



BEAUTY BY HANNAH LEBRON'S COVID-19 EXPOSURE MITIGATION PLAN MINIMIZING RISK FOR CLIENTS, STAFF, AND OUR COMMUNITY

As a licensed spa establishment, Beauty by Hannah Lebron has always recognized the importance of a safe and clean practice environment. As such, most of what is required in the "COVID Era" is already part of our culture. That being said, there will be some new adaptations that Beauty by Hannah Lebron will need to incorporate as we begin to start treating our valued clients once again. We ask for your patience and understanding as we adapt. Of course, as respected and valued clients, we welcome any input you may have regarding these new adaptations. If there are things you feel we may be missing, or if you have suggestions on how we can improve, please let us know so that we can continuously work to implement beneficial processes for our clients, staff and our community.

We recognize that it is impossible to eliminate viral infection risk completely. It is important for our clients to know that despite all of our efforts to prevent the spread of infection viral transmission is still possible. The safest place for everyone to best avoid the possibility of contracting the corona virus is to "shelter-in-place" at home. For those of us that are willing to accept the risks, and also willing to respectfully and thoughtfully work together to minimize the risk, we can start to return to our fulfilling lives.

NEW PROCEDURES IMPLEMENTED BY BEAUTY BY HANNAH LEBRON STAFF DUTIES AND RESPONSIBILITIES

In addition to our normal high standard of spa personal hygiene, our staff will be implementing the following processes:

Will always wear face coverings.

Upon arrival to the office each staff member will wash their hands with hand sanitizer and hot soapy water for 20 seconds

Each member of the staff will need to pass a daily 2-part viral screening process consisting of:

1. Verbal confirmation that they do not have any known symptoms related to COVID-19 (runny nose, nasal congestion, sore throat, cough, fever, chills, etc.)
2. Temperature Screen. All employees must have a confirmed temperature of less than <99.1 degrees Fahrenheit



Staff will wash their hands before and after contact with every client. Employees will use hand sanitizer or soap and water.

Staff will help patients to maintain sanitizing and social distancing procedures.

SOCIAL DISTANCING AND SANITIZING GUIDELINES FOR CLIENTS NEW CHECK-IN, TREATMENT, AND CHECK-OUT PROCESS FOR CLIENTS

Check-in

When the client arrives at our building, the client is to text/call to start the check-in process.

The first part of a 2-part viral screening will be completed, consisting of verbal confirmation that the client has no symptoms related to COVID-19/ fever. **If the patient has symptoms they will be asked to reschedule and not come into the office.**

If the client's assigned treatment room is available, the client will then be invited up to the spa. If the room is not available, the client will have the option to wait in their car until the treatment room is available. Alternatively, if the waiting room or our bench out front has space available (within the 6ft social distancing guidelines) the client then has the option to wait in the waiting room or on the front bench.

Upon entering the office, patients will undergo a second part of a viral screening process. Patients will receive an external temperature scan. **Patients with symptoms or temperatures warmer than 99.0 degrees Fahrenheit will not be admitted.**

While we love and have missed our clients dearly, to obey social distancing guidelines, all greetings throughout the office and the visit will be verbal. (i.e. no shaking hands, hugging, etc.)

At no time will the waiting room have more than the designated number of people present (two clients) than can be accommodated at safe social distancing guidelines. At no time may more than 1 person be standing at the check-in desk as well. We will allow one client waiting for their appointment and one client checking out at a time.

New client paperwork will be completed in one of 3 ways.



1. The client will complete their consultation forms online using Vagaro.
2. The client will be emailed the paperwork ahead of time and they will email the completed paperwork back.

For any paperwork that must be completed in office, clients will use a sanitized clipboard. All objects used during the check in process will be placed in the "To Be Sanitized - Dirty" bin.

Treatment Protocol

Upon arrival to the room, the provider will wash their hands.

