



MODIFICATIONS OF STATE OF EMERGENCY AND EXECUTIVE ORDER

On April 27, 2020, Missouri Governor Mike Parson issued the “Show Me Strong Recovery Plan” to begin a Phase 1 re-opening of the State of Missouri in response to the novel coronavirus (COVID-19) (the “State of Emergency”). As Mayor of Wright City, and on behalf of the Board of Alderman, I am announcing that we will be following the guidelines set out by the Governor, the MO Department of Health and Senior Services, the Warren County Commissioners and the Warren County Health Department as we embark on the task of re-opening our City and hopefully returning life to a more normal state.

To that end, effective immediately, the following measures are instituted:

1. Out of an abundance of caution, all room rentals at City buildings will continue to be suspended at least until May 31, 2020 or further action of the Mayor or Board of Aldermen. Full refunds shall be available to anyone who has made a deposit for a rental between now and May 31, 2020 (and later, should the restriction be extended).
2. Out of an abundance of caution, pavilion rentals at ALL Wright City Parks shall be suspended at least until May 31, 2020 or further action of the Mayor or Board of Aldermen. Full refunds shall be available to anyone who has made a deposit for a rental between now and May 31, 2020 (and later, should the restriction be extended).
3. All City meetings will be held online at least until May 31, 2020 at which time the reinstating of such regular meetings will be re-evaluated.
4. Pursuant to Section 5(d) of the Wright City Purchasing Policy and Section 205.060 of the Wright City Municipal Code, the Mayor and/or City Administrator are authorized to make any immediate purchase of supplies or contract for any services where time is of the essence, without following the bidding procedures of the Purchasing Policy and, further, to expend funds, make contracts, obtain and distribute equipment, materials and supplies for emergency management purposes. The Board of Aldermen will be kept informed of all such emergency expenditures.
5. Wright City businesses shall be allowed temporarily to reserve 1 parking space in front of their storefronts for curbside pickup (regardless of approved development plan or other regulation). Accessible parking spots shall not be used for curbside pickup spots and shall remain available. Outside dining will be permitted on the property of the establishment if it can be done so in a safe manner.

Please see the guidelines attached to this announcement or contact City Hall with further questions.

Ordered and filed this 4th day of May 2020.

Mayor Dan Rowden

BUSINESSES

Guidelines

The Show Me Strong Recovery Plan requires citizens to maintain six feet of social distancing space in most cases. There are certain situations that require additional procedures to protect businesses, communities, and citizens. Refer to the [Health Order for more details](#).

Prepare to implement basic infection prevention measures informed by industry best practices, regarding:

- ✓ Protective equipment;
- ✓ Temperature checks;
- ✓ Testing, isolating, and contact tracing; and
- ✓ Sanitation, including disinfection of common and high-traffic areas (entrances, breakrooms, locations where there is high-frequency employee interaction with the public/customers).

Modify physical workspaces to maximize social distancing.

Minimize business travel.

Develop an infectious disease preparedness and response plan, including policies and procedures for workforce contact tracing when an employee tests positive for COVID-19.

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop, implement, and communicate about workplace flexibilities and protections, including:

- ✓ Encouraging telework whenever possible and feasible with business operations;
- ✓ Returning to work in phases and/or split shifts, if possible;
- ✓ Limiting access to common areas where personnel are likely to congregate and interact; and
- ✓ Ensuring that sick leave policies are flexible and consistent with public health guidance.

Social distancing requirements shall apply in all situations, including, but not limited to, when customers are standing in line or individuals are using shared indoor or outdoor spaces.

Social distancing requirements do not apply to individuals performing job duties that require contact with other people closer than six feet. They should take enhanced precautionary measures to mitigate the risks of contracting or spreading COVID-19.

Retail businesses shall limit the number of individuals in any particular location. Consult the Health Order and FAQs for additional details.

Restaurants may offer dining-in services, but must adhere to social distancing and other precautionary public health measures. Tables must be spaced at least six feet apart. Communal seating areas for parties that are not connected are prohibited. There can be no more than ten people at a single table. The continued use of drive-thru, pickup, or delivery options is encouraged.

