

CVirus Plan

Website:

“Notice of opening date will be posted via Instagram; @evolvink / @firstplacetattoos / @first_class_studios.

With the current health situation EvolvInk Studios / First Place Tattoo / First Class Studios has taken precautions for the safety of our employees and customers. We ask that everyone respect our decisions and help us operate safely.

Appointments: We will be contacting our previously scheduled appointments chronologically and offering rescheduling. Due to PPE, ‘appointment spacing’ and exposure we are setting a one-hour minimum appointment length and charging accordingly. Masks are required.

Operations: We will be utilizing a four-day work week with staggered start times to avoid bottlenecks of employees and customers. To limit ‘In-Shop Time’; we are requiring online/email/Zoom consultations between artists and customers. We will be confirming appointments 24 hour prior and inquiring as to exposure and symptoms. Customers will be signing an additional exposure release form and health screening form. Temperatures will be taken at entry. As per law, any indications of illness as described by the CDC will require postponing of appointment as per CDC guidelines. Artwork should be completed and approved 24 hours before appointments, after which changes will incur additional fees and customers asked to wait outside the establishment. We prefer no accompanying persons and limit it to one as needed for legal, physical, or personal concerns.

Physical Plant: We will be utilizing PPE: all artists, customers and companions will be required to wear adequate respiratory protection, i.e., masks. Artists will implement gloves, machine and cord covers. We will continue to clean our workspaces between customers as required by law. Disposable chair covers will be utilized. All cloth surfaces have been removed. Artists will be changing PPE and upper vestments between appointments. Stations will be given adequate time to ventilate between appointments (closed studio: one hour, open studio: thirty minutes). A sterilization station will be supplied at the entrance. Barriers for payment and appointment making have been installed. High traffic areas will be disinfected hourly or after use. *Suggestion:* Please bring your own towel, pillow, blanket or drinking straw as needed for comfort.”

Physical Plant:

PPE:

Artists: will wear gloves and adequate respiratory protection, i.e., masks. Aprons and eye protection are suggested. PPE will be changed as required by law. Masks and apron or outer upper vestment will be changed for each customer. Utilized PPE will be discarded or stored in a closed container for transport and washed at home by artists before reuse.

Customers: will be required to wear adequate respiratory protection, i.e., masks. Customers will be suggested to utilize hand sanitizer or hand wash. Tissues, paper towel, hand and surface wipes will be supplied at a Sterilization Station.

Plant: Chair, machine, cord, light covers will be utilized and discarded after each customer.

Plant:

- All surfaces will be cleaned with soapy water, rinsed, dried, and then disinfected before opening
- Disinfecting station / hand sanitizer
- Counter barrier
- Floor markings will indicate Social Distancing traffic patterns and waiting areas
- Removal of cloth surfaces
- Removal of porous surfaces from work area walls
- Removal of all personal items on workspace surfaces
- Work Area surfaces and walls kept in a manner to clean with Madacide per appointment
- Following signs will be displayed
 - “Facemask required, by law”
 - “‘Appointment only’ by law. No ‘Walk-ins’ by law. Please call for an appointment”
 - Maximum capacity number plus “please maintain social distancing when entering”
 - “Anyone who has been diagnosed or exhibiting COVID-19 symptoms will not be permitted inside this facility; anyone who is at high risk for severe illness from COVID-19 is discouraged from entering the establishment; everyone who enters the establishment is required to have a face covering.”
 - CDC COVID Symptoms
 - CDC COVID Stop Spread of Germs (window, bathroom and sterilization station)
 - Temperature Screening ‘anyone higher than 100.4F will be denied

Operations:

Employees:

- Required to complete an initial re-entry Health Screen Form
- Employee Risk Assessment as per OSHA:

Medium Exposure Risk

- *Medium exposure risk* jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may

have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

- Four-day work week, nine-hour days
- Staggered start time i.e. 11am to 8pm, 12pm – 9pm, 1pm – 10pm.
- One hour minimum appointments charged accordingly.
- Schedule gaps between appointments, closed station: one-hour, open station: 30 minutes with UVC air purifier treatment.
- Remote consultation via email, phone, Zoom etc.
 - Suggestion: artwork will be completed and emailed to customer 48 hours prior to appointment for them to confirm. We are asking customers to confirm 24 hours prior, after which the time spent making changes will be charged. If you chose not to implement; customers will be required to wait outside the establishment while art is produced, and artist will be responsible for contacting waiting customer.
- Employees with gloves, will self health screen upon entry and enter information into the Employee Daily Screen log which shall include:
 - Temperature
 - Time
 - Symptom questions
 - COVID 19 exposure questions
 - Signature

They will then disinfect counter and thermometer, place pen in “Used”, proceed to station, deglove and wash hands.

