

ARCADE BARBERS COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-59, ARCADE BARBERS institutes this COVID-19 Preparedness and Response Plan.

ARCADE BARBERS aims to protect its workforce by enacting all appropriate prevention efforts. ARCADE BARBERS is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Barbers/Cosmetologists with questions are encouraged to contact Tiffany Royal via phone at 734-665-7894 and/or email at tifnie1972@gmail.com

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

ARCADE BARBERS abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Barbers/Cosmetologists are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Barbers/Cosmetologists are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Barbers/Cosmetologists work stations are no fewer than six feet apart;
- ARCADE BARBERS may utilize flexible work hours, wherever possible, to limit the number of Barbers/Cosmetologists simultaneously working on-site;
- Barbers/Cosmetologists interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

ARCADE BARBERS provides Barbers/Cosmetologists with, at a minimum, non-medical grade face coverings.

In addition, ARCADE BARBERS is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Barbers/Cosmetologists are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other Barbers/Cosmetologists' phones, desks, offices, or other work tools and equipment;

- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on ARCADE BARBERS premises;
- Complying with Barbers/Cosmetologists daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

b. Supplemental Measures Upon Notification of Barbers/Cosmetologists COVID-19 Diagnosis and/or Symptoms

A Barbers/Cosmetologists with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, ARCADE BARBERS:

- Informs all Barbers/Cosmetologists with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic Barbers/Cosmetologists workstation, as well as those common areas potentially infected by the Barbers/Cosmetologist.

All Barbers/Cosmetologists who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met.

c. Worker Exposure Classification

Barbers/Cosmetologists “worker exposure” is classified as medium risk by the Occupational Safety and Health Administration’s guidance because they frequently and/or closely interact with the general public.

Given this classification, ARCADE BARBERS provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

2. Identification and Isolation of Sick and/or Exposed Barbers/Cosmetologists

Risk and exposure determinations are made without regard to Barbers/Cosmetologists protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from Barbers/Cosmetologists is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from Barbers/Cosmetologists personnel documentation.

a. Barbers/Cosmetologists Self-Monitoring

The following Barbers/Cosmetologists should **not** report to work and, upon notification to ARCADE BARBERS, will be removed from the regular work schedule:

- Barbers/Cosmetologists who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Barbers/Cosmetologists who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Barbers/Cosmetologists who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such Barbers/Cosmetologists may only resume in-person work upon meeting all return-to-work requirements, defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Arcade Barbers screens Barbers/Cosmetologists on a daily basis.

Barbers/Cosmetologists are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If a touchless thermometer is available, temperature checks are performed.
 - b. If yes, access is denied, and independent contractor is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?

- a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via airplane internationally or domestically in the last 14 days?
 - a. If yes, access is denied, and Barber/Cosmetologist is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Barbers/Cosmetologists who develop symptoms during their shift must immediately report to Tiffany Royal.

c. Return-to-Work Requirements

Barbers/Cosmetologists who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, Barbers/Cosmetologists may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Barbers/Cosmetologists who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Barbers/Cosmetologists are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, ARCADE BARBERS may accept written statements from Barbers/Cosmetologists confirming all the factors supporting their release.

3. Workplace Flexibilities and Potential Benefits for Barbers/Cosmetologists Affected by COVID-19

a. Unemployment Compensation Benefits

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Barbers/Cosmetologists who are unable to report to work for reasons related to COVID-19 could be eligible for unemployment compensation for such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
- Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

ARCADE BARBERS is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then ARCADE BARBERS engages in the interactive process to provide a reasonable accommodation. This may mean allowing to work an alternative schedule.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, ARCADE BARBERS will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by ARCADE BARBERS and in accordance with guidance from local, state, and federal health officials.