People shall not visit nursing homes, long-term care facilities, retirement homes, or assisted living homes unless to provide critical assistance or in end-of-life circumstances.



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711

Randall W. Williams, MD, FACOG
Director



Michael L. Parson
Governor

April 27, 2020

The Director of the Department of Health and Senior Services, finding it necessary to protect public health and prevent the further spread of COVID-19, pursuant to the authority granted under section 192.020, RSMo, and 19 CSR 20-20.040, hereby order the following:

1. When individuals leave their homes or places of residence to work, to access food, health care, necessities, or to engage in other activities, they should at all times practice social distancing. Individuals may go to and from an individual's place of worship, provided that limitations on social distancing are properly adhered to.
2. In accordance with the guidelines from the President and the Centers for Disease Control and Prevention (CDC), every person and business in the State of Missouri shall abide by social distancing requirements, including maintaining six feet (6') of space between individuals. This provision shall not apply to family members or individuals performing job duties that require contact with other people closer than six feet (6'). Individuals performing job duties that require contact with other people closer than six feet (6') should take enhanced precautionary measures to mitigate the risks of contracting or spreading COVID-19. This provision shall apply in all situations, including, but not limited to, when customers are standing in line or individuals are using shared indoor or outdoor spaces.
3. In accordance with the guidelines from the President, the CDC, and the Centers for Medicaid and Medicare Services, people shall not visit nursing homes, long-term care facilities, retirement homes, or assisted living homes unless to provide critical assistance or in end-of-life circumstances. Elderly or otherwise vulnerable populations should take enhanced precautionary measures to mitigate the risks of contracting COVID-19.
4. Any entity that employs individuals that is engaged in retail sales to the public, shall limit the number of individuals in any particular retail location as follows:
 - (1) Twenty-five (25) percent or less of the entity's authorized fire or building code occupancy, as set by local authorities, for a retail location with square footage of less than ten thousand square feet (10,000 ft²);
 - (2) Ten (10) percent or less of the entity's authorized fire or building code occupancy, as set by local authorities, for a retail location with square footage of ten thousand square feet (10,000 ft²) or more.
5. In accordance with the guidelines from the President and the CDC, schools shall remain closed for the remainder of the 2019-2020 academic school year. At the discretion of the school district, nothing in this Order shall prohibit school teachers, school staff, students, and parents from reentering school buildings in order to work, retrieve personal belongings, or return school property as long as limitations on social distancing are properly adhered to. Summer school may

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

proceed under guidelines set forth by the Department of Elementary and Secondary Education. Notwithstanding section 2 of this Order, nothing in this Order shall prohibit daycares, child care providers, or schools from providing child care in accordance with CDC guidelines. Further, this Order does not prohibit schools from providing Food and Nutritional Services for those children that qualify.

6. Restaurants may offer dining-in services, provided that the limitations on social distancing and other precautionary public health measures, including proper spacing of at least six feet (6') between tables, lack of communal seating areas to parties that are not connected, and having no more than ten (10) people at a single table, are properly adhered to. The continued use of drive-thru, pickup, or delivery options is encouraged throughout the duration of this Order.
7. State office buildings shall be open to the public as soon as practicable, and essential state functions shall continue. The State Capitol Building shall remain open to the public during meetings or proceedings of the General Assembly.
8. Pursuant to section 44.101, RSMo, this Order shall not be construed to prohibit or restrict the lawful possession, transfer, sale, transportation, storage, display, or use of firearms or ammunition during the declared state of emergency, subject to the provisions set forth herein.

Pursuant to section 192.290, RSMo, this Order shall be observed throughout the state and enforced by all local and state health authorities; provided however, nothing herein shall limit the right of local authorities to make such further ordinances, rules, regulations, and orders not inconsistent with this Order which may be necessary for the particular locality under the jurisdiction of such local authorities. Local public health authorities are hereby directed to carry out and enforce the provisions of this Order by any legal means.

