



APPENDIX B
PERSONAL CARE SERVICES REQUIREMENTS AND RECOMMENDATIONS

MINIMUM REQUIREMENTS

Personal care services, such as barbers, salons, massage, and body art, may operate if the following requirements are met:

NOTE: These requirements are in addition to, and do not take the place of the minimum sanitation standards required by Montana state law and regulations relating to relevant personal care service professions.

- Before reopening, personal care businesses must complete a Personal Care Service Plan for their business that shows how they will meet the minimum requirements and have it available upon request by the Butte-Silver Bow Health Department. The plan must cover:
 - employee and client health screening and exclusion;
 - use of personal protective clothing and equipment;
 - maintaining six feet of physical distance between unassociated clients and staff;
 - and the facility's enhanced cleaning and sanitizing plan.

A template for the Personal Care Service Plan is included in the Appendix, see page 4.

- Before they begin serving clients again, employees and providers must sign the attached "Employee Health Agreement for COVID-19," see page 7.
- Employees and providers must be screened for symptoms of COVID-19 before every shift and clients must be screened before they are served.
- Service Providers must wear cloth face coverings or masks when providing services.
- Clients must wear cloth face coverings or masks, except when receiving services that make a face covering or mask impossible.
- Service Providers must wash hands between each client.
- People providing services where their forearms may touch the client may not wear sleeves that extend past the elbow, and handwashing between clients must include up to the elbow.
- Workstations, client chairs, tools and instruments used for personal care services must be disinfected between clients.
- An enhanced cleaning plan for the entire facility must be devised and implemented.
- Stylist/artist/provider stations and client chairs must be arranged in a manner that provides at least six feet of physical distance between other people in the establishment. The minimum distance of six feet is between people, not seats or stations. The placement of stations and chairs must accommodate movement of employees and clients through the establishment in a way that maintains at least six feet of separation.



RECOMMENDATIONS

In addition to the requirements above, the following practices are recommended to further protect staff and customers:

- A face covering or mask is required, but urge staff and clients to wear reusable, clean cloth face coverings instead of N-95 or medical masks, which should be reserved for healthcare workers.
- Install physical barriers between stations and at checkout counters to enhance or support physical distancing.
- Discard single-use tools and items (e.g., files, buffers, neck strips) immediately after use.
- Use the high temperature cycles for washers and dryers to ensure thorough sanitizations of towels, linens, etc.
- Avoid group or communal settings for close contact personal services (e.g., couples' massages, salt rooms, saunas, etc.)
- Provide hand sanitizer and tissues for clients.
- Employees should increase hygiene practices such as washing hands frequently, avoid touching their face, and practicing good respiratory etiquette when coughing or sneezing. Change protective garments on a regular basis and sanitize reusable garments such as aprons and smocks at least once per day.
- If appropriate for the service provided, gloves are recommended and should be discarded after each client. The use of gloves is not a replacement for frequent handwashing.
- Disinfect high-touch surface areas (e.g., door handles, counter space, light switches) at least every two hours and when visibly dirty.

ADJUSTMENTS OR STRATEGIES TO CONSIDER

Every establishment is unique, and meeting the requirements and incorporating the recommendations will look different from one place to the next. The following list briefly describes some of the ideas that we have seen in our community or heard about from various operators.

- Consider suspending walk-in service options and require appointments for all services to reduce the number and amount of time people are waiting to be served. Short notice clients could still be accommodated by setting up a system for texting or calling before they enter the facility.
- Ask clients to wait outside the facility and text or call them when ready for their appointment.
- Post signs and limit the number of people who can occupy common areas (e.g., waiting rooms, elevators, breakrooms, etc.) at any given time.
- Ask clients not to have companions accompany them during their visit.
- Limit or suspend any food or beverage offerings (and always comply with Health Department food regulations when offering food and beverages to clients).



THE CITY-COUNTY OF Butte-Silver Bow

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<http://co.silverbow.mt.us/135/Health>

- To make it easier to clean and sanitize waiting areas, consider removing magazines, newspapers or other paper items that multiple clients may touch.
- For massage, prone positions may make wearing face coverings uncomfortable or intolerable for clients. If wearing a mask is not reasonable when in a facedown prone position, consider other appropriate precautions such as draping a client's head and face cradle with a thin cotton pillowcase.