- Meals will be taken separately
- No phone sharing, each person will have a dedicated phone as needed
- No product sharing i.e., “can I borrow your red ink” is a NO
- Employees highly recommended to keep and use one writing / drawing implement
- Front person only behind counter, only one to use front phone, no loitering at front desk.
- Promote ATM and credit card use. For any cash transaction, monies will be placed on counter to be received, no hand to hand contact
- Artists will have an hour break between appointments
 - They will be required to facilitate their own meals
 - Any delivered meals will be received to a food bin and it will be the artist’s responsibility to receive.
 - Eat singularly and clean area afterwards
 - Disinfect shop as per list to be supplied
 - Answer emails and conduct phone/online consultations
- Artists will remain at home ‘On Call’ if no appointments are scheduled for them
- No loitering. If an employee is not engaged in a task directly, they remain in their workspace

- Any artists showing signs of illness will immediately, as safely as possible, return home or seek medical attention as necessary. Appointments will be postponed until 14 days after symptoms disappear or a negative COVID test result is obtained
- The local Board of Health will be immediately notified of any positive COVID incident

Clients:

- We will confirm appointments within 24 hours prior to appointment and Health Screen the following:
 - Have you in the last 72 hours had any of the following:
 - Fever or Chill
 - Coughing
 - Shortness of breath
 - Fatigue
 - Muscle or Body Ache
 - Headache
 - A loss or lessening sense of taste or smell
 - Sore Throat
 - Congestion or Runny Nose
 - Nausea or Vomiting
 - Have you been exposed to a suspected or confirmed COVID-19 person within the past 14 days?
 - Anyone exhibiting a temperature above 100.4F or answering 'yes' to any of the above will be denied service and be advised that no appointment can be scheduled for at least 72 hours after being symptom free, without having taken fever-reducing medication or before 14 days after exposure to a suspected or confirmed COVID-19 positive individual.
- Upon arrival will be required to undergo temperature scan. Anyone exhibiting a temperature above 100.4F will be denied service and be advised that no appointment can be scheduled for at least 72 hours after being symptom free, without having taken fever-reducing medication or before 14 days after exposure to a suspected or confirmed COVID-19 positive individual.
- Upon arrival will complete a written Health Screening Form.
 - Have you in the last 72 hours had any of the following:
 - Fever or Chill
 - Coughing
 - Shortness of breath
 - Fatigue
 - Muscle or Body Ache
 - Headache
 - A loss or lessening sense of taste or smell
 - Sore Throat
 - Congestion or Runny Nose
 - Nausea or Vomiting

- Have you been exposed to a suspected or confirmed COVID-19 person within the past 14 days?
- Anyone exhibiting a temperature above 100.4F or answering 'yes' to any of the above will be denied service and be advised that no appointment can be scheduled for at least 72 hours after being symptom free, without having taken fever-reducing medication or before 14 days after exposure to a suspected or confirmed COVID-19 positive individual.
- Deposits will be refunded or credited if any appointments are canceled due to Screening or temperature results
- Will participate in online, phone, Zoom consultations
- We prefer no accompanying persons and limit it to one as needed for legal, physical, or personal concerns.

Plant:

- All high touch surfaces will be disinfected hourly or after use i.e., High-touch areas routinely, and after each use, and at the end of the day, particularly in areas that are accessible to staff or other individuals, including restroom facilities, toilet and sink knobs, light and fan switches, countertops, floors, door knobs, hand rails, water fountains, phones, shared equipment, credit card machines, key pads, displays, and display products (unless kept in an enclosure out of the reach of clients)
- All high traffic hand operated surfaces will be disinfected after each use i.e., phones, computers, keyboards, mice, cash registers, Credit card terminals.
- Clients will enter singly for appointment.
 - Have a temperature reading taken and logged on Screening Form
 - Inquired of proper I.D.
 - Be issued a Health Screening Form and a Procedural Release Form to be completed at a distance adhering to social distancing indicators in waiting area or outside establishment
 - Paperwork will be returned to front desk with ID to be photocopied and checked. If no symptoms are indicated, client will be directed to the correct workstation
 - Client name, time, temperature, artist and cost will be entered in a Daily Log
- Plastic Clip boards with one Procedural Release Form and one Screening Form
- 'Clean' pen and 'used' pen separation and processing
- Garbage's will be changed after each client and stored in a closed container

Piercing:

- We prefer no accompanying persons and limit it to one as needed for legal, physical, or personal concerns.
- Strongly suggest 13 and older until risk decreases.
- By appointment only via phone, text or DM with Health Screen as per "Clients" above
- No procedures which require the removal of face protection
- Ten-dollar service fee for changing of jewelry if voluntary (not reactions or issues)