This Order shall be in effect beginning 12:01 A.M., Monday, May 4, 2020, and shall remain in effect until 11:59 P.M., Sunday, May 31, 2020, unless extended by further order of the Director of the Department of Health and Senior Services with said extensions not to exceed the duration of the effective period of Executive Order 20-09.



Randall W. Williams, MD, FACOG
Director

SHOW-ME STRONG RECOVERY PLAN - GUIDANCE AND FREQUENTLY ASKED QUESTIONS



To further combat the spread of COVID-19 in Missouri, Governor Parson issued a "Stay Home Missouri" Order effective April 6, 2020, through May 3, 2020. This Order directs all Missourians to avoid leaving their residences unless necessary and to practice social distancing when they need to travel outside their homes to work, access foods, prescriptions, health care, and other necessities, or to engage in an outdoor activity. This Order does not require all businesses statewide to close or cease operation.

Missouri's initial recovery phase begins May 4, 2020, and during this phase we can gradually start to reopen economic and social activity. This will be a deliberate process, and is flexible to adapt to the situation. Some communities may be able to reopen at a faster rate, while others may need to continue restrictions to keep the virus from spreading. During this time, we should limit our activity and interactions and continue to maintain social distancing and practice good hygiene to protect our neighbors and ourselves.

Show-Me Strong Recovery Order, through May 31, 2020 (<https://governor.mo.gov/sites/gov/files/media/pdf/2020/04/Economic-Reopening-Phase-1.pdf>)

Stay Home Order, EXTENDED through May 3, 2020 (<https://governor.mo.gov/priorities/extension-stay-home-order-covid-19>)

Stay Home Order - FAQs (</media/pdf/stay-home-missouri-order-guidance-faqs>)

Stay Home Order, through April 24, 2020 (<https://governor.mo.gov/priorities/stay-home-order>)

SHOW-ME STRONG RECOVERY PLAN: PHASE I GUIDELINES AND FREQUENTLY ASKED QUESTIONS

Missouri's economic recovery plan will focus on the diversity of Missouri – its people, businesses, communities, and infrastructure, among others. A strategic "re-opening" of Missouri's economy will not be successful without proactive steps taken to mitigate risk of COVID-19 resurgence by our state's businesses, communities, and citizens.

While the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA) has issued guidance on what the federal government considers "essential businesses," Governor Parson believes that ALL of Missouri's businesses and employers are vital to our state's economy and individual well-being.

General Guidelines to Reopen Missouri's Economy

During Phase I, we can gradually start to reopen economic and social activity. This will be a deliberate process, and is flexible to adapt to the situation. Some communities may be able to reopen at a faster rate, while others may need to continue restrictions to keep the virus from spreading. During Phase I, we should limit our activity and interactions and continue to maintain social distancing and practice good hygiene to protect our neighbors and ourselves.

The plan to reopen the economy and get Missourians back to work is based on ensuring a healthy workforce by:

- Flattening the curve and expanding healthcare capacity, while utilizing federal programs and deploying state resources;
- Making decisions based on Missouri-specific data and medical expertise;
- Protecting healthcare workers, first responders, and other direct care workers so that our citizens have access to the care they need;
- Looking after our most vulnerable and at-risk populations;
- Partnering with community leaders and incorporating flexibility based on each community's circumstances;
- Slowing and containing the spread of COVID-19; and
- Implementing a measured approach to mitigate risk of a resurgence.

The ability to reopen Missouri's economy rests on both our healthcare system and our healthcare suppliers. Together, we will accomplish the following goals:

- Rapidly expand testing capacity and volume in the state, including testing for those who are currently contagious and those who have developed immunity to the virus;
- Expanding reserves of personal protective equipment (PPE) by opening public and private supply chains, and continuing to utilize Missouri businesses in that effort;
- Continuing to monitor and, if necessary, expanding hospital and health care system capacity, including isolation and alternate care facilities for those that cannot self-quarantine at home; and
- Improving the ability to predict potential outbreaks using Missouri's public health data.