APPENDIX B
PERSONAL CARE SERVICES OPERATION PLAN IN PHASE 2

The requirement for a Personal Care Services Operation Plan is meant to help operators think about how to incorporate measures required for their business, to reduce the transmission of COVID-19 within our community. Because the nature of these services requires service providers to be in close (less than six feet) or direct contact with clients, these businesses must adhere to requirements that are in addition to the minimum requirements for businesses where staff can more easily maintain the six-foot distancing. This plan must be completed and kept on file at the business. It does not have to be submitted to the Health Department for approval, but must be made available to Health Department staff upon request.

Business or Provider Name: _____

Plan Created by: _____

Created on (date): _____

EMPLOYEE AND CLIENT HEALTH SCREENING AND EXCLUSION

- All employees, both service providers and support staff, must sign the “Employee Health Agreement for COVID-19.”
- Employees must be screened for symptoms of COVID-19 pre-shift and clients must be screened before they are served.

Describe plans for implementing these requirements.



MAINTAIN PHYSICAL DISTANCING

You must implement a plan to maintain a minimum distance of six feet between customers in your business. This must include keeping stations (service provider plus client) at least six feet away from other stations and having visible cues to alert customers of the physical distancing requirement and to denote the required six-foot separation distances. It may also include other signage, installing temporary barriers, managing or eliminating waiting areas, removing/reconfiguring seats, etc.

How will you ensure that physical distancing will be achieved in your facility?

PERSONAL PROTECTIVE EQUIPMENTS AND HYGIENE

- Service providers and clients must wear cloth face coverings or masks when providing or being provided services, except when receiving services that make wearing face coverings impossible. Face coverings or masks must be worn over the mouth and nose.
- Service providers must wash hands between each client.
- People providing services where their forearms may touch the client may not wear sleeves that extend past the elbow, and handwashing between clients must include up to the elbow.



How will you ensure that service providers and customers will wear cloth face coverings and masks and wash hands as required?

ENHANCED CLEANING AND SANITIZING PLAN

- Workstations, client chairs, tools and instruments used for personal care services must be disinfected between clients.
- An enhanced cleaning plan for the entire facility must be devised and implemented.

Describe your plan to frequently clean and sanitize common surfaces in your establishment.

If you have questions, please contact the Health Department's Environmental Health Division at (406) 497-5027 or jrolich@bsb.mt.gov.



APPENDIX B
PERSONAL CARE PROVIDER HEALTH AGREEMENT FOR COVID-19

Background

COVID-19 is a highly contagious viral illness that easily spreads through contact with others. Excluding sick employees from the workplace is one of the best defenses against community spread.

This document is not a substitute for medical advice. If you have concerns about your health and COVID-19, please consult a medical provider. Indicator symptoms of COVID-19 may change as new information is discovered. Current CDC guidance indicates that people infected with COVID-19 may have the following symptoms:

Fever or chills	New loss of taste or smell
Cough	Congestion or runny nose
Shortness of breath or difficulty breathing	Diarrhea
Sore throat	Nausea or vomiting
Fatigue	Headache
Muscle or body aches	

Employees or providers experiencing any of the above symptoms must be required to leave work immediately and be directed to contact the Health Department's COVID-19 line at 406-497-5008. If they are accepted for testing, they must stay home until they receive a negative COVID test. If they are not accepted for testing, employees must be excluded from work until they have been symptom-free, with no help from symptom-reducing or relieving medicines, for at least 24 hours.

Agreement

I AGREE NOT TO WORK IF I HAVE THE ABOVE REFERENCED SYMPTOMS, AND AGREE TO FOLLOW THE DIRECTIONS FOR SCREENING AND TESTING.

I UNDERSTAND THAT A DAILY SYMPTOM CHECK WILL BE REQUIRED BEFORE I BEGIN WORKING EACH SHIFT.

Name

Signature

Date