



The Barbershop Bar Covid-19 Safety Plan

November 2020

Every workplace is different. What is feasible and appropriate for any one place depends on its size, location, and other unique characteristics. This document should NOT be construed as legal advice or any other expression of the scope or nature of a small business's legal obligation to provide employment and a safe place of employment to its employees, particularly under the unprecedented circumstances that the COVID-19 outbreak has created.

In addition, new and better information could well supersede the information included in this document. As the situation evolves, employees should continue to monitor the environment in which they are working and related developments and react accordingly.

The Barbershop Bar would like to acknowledge and thank the Construction Industry Safety Coalition (CISC) and the Associated General Contractors of America (AGC) March 2020. These industry leaders developed and shared a sample plan. Without the efforts of the CISC and AGC, this document would not have been possible. This document was based substantially from the work above with additional Canadian sources.



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Introduction

The Barbershop Bar takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, The Barbershop Bar must remain vigilant in mitigating the outbreak. In order to enhance safety and maintain operations during a pandemic, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate. The Barbershop Bar has also identified key selection of employees to monitor the related guidance that Public Health Agency of Canada (PHAC), Center for Disease Control and Prevention (CDC), Public Health Ontario (PHO), Windsor-Essex County Health Unit (WECHU), The World Health Organization (WHO) and the Canadian Centre for Occupational Health and Safety (CCOHS) continue to make available.

This Covid-19 Safety Plan is based on information available from the PHAC, CDC, WHO, WECHU, and CCOHS at the time of its development, and is subject to change based on further information provided by these authorities and other local public health officials. The Barbershop Bar may also amend the Covid-19 Safety Plan based on operational needs and updated information obtained from provincial and local health officials.

Acknowledgement

The Barbershop Bar would like to acknowledge and thank our employees. We are a small local business. Working in and through a pandemic might have many unforeseeable events. Cleanliness is of the utmost importance as it demonstrates a commitment to SAFETY for not only ourselves, but for each other and the public. Many members of the public may have varying degrees of knowledge with respect to the current pandemic and or various opinions of the requirements outlined and mandated by public officials. First and foremost, we are a small team, and we need to remain mindful of the potential threats to cleanliness as this threatens the safety of any employee. If you see a vulnerability to health and safety or witness an individual on our team failing to meet the standards outlined in this document – we are to speak up; first to the individual with a respectful reminder and next to leadership in the event the outcome of the conversation does not result in consistent behavioural change. The Barbershop Bar acknowledges this safety plan document has been developed and presented based on the efforts of the Construction Industry Safety Coalition (CISC) and the Associated General Contractors of America (AGC) March 2020.



Responsibilities of Managers, Supervisors and Employer

All managers and supervisors must be familiar with the Covid-19 Safety Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Covid-19 Safety Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Responsibilities of Employees

The Barbershop Bar is asking every employee to help with our prevention efforts while at work. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, The Barbershop Bar has instituted various housekeeping, social distancing, and other best practices within and outside of our work atmosphere. All employees must follow these. In addition, employees are expected to report to the owner of The Barbershop Bar if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this document or COVID-19, please ask The Barbershop Bar Owner, the Part-Time General Manager, or your Health & Safety Representative.

CCOHS, PHAC, and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently [wash your hands with soap and water for at least 20 seconds](#). When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes proper covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Wear a face covering at all times while at work or interacting with individuals outside your home.
- Avoid touching your face with unwashed hands.
- Change reusable masks every 3 hours.
- Maintain 2 metre distance away from others when outside of your home.
- Commuting outside of the busiest hours if you use public transit.
- Avoid greetings that include physical contact, such as handshakes.
- Follow public health guidance regarding the number of people permitted in one place at one time.



In addition, symptoms of COVID-19 can vary from person to person. They may also vary in different age groups. Employees must familiarize themselves with some of the more commonly reported symptoms of COVID-19, which include any new or worsening of the following:

- cough
- shortness of breath or difficulty breathing
- temperature equal to or over 37.4°C
- feeling feverish or chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell
- children tend to have abdominal symptoms and skin changes or rashes.

Symptoms may take up to 14 days to appear after exposure to COVID-19.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT REPORT TO WORK. Contact the Owner and your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call the Owner and your healthcare provider right away.

