

# STOPPING THE SPREAD. KEEPING YOU SAFE.

OUR BUSINESS IS DOING THE FOLLOWING TO ENSURE THE SAFETY AND HEALTH OF OUR CUSTOMERS AND OUR EMPLOYEES

## SOCIAL DISTANCING

- ❑ Requiring six feet distance between individuals at the workplace at all times.
- ❑ Actively encouraging flexible work arrangements.
- ❑ Following CDC guidelines in efforts to reduce vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant ADA and ADEA regulations.
- ❑ Using tele- or video-conferencing for meetings and events whenever possible. Suspended all non-essential travel.
- ❑ Closed off unnecessary areas in workplaces where social gatherings tend to occur and/or limiting numbers of employees present at a single time.
- ❑ Implemented a no-touching policy (no handshakes, hugs, or other close contact) for staff, customers, and all visitors to the work premises.
- ❑ Limited the number of people in elevators at one time.
- ❑ Requiring 6-ft spacing between customers while in line for service or check out.
- ❑ Included signage explaining social distancing policies to all staff, customers, and visitors.

## HEALTH & HYGIENE SAFETY STANDARDS

- ❑ All employees interacting with the public are wearing face masks per State order.
- ❑ For those working on site rather than telecommuting, we are monitoring our workforce for indicative symptoms daily in accordance with CDC guidance. Temperature and symptom checks happen before the individual enters the facility. We are not allowing symptomatic people to physically return to work until cleared by a medical provider.
- ❑ Developed policies that encourage sick employees to stay at home without fear of reprisals. We have ensured employees are aware of these policies.
- ❑ Mandated health and hygiene protocol such as washing hands and proper etiquette for sneezing and coughing. Ensured employees are following State, local, and CDC guidance on face masks and other PPE.

- ❑ We have provided ample supplies for employee health, including PPE as applicable, soap and water, tissues, no-touch trash cans, and hand sanitizer with at least 60% alcohol.
- ❑ We routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. We discourage sharing of tools and equipment.
- ❑ We are using products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, we allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. We have trained staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- ❑ We are using touchless payment options as much as possible, when available. We ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. We are wiping any pens, counters, or hard surfaces between use or customer.
- ❑ We have a defined protocol for dealing with suspected and confirmed cases, and communicate this policy to all employees. We have developed and implemented policies and procedures for workforce contact tracing and cleaning should an employee test positive for COVID-19.
- ❑ We will adhere to CDC guidelines on restroom occupancy and maintenance. Restrooms are cleaned and disinfected on a daily basis at minimum, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches. Restrooms are regularly stocked with supplies for handwashing in accordance with CDC guidelines.
- ❑ We have ensured that ventilation systems operate properly and increased circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- ❑ We have taken steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

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- All staff are wearing masks and following strict, frequent hand-washing procedures.
- Cleaning/custodial staff are wearing face masks and gloves when cleaning rooms, and are frequently changing gloves.
- Guest rooms are thoroughly sanitized after check-out in accordance with industry standards.
- Requiring 6-ft spacing between customers while in line for service or check out.
- Increased cleaning measures for rooms, elevators, public spaces, door handles, and other high-contact touch points.
- Hand sanitizer/hand-washing stations have been placed at entrance and high-traffic areas.
- Limiting housekeeping/laundry and other services that require staff to enter guests' rooms during their stay.
- Discontinued operations that require customers to use common utensils or dispensers, such as salad bars, buffets, and beverage service stations.
- Removed "help yourself" food items where multiple people are in contact with the same product, such as peanuts, mints, bar items, etc.

**THESE STANDARDS ARE SUPPLEMENTARY TO GENERAL BUSINESS STANDARDS WHICH ALL BUSINESSES SHOULD ADHERE TO AT A MINIMUM. USE THE QR CODE TO SEE THE FULL LIST OF REGULATIONS AND STANDARDS OUR BUSINESS HAS IMPLEMENTED TO KEEP YOU SAFE.**



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- ❑ This restaurant is abiding by all standards set by LA Dept of Health.
- ❑ All staff are wearing masks and following strict, frequent hand-washing procedures.
- ❑ Menus are disposable, disinfected after use, or otherwise displayed in a manner that requires no touching by multiple patrons.
- ❑ We have discontinued operations that require customers to use common utensils or dispensers, such as salad bars, buffets, and beverage service stations.
- ❑ We have removed “help yourself” food items where multiple people are in contact with the same product, such as peanuts, mints, bar items, etc.
- ❑ We encouraged pick-up and delivery of food items rather than in-person dining where possible.
- ❑ We have placed hand sanitizer/hand-washing station at entrance.
- ❑ We have included signage explaining hygiene and social distancing policies to guests and visitors.
- ❑ All food contact surfaces such as dishware, utensils, food preparation surfaces, and beverage equipment are washed, rinsed, and sanitized after use.
- ❑ We are not allowing food and beverage implements brought in by customers.
- ❑ We frequently clean and disinfect surfaces repeatedly touched by employees or customers, such as door knobs, equipment handles, check-out counters, grocery cart handles, etc., as well as floors, counters, and other facility access areas using EPA-registered disinfectants.
- ❑ When changing any normal food preparation procedures, service, delivery functions, or making staffing changes in response to COVID-19, we will apply procedures that ensure proper internal temperatures for food safety.