General Guidelines for Missourians

- Citizens who feel sick should stay home
- Continue to practice good hygiene, including:
 - Washing hands with soap and water, or using hand sanitizer, especially after touching frequently used items or surfaces;
 - Avoiding touching your face;
 - Sneezing or coughing into a tissue, or the inside of your elbow; and
 - Disinfecting frequently used items and surfaces as much as possible.
- Avoid socializing in groups that do not readily allow for appropriate physical distancing (receptions, trade shows, etc.). When in public (parks, outdoor recreation spaces, shopping malls, etc.), individuals should maximize physical distance from others.
- Minimize travel to the extent possible.

General Guidelines for Business

- Prepare to implement basic infection prevention measures informed by industry best practices, regarding:
 - Protective equipment;
 - Temperature checks;
 - Testing, isolating, and contact tracing; and
 - Sanitation, including disinfection of common and high-traffic areas (entrances, breakrooms, locations where there is high-frequency employee interaction with the public/customers).
- Modify physical workspaces to maximize social distancing.
- Minimize business travel.
- Develop an infectious disease preparedness and response plan, including policies and procedures for workforce contact tracing when an employee tests positive for COVID-19.
- Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.
- Develop, implement, and communicate about workplace flexibilities and protections, including:
 - Encouraging telework whenever possible and feasible with business operations;
 - Returning to work in phases and/or split shifts, if possible;
 - Limiting access to common areas where personnel are likely to congregate and interact; and
 - Ensuring that sick leave policies are flexible and consistent with public health guidance.

General Guidelines for Communities

- Closely monitor and track the containment, spread, and any resurgence of COVID-19, and adjust plans as necessary.
- Limit situations where citizens cannot maintain social distancing.
- Facilitate widespread testing of symptomatic and asymptomatic citizens.
- Work to protect the most vulnerable populations.

FREQUENTLY ASKED QUESTIONS

Under guidance from the federal government, we are considered an “essential business.” How does this order affect me?

This order applies to ALL Missouri businesses. Businesses that are categorized as “essential” by the federal government should continue current operations, and incorporate our General Guidelines for Business outlined above.

Businesses that were considered “non-essential” by the federal government may resume operations in Missouri in accordance with the Order and these guidelines.

What if my job requires me to be within six feet (6') of another employee and/or customer?

The social distancing requirements do not apply to individuals performing job duties that require contact with other people closer than six feet (6').

Businesses and employees should work together to implement public health and safety measures for employees and customers, using the above direction as a guide, in addition to any guidance provided by the Centers for Disease Control and Prevention (CDC). Under these conditions, businesses such as barber and cosmetology shops, hair salons, and tattoo parlors are allowed to operate.

Gyms and hotel swimming pools can also open if they adhere to strict social distancing and sanitation protocols.

Are there restrictions on businesses?

Yes. Workplaces that are engaged in retail sales to the public must limit the number of customers in each retail location to the following standards based on the workplace's fire or building code occupancy:

- For smaller locations (less than 10,000 square feet), they must maintain 25 percent or less of the authorized occupancy;
- For larger locations (10,000 square feet or greater), they must maintain 10 percent or less of the authorized occupancy.

Employees at the workplace and vendors delivering products into the store are not included in this calculation and do not count toward occupancy limitations.

Are grocery stores considered a business "engaged in retail sales to the public?"

Yes, and such stores are subject to the occupancy limitations in the Order.

Grocery stores are strongly encouraged to set aside hours, outside of regular store hours, to allow third-party grocery delivery services to provide grocery shopping services for their customers. This will allow individual shoppers to shop during regular store hours, and reduce congestion during such times. This will further allow such services to function in an environment where their services may be in excessive demand.

Shoppers at all retail stores are also encouraged, when possible, to limit the number of people shopping in stores to one person per household at any one time. This will better enable all families to access necessary goods in grocery stores, and further reduce the number of individuals necessary to access such goods.

My local jurisdiction does not have a building or fire code. Do the limitations on square footage apply to my retail business?