Protective Measures

The Barbershop Bar has instituted the following protective measures.

General Safety Policies and Rules

- Any employee/contractor/visitor and/or guest displaying symptoms of COVID-19 will be asked to leave and complete a self-assessment and follow the instructions provided. A COVID-19 Self-Assessment can be found by visiting: <https://covid-19.ontario.ca/self-assessment/>
- To the extent possible, meetings will be conducted by virtual or teleconference. Meetings and training sessions will be accomplished using virtual or teleconference where possible to limit exposure and close contact with other employees. If meetings are conducted in-person, attendance will be collected verbally, and the Owner or delegate will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person meetings, we will avoid gathering in groups of more than 10 people and staff must remain at least six (6) feet apart if they are to remove their mask.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where



possible. While in various work areas, all employees should maintain social distancing while working.

- Employees will be encouraged to stagger breaks and lunches, when possible, to reduce the size of any group at any one time to less than ten (10) people.

The Barbershop Bar – acknowledges hand hygiene, physical distance, and elimination are effective strategies that can be implemented to reduce opportunities of transmission. The Barbershop Bar will provide, alcohol-based hand sanitizers and/or wipes, disposable gloves, reusable masks, disinfectant spray and solutions to be used by employees while on shift.

Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, The Barbershop Bar will provide Barbicide, Disinfectant Spray, and Gloves to wipe clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.

The Barbershop Bar will stagger shift starts and break times to reduce the number of individuals in the work and break areas to support routine operations and minimize potential sources of exposure should any staff member become ill or be required to quarantine.

- Employees are encouraged to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation and are encouraged to wear a reusable mask.
- *Every Employee entering our environment is required to perform Hand Hygiene and Self-Screen on the mandatory COVID-19 Contact Tracing Forms.*
- Employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Barbershop Bar will provide Disinfectant Solution/Spray, and disposable gloves for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Staff Members should wash or sanitize hands immediately before starting and after each contact with the public.

Guests/Visitors

- The Capacity within the Barbershop will be reduced to 10 persons including employees – as long as a distance of 2 meters between stations can be maintained.
- The Capacity with the Bar / Central waiting Area will be reduced to 30 persons including employees – where 2 meters cannot be maintained physical barriers will be constructed and maintained.
- All guests/patrons will be
 - **Informed** of the **Rules & Guidelines** for how the Barbershop and Bar are operating during a pandemic. These can be found by visiting – <https://www.thebarbershopbar.com/covid-update>



- **Required** to Wear a Mask – UNLESS identifying as having an exemption.
- **Required** to perform Hand Hygiene upon entering the building.
- **Required** to participate within COVID-19 Screening Questions and Contact Tracing Protocol. Questions have been developed in alignment with the [Ontario Governments Screen Tool for Workplaces](#). *If any guest refusing to participate in the Contact Tracing Protocol/Screening Questions **OR** answers “yes” to any of the following questions (with the exception of #6), we are to apologize to the guest and indicate due to our internal screening protocols we are unable to provide service.*
 1. Have you been confirmed positive for COVID-19?
 2. Are you currently awaiting results for COVID-19 Assessment Testing?
 3. Are you currently experiencing any NEW or WORSENING acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 4. Have you been in close contact with any persons who have been confirmed or suspected positive for COVID-19 without appropriate PPE?
 5. Have you TRAVELED outside of Windsor Essex or Canada in the last 14 days?
 6. May We Take Your Temperature?
- If any employee experiences or encounters a disgruntled guest as a result of deferring/rescheduling services due to the protocol above, please provide the guest with the **owner’s contact name** and **business card**. Alternatively, you may also take their contact information details and the Owner will follow-up with each guest directly. **Please do NOT provide the guest with the owner’s personal cell phone number.**



Personal Protective Equipment and Work Practice Controls

With respect to PPE, The Barbershop Bar will provide:

Gloves: Gloves are available at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. *Employees should avoid sharing gloves.*

Eye protection: Eye protection (Face Shield or Goggles) MUST be worn IN ADDITION to a Mask/Face covering if a guest is exempt from wearing a mask or if a service requires a mask to be removed. This includes:

- **Any Barber** who is performing a grooming service that requires a guest to remove their mask/face covering OR identifies as being exempt from wearing a mask. Examples include but are not limited to Beard Trims, Hot Towel Shaves, and Waxing.
- **Any Bartender** is also required to wear Eye Protection (*Face Shield or Goggles*) in addition to the required mask when engaging with any guest(s) who identifies as being exempt from wearing a mask. Examples include but are not limited to – standing within 2 meters of any unmasked guest (*seated or standing*) in any interior or exterior location of our work premise.

