria.
- D. Print out the [Industry Guidance](#) and place a check mark by each bullet point that is implemented at the salon or shop. Cross out those bullet points and associated paragraphs that are not being implemented. Attach the completed [Industry Guidance](#) to the cover sheet in Attachment C-5A. and add any other specific protocols being implemented at the site to prevent the transmission of COVID-19 by complying with the state and local Orders. This will be the written plan for social distancing (Written Plan) for the site.
- E. Designate a COVID-19 supervisor to ensure the implementation of the Written Plan. The designated COVID-19 supervisor shall be present on-site at all times the facility is open. The COVID-19 supervisor can be an on-site worker who is designated to carry this role. More than one COVID-19 supervisor may be designated to account for multiple shifts or areas, but only one COVID-19 supervisor shall be responsible for ensuring compliance with the State's [Industry Guidance](#) and this Order for the whole facility.
- F. Post the COVID-19 related signage visible to employees and customers:
  - iii. Post at or near each entrance door in a manner that is readily visible to the public and employees the following signs:
    - a. A sign stating that the salon or shop has a Written Plan available for review and stating the name and phone number of a person at the salon or shop who can be contacted

- regarding details of the Written Plan. A sample [Written Plan entrance sign](http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=32285) can be found on the County's website at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=32285>.
- b. A sign stating to stay home if you have a cough, fever or feel unwell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear face covering in public; and avoid physical contact. A sample [Help Our Community Stay Healthy sign](http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=32286) can be found on the County's website at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=32286>.
  - iv. Post, in areas visible to workers and public at various locations within the salon or shop, signs providing general guidance on practices to help reduce the risk of spreading COVID-19, including not touching face; washing hands with soap and water for at least 20 seconds; cleaning and disinfecting frequently touched objects; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC. A sample [Stop the Spread of Germs sign](http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=32283) can be found on the County's website at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=32283>.
    - G. Provide a copy of the Written Plan to all employees and have the plan available to the public upon request for their review. The plan can be provided in an electronic format to meet this requirement.
    - H. The facility may re-open once all criteria in this section are completed.

**EXHIBIT C, APPENDIX C-5  
ATTACHMENT C-5A**

**Solano County  
Written Plan for Social Distancing (Written Plan)  
for Expanded Personal Care Services**

Business name:

Facility Address:

Number of customers allowed in the facility at one time:

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***California Guidance for Expanded Personal Care Services:***

This Written Plan meets guidance from California's [COVID-19 INDUSTRY GUIDANCE: Expanded Personal Care Services](#) (Industry Guidance) applicable to the type of service provided by this facility. The [Industry Guidance](#) showing the applicable protections being implemented at this facility is attached.

***Signage and Availability of Written Plan:***

- Signs are posted at or near the entrance doors readily visible to employees and the public that a [Written Plan](#) is available upon request and providing [general precautions](#) to prevent the spread of COVID-19 to be consider before or upon entering the facility.
- Signs are posted throughout the facility in a manner readily visible to workers and customers reminding them of the [general practices](#) to help reduce the risk of spreading COVID-19.
- A copy of the Written Plan is readily available to the public upon request.

***Measures to Ensure Compliance to Protocol:***

- A COVID-19 Supervisor, who can be an on-site employee, is designated for all periods the facility is operating to ensure compliance with this protocol.
- A copy of this Written Plan has been provided to all employees and all employees have received training on the plan.

\* Any additional measures not included here or in the [Industry Guidance](#) should be listed on separate pages and attached to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:**

**Phone number:**

Attach a check marked copy of the [COVID-19 INDUSTRY GUIDANCE: Expanded Personal Care Services](#).