Yes. If your business is not subject to fire or building code occupancy limitations set by your local jurisdiction, you should calculate your occupancy limits based on the following formula:

For a business with a retail location less than 10,000 square feet:

- Building Square Feet divided by 30 = Quotient
- Quotient x .25 = Occupancy Limit

For a business with the retail location of 10,000 square feet or more:

- Building Square Feet divided by 30 = Quotient
- Quotient x .10 = Occupancy Limit

Examples:

- A 40,000 square foot grocery store would be able to have 133 customers in the store at any one time.
- An 8,000 square foot retail store would be able to have 66 customers in the store at any one time.

My local fire or building code occupancy limitation calculation is lower than that allowed for businesses without any fire or building code limits, or is lower than a neighboring jurisdiction's fire or building code limitations. Can I apply the same formula for calculating occupancy for my business as those without a code?

Yes. You may use either the calculation set forth above for businesses without a fire or building code occupancy limitation, or the calculation applied to your business based upon your specific local jurisdiction fire and building code occupancy limitation, whichever is greater.

Examples:

- My 30,000 square foot retail business has a local jurisdiction fire or building occupancy limitation of 700 people. Using the formula allowing only 10% of the local jurisdiction, I would be able to have 70 customers in my store at any one time. For an identical business without a local fire or occupancy limitation, they would be able to have 100 customers in their store at any one time. Under this guidance, you may have up to 100 customers in your store at any one time.
- My 6,000 square foot retail business has a local jurisdiction fire or building occupancy limitation of 150 people. Using the formula allowing only 25% of the local jurisdiction, I would be able to have 37 customers in my store at any one time. For an identical business without a local fire or occupancy limitation, they would be able to have 50 customers in their store at any one time. Under this guidance, you may have up to 50 customers in your store at any one time.

My business has a public waiting room with congregate seating. Should I limit access to it?

Implementing a system where customers/citizens can wait inside their vehicles prior to entering the business is strongly encouraged, as are pre-scheduled appointments to minimize interaction between people. In situations where this is not feasible, such as public transit, medical offices, and parks, entities should develop public health and safety measures using the above direction as a guide, in addition to any guidance provided by the Centers for Disease Control and Prevention (CDC).

Does this order prevent me from receiving non-emergency healthcare, such as a routine eye exam or dental care?

Medical providers, such as dentists and optometrists, may provide usual services at their discretion. The social distancing requirements do not apply to individuals performing job duties that require contact with other people closer than six feet (6').

Medical providers should develop and implement public health and safety measures for employees and patients, using the above direction as a guide, in addition to any guidance provided by the Centers for Disease Control and Prevention (CDC).

Implementing a system where patients can wait inside their vehicles prior to entering the office is strongly encouraged, as are pre-scheduled and spaced out appointments to minimize interaction between people.

May restaurants open their dining rooms?

Yes. In concert with the Missouri Restaurant Association, we are strongly encouraging restaurants to prioritize public health and safety by implementing measures including, but not limited to, regulating self-serve options such as salad bars and buffets, using disposable menus, and employee use of personal protective equipment if available. Tables and seating shall be spaced out according to social distance requirements.

The continued use of drive-thru, pickup, or delivery options is encouraged.

Food court establishments may operate, but the social distancing and communal seating requirements will prevent them from offering seating.

How do these guidelines apply to childcare facilities?

Daycares, childcare providers, or schools providing childcare for working families can continue operations, but should follow the CDC guidance targeted for those operations found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html> (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>).

May I attend service at my place of worship?

Yes. As long as the social distancing requirements are followed, places of worship are allowed to hold in-person services. Common practices that may occur with worship services, such as hand shaking and shared communion cups, should be avoided. Places of worship are also encouraged to continue use of alternative means of services through streaming services and other opportunities.

I am a member of a fraternal organization. Are we allowed to open our building and meet?

Yes. Fraternal organizations such as the Knights of Columbus and the Fraternal Order of Eagles may gather, but must adhere to the social distancing and communal seating areas requirements.

Will I still be able to participate in my local parks and recreation organized activities and/or camps this summer?

