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BODYWORKS

COVID-19

Workplace Prevention Plan

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COVID-19 Workplace Prevention Plan

Personal Care Services

Grounding monitors the County Risk Level for the county of Riverside and makes required adjustments to our operations as needed/required:

Purple – Widespread – Tier 1

- Indoor operations for Nail Salons are permitted.
- Outdoor operations for non-invasive services are permitted and must continue to follow the modifications in this guidance. Electrology, tattooing, and piercing services must not be provided in the outdoor setting because they are invasive procedures that require a controlled hygienic environment to be performed safely.
- Outdoor operations may be conducted under a tent, canopy, or other sun shelter as long as no more than one side is closed, allowing sufficient outdoor air movement.
- Personal care providers should not perform a service that would require a customer to have to enter the establishment.

Red – Substantial – Tier 2

- Indoor operations are permitted and must continue to follow the modifications in this guidance.

Orange – Moderate – Tier 3

- Indoor operations are permitted and must continue to follow the modifications in this guidance.

Yellow – Minimal – Tier 4

- Indoor operations are permitted and must continue to follow the modifications in this guidance.

For the most updated information on county tier status, visit [Blueprint for a Safer Economy](#). Please note that counties can have more restrictive criteria and different closures. Find your county's local information.



Letter from Jenn

We specialize in “touch”, so my priority from the beginning of the pandemic has been safety for my tribe, as well as our friends and the community we serve. Grounded Bodyworks closed our doors March 16th [out of caution] to begin gathering the appropriate information to prepare for a solid reopen.

During the times we have been closed, we have made many changes and upgrades to ensure a safe return to work program was in place.

Since our first closure in March, we have made sure Grounded and it's employees are COVID-19 safe.

- We believe in wearing masks and require them when entering our building.
- Appointments are staggered throughout the day to promote social distancing.
- Our Staff has been trained thoroughly on our new policies that mirror that of CDC and our boards and associations.
- New hire training program is required prior to working with community.
- The studio has many upgrades and improvements to ensure a safe and successful reopen.

As I continue learning more about the virus and all it affects, I continue to update our policies and procedures to not only do what is required of us per our State and County/City laws, but to set the bar for performing personal services, earn your trust as well as keep my staff safe. I am confident if we follow everything we have set in place, we can continue offering our services safely.

Jenn.

Founder.

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CDC Overview

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population. The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact or in a poorly ventilated area with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include hospitals, long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores. As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- Physical distancing to the maximum extent possible.
- The use of face coverings by staff, customers/clients, vendors.
- Frequent handwashing and regular cleaning and disinfection.
- Training workers on these and other elements of the COVID-19 prevention plan

Contents of a Written Workplace Prevention Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the CDPH guidance.
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- Protocols for when the workplace has an outbreak, in accordance with CDPH guidance and recommendations and orders from the local health department.
- For outdoor operations, comply with the Cal/OSHA standard for preventing heat illness in outdoor workers, including a written heat illness prevention plan made available to employees in both English and the language understood by the majority of the employ.



Staff Training. Measures and Screening.

- Information on COVID-19, preventing spread, and who is especially vulnerable has been shared with all staff including all future hires via email, and our website.
- Self-screening is conducted at home each day, including temperature and/or symptom checks using CDC guidelines. The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC, such as a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- Temperature checks are taken each day staff enters the building to work. Their temperature is recorded and kept on file. If Staff has a fever, but is displaying no other symptoms, the Staff member is instructed to go home until the fever/sickness has passed.
- Provide and ensure workers use all necessary PPE, including eye protection, gloves, and face shields where necessary.
- Provide disposable gloves to workers handling items contaminated by body fluids and as a supplement to frequent handwashing for other cleaning tasks such as handling commonly touched items or conducting symptom screening. Also provide disposable gloves for services that require them.
- Contact customers before visits and ask if they or someone in their household has COVID-19 symptoms, and if so, reschedule.
- Do not permit customers' friends or family in the work area except for a parent or guardian accompanying a minor.
- Screen customers on arrival and reschedule those who indicate signs of illness.
- To return to work after a COVID-19 diagnosis only after meeting CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis.
- When to seek medical attention.
- The importance of hand washing and types of hand sanitizers to use.
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings, including information in the CDPH guidance.
- Heat illness symptoms and prevention, following Cal/OSHA requirements.
- Information on paid leave benefits, including the Families First Coronavirus Response Act and other government programs supporting sick leave and workers' compensation for COVID-19. Train independent contractors, temporary, or contract workers in these items and ensure they have necessary PPE.
- Display guidelines for customers as a condition of service, including to wear face coverings, use hand sanitizer, and maintain physical distancing. Also make the guidelines available digitally.