The provider will keep their mask on during the entire encounter. Eyeglasses or other eye protection will be worn during the procedure. Gloves will be used consistent with previous standards.

The client's face mask will remain on during the evaluation and consultation phase of the treatment. It can be taken off only if the treatment area is obscured by the mask and replaced when feasibly possible.

The check-out procedures will commence. After the client leaves the room, cleaning will be completed as outlined above.

Check-out

After the provider has completed the treatment, the client will remain in the room.

The provider will inform the receptionist. The receptionist will pull up check out forms, after care information and gather any product to be purchased. Then the receptionist will let the provider know once they can bring the client up front to finish the check out process

Future appointments will then be scheduled. Client will be able to exit, where they can use hand sanitizer on their way out.



PATIENT RESPONSIBILITY BEFORE ARRIVING AT BEAUTY BY HANNAH LEBRON

Prior To Your Visit

While planning and preparing for your visit, there are a few things we'll be asking of our patients to protect themselves and others:

If you have symptoms related to COVID-19, (runny nose, nasal congestion, sore throat, cough, fever, chills, etc.) please contact your primary care physician for guidance on treatment.

Please also reschedule your appointment at Beauty by Hannah Lebron once your symptoms have subsided and your doctor recommends it is safe for you to be out in public. If you have been exposed to a known case of COVID-19, please reschedule your appointment to at least 2 weeks after the exposure.

If you are elderly or have other significant health problems or risk factors, we strongly recommend you remain sheltered-in-place until it is deemed safe by the governing authorities for you to venture out.

Please do not plan to bring another person with you to your appointment. If there are circumstances that require the assistance of another person, please call the office and so we can discuss in advance and plan accordingly.

Please organize and minimize your personal belongings so you can keep them on your body (For anything you might usually set on a counter, please reconsider bringing it inside of the spa. Please use pockets, neck straps, cross body bags, etc. to contain items like keys, credit cards, cash, phone, glasses, etc.)

Bring your own pen if possible. If you do not have a pen on hand, a sanitized pen will be provided for you, then returned to a staff member to be disinfected.

Bring your own face mask. We understand it has been challenging for some people to acquire face masks. Bandanas, scarves, or any other cloth mask will be acceptable for patients to be admitted into Beauty by Hannah Lebron, as long as the nose and mouth are covered effectively.

Please see the following link for the CDC's recommended guidelines for cloth coverings to help slow the spread of COVID-19 here: <https://bit.ly/3f3N7AK>



While in the Office:

In addition to following the directions of staff for a safe experience, we have some additional specific requests: Wear your face mask. Please use hand sanitizers upon entering the office and again prior to leaving.

FURTHER STEPS BEAUTY BY HANNAH LEBRON IS TAKING TO ENSURE SOCIAL DISTANCING AND SANITATION

Office setup

Beauty by Hannah Lebron will set-up the spa to maximize social distancing and minimize contact with shared surfaces and objects by all people in the office.

Beauty by Hannah Lebron will: Limit the number of chairs in the waiting rooms to maintain 6 feet spacing.

Provide hand sanitizer at office entrance.

Temporarily discontinue product sampling in the spa.

Modify our schedule to limit the number of people in the office at the same time.

Office Cleaning

In addition to our routine extensive cleaning, the following additional sanitizing processes will be performed on a consistent basis.

All surfaces that patients come into contact with will be wiped down with sanitizing wipes after each encounter. This will include, but is not limited to, waiting room furniture, treatment beds, counters, handles, doorknobs, etc.

All objects used by patients will be wiped down with sanitizing wipes after each use. These items include pens, clipboards, etc.

The front desk will have a bin labeled "To Be Sanitized DIRTY", for all objects that have been touched by patients. These objects will then be taken to be re-sanitized. Sanitizing will be completed in 1 or all 3 of the following ways: Sanitizing solution (eg. Clorox or Barbicide), washed or put into our Autoclave machine.