Yes. Traditional summer activities such as utilizing aquatic facilities, community centers, fitness centers, libraries, organized athletics, and camps offer a variety of recreational opportunities for Missouri citizens. If these services are offered, we encourage adjustments be considered to mitigate the risks of contracting or spreading COVID-19 between participants, patrons, and staff, such as limiting the number of participants, modifying activities, restructuring programs, and increasing sanitization measures for facilities and participants.

We also advise areas of high touch or high traffic, such as playgrounds, remain closed.

Can I attend an event at a large venue or stadium, or go to a movie theater?

Yes. However, seating shall be spaced out according to social distancing requirements.

This will apply to events such as amusement parks and attractions, concerts, funerals, museums, school graduations and weddings.

How will this order be enforced?

The State is working with local health authorities to support the order. Local health authorities and law enforcement maintain the same jurisdiction and authority they have always had.

Can my local health authority impose requirements that are more restrictive?

Yes. This Order establishes the minimum requirements that must be complied with statewide. Local health authorities may enforce more restrictive public health requirements for businesses or individuals.

The only exception is the Order from the Director of the Department of Health and Senior Services dated March 24, 2020, removing the authority of a local health authority from closing or restricting the operations of a business which is a part of the food supply, whether that be agricultural production, manufacturing, distribution, or sale of food. This limited waiver does not limit the authority of a local health authority from closing or restricting the operations of a retail food establishment.

How long is this order in effect?

The Order is in place through Sunday, May 31, 2020. The Order will be re-evaluated before it expires, and may be further restricted, less restricted, or extended in the current form.

CONTACT US

Office of Governor Michael L. Parson

P.O. Box 720
Jefferson City, MO 65102

Phone: (573) 751-3222

Fax: (573) 751-1495

[Email Us \(/contact-us\)](#)



MO.GOV

State of Missouri (<https://www.mo.gov/>)

About Missouri (<https://www.mo.gov/education/learn-about-missouri>)

Visit Missouri (<https://www.visitmo.com/>)

POPULAR SERVICES

Find a DMV (<https://dor.mo.gov/offloc/>)

Personal Tax Forms (<https://dor.mo.gov/forms/index.php?category=3>)

Voter Registration/ ShowIt2Vote (<https://www.sos.mo.gov/showit2vote>)

GOVERNMENT

Lieutenant Governor (<https://ltgov.mo.gov/>)

Secretary of State (<https://www.sos.mo.gov/>)

Auditor (<https://auditor.mo.gov/>)

Treasurer (<https://treasurer.mo.gov/>)

Attorney General (<http://ago.mo.gov/>)

State Senate (<https://www.senate.mo.gov/>)

State House (<https://house.mo.gov/>)

Missouri Courts (<https://www.courts.mo.gov/>)

Privacy Policy (<https://mo.gov/privacy-policy>)

Accessibility (<https://mo.gov/accessibility>)

Contact Us (<https://mo.gov/contact-us>)

Data Policy (<https://mo.gov/data-policy>)

Safety Guidelines for reopening Barber and Cosmetology Salons

In light of the COVID-19 pandemic, the Warren County Health Department recommends reopening barber and cosmetology salons and shops with the following strict guidelines in order to protect the safety of clients and employees. The recommendations should be used in conjunction with your state board rules for safety and sanitation that are currently in place. Keep in mind that these guidelines will be in effect during the period of the COVID-19 pandemic and may be adjusted as necessary, and they will be reduced when safe to do so.

Salon/shop owners and managers should use the OSHA "[Guidance on Preparing Workplaces for COVID-19](#)" as a guide for reopening.