Physical Distancing Guidelines

WARNING: physical distancing alone is insufficient to prevent transmission of COVID-19 indoors.

- Implement measures to ensure physical distancing of at least six feet between and among workers and customers, except while providing the services that require close contact. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or customers should stand).
- Maintain at least six feet of physical distance between each workstation area, and/or use impermeable barriers between workstations to protect customers from each other and workers.
- Stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and disinfection between each customer visit. Consider servicing fewer customers each day or expanding operating hours to allow for more time between customers and suspending walk-in appointments.
- If possible, implement virtual check-in technology to ensure that workers are notified when a customer arrives. Ask customers to wait outside or in their cars rather than congregating in reception areas. Reception areas should only have one customer at a time, or the area should be modified to support adequate physical distancing, including removing chairs and sofas or spacing them further apart.
- For outdoor operations, establish an outdoor reception area where customers can check in while still following physical distancing guidelines. Take measures at reception desks or other areas where physical distancing cannot be maintained to minimize exposure between workers and 11 customers, such as Plexiglas or other barriers.
- For outdoor operations, create outdoor break areas with shade covers and seating that ensures physical distancing, where possible.
- Take measures at reception desks or other areas where physical distancing cannot be maintained to minimize exposure between workers and customers, such as Plexiglas or other barriers.
- Consider offering workers who request modified duties options that minimize their contact with customers and other workers (e.g., managing inventory or managing administrative needs through telework).
- Require workers to avoid handshakes, fist bumps, hugs, or similar greetings that break physical distance.
- Discourage workers from congregating in high traffic areas, such as bathrooms, hallways, or credit card terminals.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Adjust any staff meetings to ensure physical distancing. Hold meetings over the phone or via webinar for workers wherever possible.



Cleaning and Disinfecting Protocols

- Staff, coworkers, fellow tenants, and booth renters perform thorough cleaning in high traffic areas and their service rooms.
- Frequently disinfect commonly used surfaces throughout studio.
- Install hands-free devices if possible, such as touchless faucets and paper towel dispensers.
- Equip reception areas and workstations with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Use hospital grade products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list to clean and disinfect anything the client came in contact with. Train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the CDPH asthma-safer cleaning methods.
- Use plastic or disposable coverings on porous surfaces, such as chair seats, and dispose of or clean after each customer.
- Ensure all water systems are safe to use to minimize risk of Legionnaires' disease.
- All linens have been removed from our service rooms and are stored in a separate room as used linens.
- Disinfect all appliances at workstations and in treatment areas properly between each customer.
- Remove used linens, towels, and other draping after each treatment and disinfect the table. Wear disposable gloves when removing used linens. Do not shake dirty laundry. Place used linens in closed containers for proper laundering. Cover treatment tables with clean treatment table paper, a clean towel, or a clean sheet after each use.
- Clean using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- Removed (e.g., throw pillows, fabric-lined chairs) with surfaces that cannot be cleaned properly.
- Provide a hard-surfaced, non-porous chair or large hard surfaced or plastic basket for clients to put their clothes on or in.
- Removed amenities, such as magazines, books, coffee, and self-serve stations (unless touchless) for customers. Do not allow food and beverages to be at stations or in treatment rooms.
- Thoroughly clean any product display areas. Remove and discard any "test" products.
- Encourage use of credit cards and contactless payment, or have customers use exact cash or check.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Provide time for workers to implement cleaning practices during shifts as part of the workers' job duties. Avoid sharing phones, tablets, laptops, pens, and other work supplies. Never share PPE.
- Consider upgrades to improve air filtration and ventilation.



Additional Steps we take for Esthetic and Skin Care Services

- Staff wears a face shield for eye protection [with a face covering] when providing clients treatment on facial or neck areas that do not enable the client to wear a face covering.
- Staff wears disposable gloves throughout the entire esthetic service and while cleaning and disinfecting implements and surfaces afterwards.
- Staff removes gloves and wash hands before leaving the treatment room or area. Use a previously readied disposable barrier, such as a paper towel, to open and close the treatment room door when leaving the room.
- Dispose of single-use applicators immediately after use in a lined, lidded trash.