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- All staff are wearing masks and following strict, frequent hand-washing procedures.
- We are offering contactless curbside service for items ordered online, over the phone, or through a store app where possible.
- We have increased cleaning measures for touch points, including shopping cart handles, merchandise shelves, front-end belts and cash registers, elevators, escalators, door handles, fitting rooms, and other high-contact touch points.
- We are offering touchless point-of-sale options where possible. If touchless point-of-sale options are not available, we are cleaning keypads, screens, and pens between customers, and/or offering customers hand sanitizer after use.
- We are sanitizing phones, headsets, and cash registers between each associate's use.
- We have placed hand sanitizer/hand-washing stations at entrance and high-traffic areas.

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- Appointments must be made in advance by phone or online. We are not accepting walk-in appointments.
- Staff will ask clients if they have had symptoms upon entering establishment, or if they have been exposed to anyone exhibiting symptoms in the past 14 days.
- Waiting area will abide by social distancing standard and ensure patrons are at least six feet apart. We have removed any items, such as magazines, that cannot be disinfected and can be touched by numerous patrons.
- We recommend that clients wait outside or in their personal vehicle until our staff is ready to serve them. Persons NOT being served should remain outside the salon/shop.
- Booths and service stations are at least six feet apart and/or utilize divider shields.
- Customers and staff must wear face masks, except to the extent that a face mask on the customer would make it impossible for services to be performed.
- Disposable gloves will be worn when serving clients and changed in between clients, except to the extent that gloves make it impossible for services to be performed, in which case hands are washed thoroughly before and after services are rendered.
- Clean capes and smocks are used for each client.
- We clean and disinfect all work area surfaces between clients, as well as chairs, head rests, and armrests, or are using a plastic covering that can be cleaned/removed.
- We clean and disinfect all reusable tools and store in an airtight closed container. We clean and disinfect all appliances, sheers, clippers, clipper guards, clippies, rollers, combs, brushes, rolling carts and any other items used in connection with servicing clients.

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- We placed hand sanitizer or handwashing stations at entrances and other high-traffic areas, and at all theater entrances/exits where patrons must touch door handles.
- We've ensured seating adheres to social distancing requirements:
  - We are keeping at least six feet separation between parties in any row by leaving adjacent seats empty.
  - We are alternating empty and seated rows, with every other row left empty. After a screening/performance, we are disinfecting the seated rows following CDC and EPA guidance for disinfectants and leaving that row empty for the next screening/performance, allowing the previously empty row to seat viewers for the next screening.
- We are disinfecting all frequently touched surfaces between screenings/performances.
- Food and drink concessions are adhering to Restaurant & Food Service Establishment standards.
- Arcade games and other entertainment equipment that are touched by numerous customers are disinfected after every patron, wherever possible.

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- *We are adhering to regulating guidance by the Louisiana Department of Health and Louisiana Department of Education, as well as the [CDC's guidance for administrators of child care programs and K-12 schools](#).*
- Created an emergency plan for possible outbreak and communicate plan with parents.
- Implemented social distancing strategies:
  - Group sizes of children are limited to ten or less, in accordance with Federal guidance on group size. Group sizes for infants are limited to 5 or less.
  - Staff and children will function in a 6' social distancing environment to the best extent possible.
  - We have altered or halted daily group activities and events that may promote transmission.
  - Limited the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
  - Modified drop-off and pick-up procedures to limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Staff members and older children will wear face coverings in accordance with State and CDC guidance. Face coverings WILL NOT be put on babies under age two.
- Implemented symptom-screening procedures upon arrival in accordance with the CDC:
  - Children will not be admitted if they are exhibiting symptoms, have tested positive, or live with a family member with symptoms or who has tested positive.  
Any child who starts to run a temperature, begins coughing excessively, or running a fever will remain in isolation until a parent arrives to bring them home.
- Intensified cleaning and disinfection efforts:
  - Hand hygiene stations are set up at the entrance of the facility, so that children can clean their hands before they enter. We will provide children with clear hand-washing hygiene instructions in accordance with CDC guidance.
  - We routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, including toys, games, doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
  - We use bedding that can be washed regularly. We keep each child's bedding separate, and store in individually labeled bins, cubbies, or bags. Cots and mats are labeled for each child.
  - Toys that cannot be cleaned and sanitized will not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. We will not share toys with other groups of infants or toddlers until they are sanitized.
  - At the end of the day, after children have departed, a full clean will be done of the facilities. Cleaning staff will wear disposable gloves for all tasks in the cleaning process, including handling trash. Cleaning staff will be sure to wash hands thoroughly after removing gloves.

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