

Workplace COVID-19 Safety Plan

Personal Service Establishments

Name of Business: Labyrinth Tattoo & V.I. Laser

Address: 2900 Norwell Drive., Nanaimo. BC V9T 1X3

Date plan was created: June 6, 2020

Date last updated: June 10, 2020

Please complete this form. Provide a detailed explanation of your workplace COVID-19 safety plan in the spaces provided on the following pages.

General Checklist

(check the boxes that apply):

- Yes, we have created this workplace COVID-19 Safety Plan by following the processes outlined in the [WorkSafe BC COVID-19 Safety plan guide checklist](#).
- We are in compliance with the [WorkSafe BC](#) and the [Provincial Health Officer \(PHO\) orders](#) for physical distancing between customers and staff.

Refer to the following websites for updates and resource materials:

[WorkSafe BC COVID-19 Safety Plan Checklist](#)

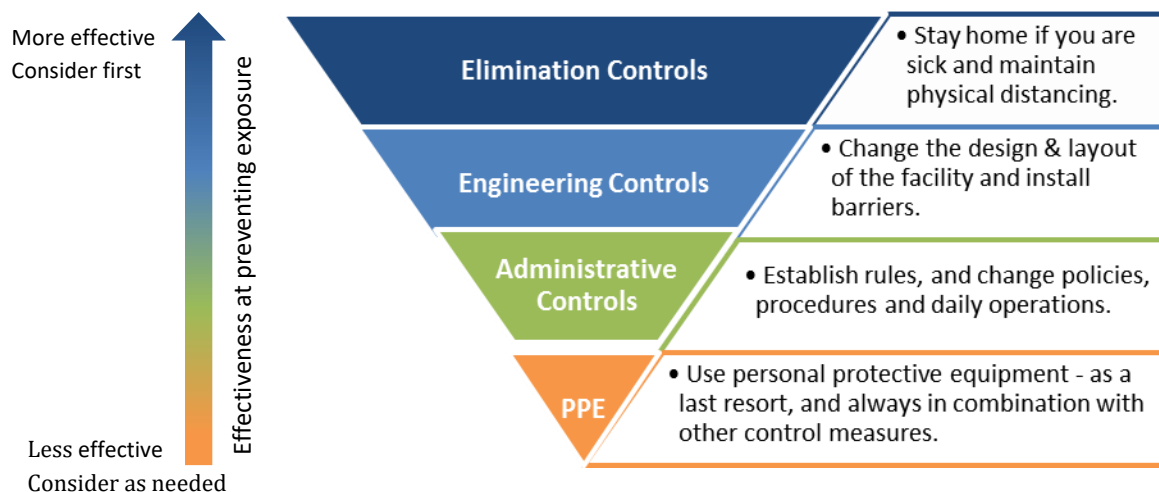
[WorkSafe BC Protocol for Returning to Operations](#)

[WorkSafe BC Occupational First Aid Attendant \(OFAA\) protocols during the COVID-19 pandemic](#)

[Current Provincial Health Officer Orders under the Public Health Act](#)

[Vancouver Coastal Health Sector Guidelines and Letters](#)

Levels of Protection



Level 1: Elimination Controls

These refer to new measures that will be put in place to prevent crowding or close contact between people in the workplace. Ensuring physical distancing by reducing the number of people onsite is considered an “elimination control” in that this approach eliminates or removes the hazard (i.e. infected people) from being at the workplace.

Level 2: Engineering Controls

These refer to new designs or modifications to plants, tools, equipment, ventilation systems, and processes that reduce the risk of exposure.

Level 3: Administrative Controls

These refer to policies and standard operating procedures at your workplace that alter the way the work is done to reduce risks. Examples include timing of work, training, housekeeping, equipment maintenance and personal hygiene policies.

Level 4: Personal Protective Equipment (“PPE”)

This refers to protective gear worn by people in your workplace to reduce their contact with other people who may potentially be infected with COVID-19 (e.g. masks, gloves, face shields, eye protection).