Additional Considerations for Microblading Services

- Staff wears disposable gloves throughout the entire service and while cleaning and disinfecting implements and surfaces after each client.
- Wash hands thoroughly with soap and water or use hand sanitizer immediately before putting on and after removing gloves.
- Staff wears a mask and shield due to close proximity of client and therapist.
- Provide tattooing or piercing services to only one customer at a time.

Additional Steps we take for Waxing + Sugaring Services

- Estheticians and Cosmetologists must use disposable gloves during the entire treatment. They should wear a face shield and face covering when providing treatment on facial or neck areas that do not enable the client to wear a face covering.
- Require clients to wear face coverings for treatments to other areas, if they are able per the CDPH guidance.
- Clean and sterilize tweezers, rollers, and needle holder caps between each client.
- If possible, use disposable probes that do not require a probe tip or cap. Otherwise, clean and disinfect the removable tip or cap of the epilator needle/probe holder after each client.



Additional Steps we take for Nail + Meditation Services

- Require clients to wash their hands before providing nail services.
- Staff is required to wear face coverings at all times.
- Disposable gloves are required throughout the entire service and while cleaning and disinfecting implements and surfaces after each client
- Pedicure tubs/bowls are properly disinfected with EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. Perform the disinfection inside the nail salon and not in the temporary outdoor setting. Disinfect pedicure bowls and foot spas properly with EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. Clean and disinfect after each client even if a disposable plastic liner is used.
- Use disposable supplies whenever possible. Fully disinfect any non-disposable supplies according to the California Board of Barbering and Cosmetology guidelines.
- Dispose of single-use items immediately after use in a lined, lidded trash can.
- Do not provide nail polish displays. Use a color palette instead and clean and disinfect after each client use.
- Consider installing a plastic partition between the worker and client with cut-outs for hands or feet, if feasible.
- Allow only one manicurist to work at each station and do not allow clients to get multiple services at the same time, such as a manicure and pedicure.
- If fans are used, minimize air from blowing directly from one person toward another. If removing fans, be aware of possible heat hazards and mitigate them.
- Upgraded existing ventilation to include locally exhausted/heppa filtration.

Additional Considerations for Massage Services

- Ask clients to wash their hands before providing any services.
- Alterations to the treatment table setup to support the required cleaning and disinfecting protocols, such as using washable covers.
- Do not perform facial massages if it requires removal of the client's face covering.
- Provide any hand treatments as the last part of the service.
- Wash hands immediately upon finishing massage service.



Additional Considerations for Mobile Massage Services

- Staff screenings to include temperature checks prior to beginning services each day, including mobile services.
- Partner hotels are mapped ahead of time with client room number to limit unnecessary travel through hotel.
- Request clients to wash their hands before providing any services.
- Alterations to the treatment table setup to support the required cleaning and disinfecting protocols, such as using disposable or washable covers.
- Do not perform facial massages if it requires removal of the client's face covering.
- Provide any hand treatments as the last part of the service.
- Wash hands immediately upon finishing massage service.
- Thorough cleaning of massage area to include wiping down bottles, gloves are worn to remove linens, linens are placed separately in a plastic bag for proper laundering at studio.

Other Considerations for Moving Work Outdoors

- Ensure that outdoor operations comply with Cal/OSHA and all code requirements so not to create electrical hazards, including fire and electrocution.
- Ensure there are no tripping hazards from cords or other equipment in outdoor work areas.
- Use shade or skin protection when not under shade.
- Stop operations, move away from electrical wiring and equipment, and seek indoor shelter if there is lightning within 6 miles of your location (see the FEMA "30/30 rule").



Guidance on Returning to Work Following COVID-19 Diagnosis

This guidance is intended for individuals, except those who work in health care settings, who have tested positive for COVID-19. CDPH recommends adherence to the current CDC guidance on discontinuing isolation and returning to work or school, summarized here for easy reference. Workers in health care settings should follow CDC guidance for health care personnel and any relevant CDPH All Facilities Letter directives.

Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who have had symptoms, may return to work or school when:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.

Individuals who test positive for SARS-CoV-2 who never develop symptoms, may return to work or school 10 days after the date of their first positive test for SARS-CoV-2.

Requiring a negative SARS-CoV-2 test prior to returning to work or school is not recommended. Instead, employers and schools should follow the time- and symptom-based approach described above in determining when individuals can return to work or school following COVID-19 diagnosis.

Return to work or school guidelines for all individuals or for specific settings may differ in certain local health jurisdictions in California; individuals should also consult with and follow guidance from their local health departments.



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