- **Temperature checks** -Salons should consider use of a touchless infrared thermometer to check the temperature of employee each day and of each client who enters the salon/shop. Any employee or client who has a temperature above 99° F should be sent home immediately and not allowed to return to the salon/shop until they have no fever and no evidence of COVID-19 symptoms.
- **Ask** each client entering the shop the following questions:
 - Have you had a cough?
 - Have you had a fever,
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Are you living with anyone who is sick or quarantined?
- **Limit people in the shop/salon** – Salons/shops should consider seeing clients by appointment only. Salons/shops should consider telephonic or online scheduling. Limit the number of persons waiting area in the salon/shop. It is recommended that clients wait outside the salon/shop in their vehicle until the cosmetologist or barber is ready to serve them. It is recommended that persons not being serviced in the salon/shop wait outside the salon/shop. Salons/shops are not be used for social gathering places!
- **Maintain social distancing at all times!** Spacing between persons in the salon should be at least six feet, except when staff are servicing clients. Salons/shops should consider additional spacing between booths, divider shields, and/or alternate work schedules to accomplish this.
- **Personal Protective Gear-**
 - **Wearing masks** – Salon/shop employees should wear masks at all times. Salons may want to consider providing masks to clients. Clients should wear face masks to the extent possible while receiving services.
 - **Face Shields** – If available, it is recommended that employees wear face shields when servicing clients.
 - **Gloves** – It is recommended that employees wear disposable gloves when servicing clients and change gloves between each client to the greatest extent possible.
 - **Capes** - Each client should be draped with a clean cape. Capes should be laundered following the fabric recommendations between each client, or salons/shops may consider using disposable capes and dispose of the cape after it is used.
 - **Smocks** -Employees should wear a clean smock between each client. Smocks should be laundered following the fabric recommendations between each client, or salons/shops may consider using disposable smocks and dispose of the smock after use on a client.

Safety Guidelines for reopening Barber and Cosmetology Salons

- **Neck strips** – Employees should use protective neck strips around the neck of each hair-cut client.
- **Hand-washing** with soapy, warm water, for a minimum of 20 seconds will be required by employees between every client service.
- **Employee clothing** – Employees should arrive at the salon/shop showered and wearing clean clothing. We recommend that employees should change clothes before entering their homes when they return from work.
- **PPG**, such as gloves, gowns, drapes, linens and eye coverings should be changed between each client. These used items should be cleaned and disinfected or discarded in a closed container.
- **Disinfection –**
 - All salons/shops should be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces, tools, and linens, even if they were cleaned before the salon/shop was closed.
 - Use disinfectants that are EPA –registered and labeled as bactericidal, viricidal and fungicidal. No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on the label or available on their website. The EPA has approved any product that has tested as effective against human coronavirus. If in doubt of the effectiveness, check the EPA website.
 - Disinfectant for immersion of tools, must be mixed daily and replaced sooner if it becomes contaminated throughout the work day. Disinfectant only works on a clean surface so clean all surfaces and tools with hot soapy water, Ship-shape or cleaning wipes (if using wipes, be sure to cover surface thoroughly) before disinfecting.
 - Contact time on label must be observed for disinfectant to work. Contact time refers to how long the disinfectant is visibly wet on the surface allowing it to thoroughly destroy all of the pathogens. Typical contact time for immersion/sprays is 10 minutes, for disinfectant wipes is 2-4 minutes.
 - Disinfectants used for immersion must be changed daily or sooner if it becomes contaminated (ex: hair/debris floating in solution or cloudy solution.)
 - Disinfection is for hard non-porous surfaces, glass metal and plastic.
 - Porous/soft surfaces can't be disinfected and must only be used once and then discarded (tools such as cardboard files, buffers, drill bits etc.)
 - Launder all linens, towels drapes, and smocks in hot soapy water and dry completely at the warmest temperature allowed and store in an airtight cabinet. Store all used/dirty linens in an airtight container.
- **Reception area -**
 - Remove all unnecessary items such as magazines, newspapers, service menus, any other unnecessary paper products and decor. Wipe down all seats and tables; cloth chairs cannot be properly cleaned and disinfected, using a plastic cover should be considered.
 - Wipe reception desk with disinfectant. Consider discontinuing use of paper appointment books or cards, and replace with electronic options.