Level 1: Elimination Controls

Managing the Workplace

The maximum number of customers allowable on the premises at any given time:
15

Indicate the maximum numbers of staff in each of the following areas:

Staff Break Room: 2

Washroom: 1

Storage Room: 1

Customer Area: 3

Other (*describe*): Artists Room - 4

Our protocols to manage customer and staff entry and exit are:

- Designated doors for entry and exit
- Keeping doors propped open to reduce numbers of people touching door knobs
- Other (*describe*): Individual Bins for Artists & Clients for Personal Belongings

The staff member/role responsible for managing the occupancy limit is (*name and title*):
Maria Leoczko – Owner

We are maintaining physical distancing in our establishment by (*check all that applies*):

- Staying home when exhibiting symptoms of illness
- Using signage
- Using floor decals
- Re-arranging workstations so there is 2 metres of distance between stations
- Eliminating some work stations
- Using only larger treatment rooms
- We have altered our staff work schedules and operations to increase physical distancing by staggering schedules and breaks.
- We are using tap or mobile payment methods
- Other (*describe*): Virtual Consultations, Applications & Waiting Room

Level 1: Elimination Controls

Client Management

When booking appointments, we will:

- Ask clients to self-assess whether they have symptoms of COVID-19
- Ask clients to cancel their appointment if they develop symptoms or have contact with someone (e.g. family member) who is confirmed or suspected of COVID-19
- Remind clients of this policy when they arrive for their appointment

Our procedures to limit the number of people on-site include:

- No walk-in appointments
- Clients asked to arrive only at appointment time
- Clients asked to arrive alone (if possible)
- Clients asked to wait outside until their scheduled appointment time
- Locking premises when at capacity
- Other (*describe*): *Locking the door after the client comes in to prevent walk-ins*

Our protocols to manage customer and staff flow include:

- Designated directions for hallways
- Designated directions for common areas
- Signage in place
- Other (*describe*): *Individual Private Rooms for each Artist & Procedure*

Describe how you will manage client belongings:

Individual sanitized container will be provided in each Artists room for clients personal belongings and sanitized between each and every client

Level 1: Elimination Controls

Performing Personal Services

We will restrict or prohibit certain “high risk” services where close contact is required over extended periods of time and control measures cannot be implemented. These high-risk services include (*check all that apply*):

- Facials
- Threading services
- Other (*list*): No piercing of the nose or mouth areas, No tattooing of the lips or mouth area, No laser hair removal of the nose or mouth areas

Describe any other **elimination controls** you have in place to support physical distancing:

[Click here to enter text.](#)

Level 2: Engineering Controls

Managing the Workplace

We have installed barriers in the following indoor spaces where physical distancing may not be possible (*check all that apply*):

- At reception
- Between service stations
- Sink areas
- Other (*describe*): None required at this time as physical distancing can be maintained within the reception area and work stations

We are posting signage for both workers and clients regarding our policies throughout our workplace. The signs will be kept in these areas (*list*):

Front entrance, Reception area, each individual service room, washroom, staff breakroom

We have closed off certain areas for use (*list*):

[Click here to enter text.](#)

Level 2: Engineering Controls

Managing the Workplace

We have made the following changes to the design and/or layout of the facility

(*check all that applies*):

- We have rearranged gathering areas, such as break areas, lunch rooms, and supply rooms, to maximize physical distances for our staff
- We are removing magazine racks, booklets, brochures, toys, product sell sheets, and product samples from client areas to reduce customers congregating
- We will use disposable cups or bottled beverages instead of shared items (*Note: providing drinks is only currently permitted if your facility has approval as a food premises*)
- We have placed physical distancing markers for customers and staff in our workplace
- We have provided hand sanitizer for customers to use when they enter and exit the premises

Describe any other **engineering control measures** (changes to the design and/or layout of the facility) that have been taken:

[Click here to enter text.](#)

Level 3: Administrative Controls

Managing the Workplace

The procedure if a **worker** is identified as having symptoms is:

Worker is not to come into the workplace or is sent home. Clients will be contacted if have been in contact with worker. Co-workers will be notified and given opportunity to self quarantine if wanted.

