

Date: March 10, 2020

Health and safety are already high priorities for Germantown Day Spa. We have strict sanitization procedures for our rooms, stations, tools, etc. - every hour!

However, given the concern and uncertainty, the “Coronavirus” (COVID-19) has brought to our community, we have taken extra measures to ensure we are doing everything we can to protect ourselves and our clients.

We have assessed all current procedures and incorporated additional measures and increased frequency – particularly in our common areas.

We have reviewed policies and procedures, along with a preparedness plan (summary below) with each staff member and will continue to assess the situation.

	Current	Added measures
A	Professional cleaning service multiple times per week	Our cleaning service has advised on quality of cleaning products (e.g., avoid fragrances, at least 60% alcohol) & agrees our opportunity is wiping down common areas several times per day (front desk, sitting areas, door knobs, bathrooms, etc.)
B	Sanitize each station/room between clients: laundry, towels, tools	<ul style="list-style-type: none"> • Hand sanitizer/anti-bacterial soap at every station/in every room. Deliberately wash your hands (w/anti-bacterial soap, for minimum of 20 seconds) <u>in front of every client</u>, upon greeting them. • Wipe down your surfaces between clients, including door knobs, where applicable
C	Tidy high traffic public areas regularly	<ul style="list-style-type: none"> • Wipe down front counter, phones, pens and front door handles at least 3 times per day • Unless REQUIRED, only front desk staff behind the front counter
D	Recently volunteered for a OSHA audit to learn more about safety procedures	Ensured we had proper procedures in place to protect our staff.
E	Spring cleaning – filters, windows, etc.	Thorough cleaning of [HVAC] vents and duct work to improve air quality
F	Prepare fresh spa water daily	Temporarily replace spa water with individual bottles of water in public areas (nail salon & massage hall). Spa water will be prepared by and located behind front desk only
G	Staff does not come to work if contagious	<ul style="list-style-type: none"> • Use additional discretion- particularly to specific COVID-15 symptoms: fever, cough, shortness of breath/difficulty breathing • Notify management as soon as symptoms appear or if you believe to have been exposed

Recipient Name

Date

Page 2

		<ul style="list-style-type: none">• Use good judgement hugging and shaking hands with clients
--	--	---

We are committed to your *long term* health and beauty.