Safety Guidelines for reopening Barber and Cosmetology Salons

- Employees should frequently wash their hands after the using the phones, computer, cash register and/or credit card machine. Wipe these surfaces between each use.
- Avoiding the exchange of cash can help greatly in preventing spread of virus, but if this is unavoidable, be sure to wash and sanitize hands well after each transaction. The use of credit/debit transactions is preferred, using touch/swipe/no signature technology.
- Clean and disinfect all retail areas, daily, including products. Try to avoid client touching products that they don't plan to purchase.
- Clean and wipe all door handles and other surfaces that are regularly touched by clients and staff with disinfectant wipes.
- Provide hand sanitizer and tissues for employees and clients.
- Consider floor stickers and signage that provide guidance for social distance
- Placement of visible and appropriate signage to communicate to the customer that thorough sanitation procedures are in place.
- Consider placement of sneeze shields if needed.
- **Restrooms -**
 - Clean and disinfect ALL restroom surfaces including floors, sinks and toilet bowls. Store paper products in a closed cabinet and provide antibacterial hand soap. Place trashcan by door. Remove anything that does not have to be in the restrooms.
- **Shampoo Bowls-**
 - Clean and disinfect all bowls, hoses, spray nozzles, foist handles, shampoo chairs and arm rests. Wipe down all back-bar products and shelves. Discard and replace any products that have not been stored in a closed container.
 - If available, wrap shampoo bowls in plastic and discarded between each client.
 - Consider asking clients to wash their own hair **before** entering the salon/shop.
 - Limit as much as possible face-to-face contact with clients, and consider using face-shields by those employees providing shampoo services.
- **Work stations-**
 - Clean and disinfect all work area surfaces. Clean and disinfect chairs, head rest, arm rests (the use of harsh disinfectants can damage leather chair, and cloth chairs cannot be disinfected, so please use a plastic covering). Clean and disinfect all reusable tools and store in an airtight closed container. 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.
 - Check to make sure all products such as lotions, creams, waxes and scrubs have always been in a closed container, if not you must discard and replace.
 - Remove and discard all single use tools such as paper files, drill bits and buffers, that have already been used.
 - Clean and disinfect all linen hampers and trash container and only use such container that can be closed and use with liners that can be removed and discarded.
 - Provide hand sanitizer at all work locations for employees and clients.
 - Consider station barriers between work stations.
- **Pedicure Bowls-**
 - Remove all parts that can removed.

Safety Guidelines for reopening Barber and Cosmetology Salons

- Clean all removed parts with soap and water, rinse in clear water and then immerse into properly diluted disinfectant for full recommended contact time.
- Scrub bowl with soap and water and replace removed parts to bowl.
- Rinse with bowl with clean water.
- Fill bowl with again with clean water and proper amount of disinfectant and let stand for proper time (at least 10 minutes).
- If your bowl has jets, allow the jets run for a full 10 minutes with disinfectant.
- **Treatment rooms-**
 - Clean and disinfect all surfaces such as, chairs, tables, electrical appliances (don't forget the cords).
 - Clean and disinfect all linens and store in a closed container/cabinet.
 - Clean and disinfect all hampers that hold soiled linens and be sure to use one that can be lined and closed.
 - Remove and discard any products that could have been contaminated by improper unsanitary use. Replace with new product.
 - Empty all wax pots and disinfect before refilling them with new wax. Purchase new single use applicators that can be disposed of in an airtight trash bin. The airtight trash bin should have a lid and should be lined with a disposable plastic bag.
- **Administrative Controls-**
 - Employees who are sick will be expected to stay home.
 - Salon/shop owner/managers should provide training, educational materials, and reinforcement on proper sanitation, hand-washing, cough and sneeze etiquette, using PPE, and other protective behaviors.
 - Ensure break-rooms are thoroughly cleaned and sanitized and not used for congregating by employees.
 - Ensure that all sinks in the workplace have antibacterial soap available and paper towels.
 - Post handwashing signs in the restrooms.
 - Provide alcohol or disinfectant wipes for use at phone stations.
 - Be flexible with work schedules/salon hours to reduce the numbers of people (employees and clients) in salons/shops at all times in order to maintain social distancing.
 - Provide Barbicide® or EPA disinfectant wipes, liquid disinfectant containers, and Barbicide® concentrate/or EPA approved disinfectant for disinfecting technical implements and work areas.
 - Consider discontinuing hand relief treatments as well as scalp, neck, and shoulder massages during the COVID-19 pandemic.