The procedure if a **customer** is identified as having symptoms is:

Client will be asked to return home, not enter premises and all staff will be advised to avoid exposure. All areas will be sanitized and cleaning protocols enforced

Level 3: Administrative Controls

Managing the Workplace

We have implemented the following additional administrative controls in our facility
(check all that apply):

- Our staff sick policy supports workers to stay home if symptomatic
- We have provided worker training and orientation on COVID-19 safety protocols
- We have provided workers with medical resource information that includes telephone numbers and website addresses for key medical, mental health, and bullying resources, with approved COVID-19 information
- Workers have a health and safety contact person available for every shift (Joint Occupational Health and Safety (JOHS) member, representative or otherwise) to ensure protocols are being followed and understood
- We have organized our staff members into working groups or teams to facilitate reduced interaction between groups
- We will inform clients of our policies in an email after booking so they know what to expect.
- We are posting our key COVID-19 protocols to our website and social media
(provide link):website : tattoonanaimo.com Facebook: Labyrinth Tattoos

Client Management

Our policy to for booking larger groups for services includes (*describe*):

We are not booking or allowing any large groups or additional persons

Providing Personal Services

We have implemented the following staff hygiene policies:

- Wash hands before and after each client
- Do not touch your face while providing services on a client
- Other (*describe*): PPE including face masks, single use aprons and face shields will be worn while working on clients. Hand sanitizer will also be provided in all rooms at all times

Level 3: Administrative Controls

Tools and Equipment

Describe how tools and equipment that come into contact with public items will be washed and sanitized (*list procedure and products*):

We always follow the protocol procedures as set out by Pro Trainings and the Bloodborne Pathogen exam for body Art, that is required to be taken by each artist yearly. The Certification is displayed

Our policies to minimize the risk from sharing tools, equipment, and products are as follows (*check each box that applies and list items*):

- Provided each worker with their own set of tools/equipment
- Using single-use items wherever possible
- Other (*describe*): All Artists have their own equipment, ink, single use cartridges PPE and is NEVER SHARED with any other artist, staff member, or client .

Enhanced Cleaning & Disinfecting

We have implemented the following administrative controls to ensure enhanced cleaning and disinfection throughout the facility (*check all that apply*):

- Provide enhanced cleaning of all frequent touchpoints in common areas: walls, tables, chairs, coat hooks, restrooms, doors including front door, restroom door, staff doors to offices, and breakrooms
- Reduce the amount of retail products on shelves for easier cleaning
- Allow additional time between appointments for enhanced cleaning/disinfecting
- Incorporating additional regular and end-of-shift cleaning and disinfection for all shared spaces and surfaces in public serving zones
- We have developed a cleaning schedule
- Assigned a person who is responsible for completing cleaning tasks, and who is ensuring completion of these tasks
- Provided appropriate supplies such as soap and water, hand sanitizer and disinfection wipes

Level 4: Personal Protective Equipment

If the first three levels of protection are not enough to control the risks, then personal protective equipment may be used as an additional control measure. If your facility is using personal protective equipment, complete this section.

- Yes, we have reviewed [WorkSafe BC's Guidance on Selection and Use of Masks](#).

We have developed a personal protective equipment policy **for employees** as follows:

Face masks, single use & reusable, gloves, single use aprons, face shields

We have developed a personal protective equipment policy **for customers** as follows:

Face masks, single use or reusable, gloves

The following tasks require the use of personal protective equipment (*describe, if any*):

Tattooing, piercing, cosmetic tattooing, laser hair removal

If applicable, employees have received training about:

- How to safely put on and take off a mask
- When to change a mask
- The importance of conducting hand hygiene after taking off a mask
- How to safely put on and take off gloves
- When to change gloves
- The importance of conducting hand hygiene after taking off gloves

(If applicable) We have developed a policy for the use of other personal protective equipment such as gowns, smocks, aprons for employees as follows:

Single use items must be discarded in properly labeled bin, reusable masks must be placed in ziploc bag & returned home for washing

Describe any other measures that have been taken related to **personal protective equipment**:

[Click here to enter text.](#)