Engineered Physical Barriers: Construct Non-Permeable Barriers around Service Areas.

General Shop Cleaning and Disinfecting

The Barbershop Bar has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas, upon arrival, regularly throughout the shift, and prior to departure.

- Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves.
 - Any trash collected must be changed by someone wearing gloves.
 - Hand sanitizer dispensers are always filled.
 - Frequently touched items (e.g. door handles, toilet seats, grab bars, light switches, ATM keys) will be disinfected every 2 hours and as needed and **documented on our Covid Tracing Logs.**
 - Equipment/tools should be cleaned at least three times per day and before use by another employee. This cleaning will be documented on the Covid Tracing Log.



The Barbershop Bar will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant.
- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface).

Workers should always follow [standard procedures for cleaning and disinfection](#), unless The Barbershop Bar provides additional instructions. The Barbershop Bar will maintain Material Safety Data Sheets of all disinfectants used on site. <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

The Barbershop Bar Exposure Situations

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Barbershop Bar will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to **return to work**.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test and she, he, or they has not had a subsequent illness. Employees who test positive and are symptomatic may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least two weeks (14) days have passed since symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Barbershop Bar will require an employee to provide documentation clearing his or her return to work.

When an employee has tested positive, the owner will communicate with the employee to:

1. Create a list of people that this worker could have been in direct contact with that day and, if possible, on previous days;
2. Identify and create a list of locations where the worker was recently working, including common areas such as lunchrooms and washrooms;
3. Initiate immediate cleaning and disinfection of these locations since they are potentially contaminated with the COVID-19 virus; and
4. Identify and create a list of tools and equipment that the worker was recently using.



Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine and monitor for symptoms. *Close contact is defined as six (6) feet for a prolonged period of time equal or greater than 15 minutes.*

If The Barbershop Bar learns that an employee has tested positive, The Barbershop Bar will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, The Barbershop Bar will seek the direction of Public Health Officials to determine who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert the owner and self-quarantine for 14 days from the last date of close contact with that individual.

WSIB OSHA and WECHU Recordkeeping

If a confirmed case of COVID-19 is reported, The Barbershop Bar will collaborate with Windsor Essex County Health Unit to determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. WSIB requires employers to record work-related injuries and illnesses that meet certain severity criteria by completing the [WSIB Form 006](#) upon the occurrence of these injuries. For purposes of COVID-19, WSIB also requires employers to report to WSIB any work-related illness that (1) results in a fatality or, (2) results in in-patient hospitalization of one or more employee. *"In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.*

WSIB has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, WSIB is considering it an "illness." However, WSIB has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, The Barbershop Bar will conduct an assessment in collaboration with Windsor Essex County Health Unit of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and therefore not recordable.



The Barbershop Bar's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, The Barbershop Bar will report the case to WSIB if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

Confidentiality/Privacy

Except for circumstances in which The Barbershop Bar is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Barbershop Bar reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Barbershop Bar also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

General Questions

Given the ever-developing nature of the COVID-19 pandemic, The Barbershop Bar may modify this Plan on a case-by-case basis. If you have any questions concerning this Plan, please contact James Lapeer, Owner.



COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- New or Worsening cough, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include *New* or *Worsening* chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT REPORT TO WORK**, and call your supervisor and health-care provider immediately. The same applies if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) and instruct employees to maintain 6-feet between each other. The owner/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the specific areas within our environment will be reduced to comply with distance requirements and reduce exposure opportunities.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as break tables/frequently touched objects at least three times per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Trash collected by an employee wearing disposable gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE



COVID-19 Toolbox Talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the Public Health Agency of Canada (“PHAC”)/World Health Organization (“WHO”)/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries — including Canada.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can contract COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.



COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home — DO NOT REPORT TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and local health departments.

General Practices

- Clean AND disinfect frequently touched objects/surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools, equipment, and surfaces on a regular basis.
- Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If a tool must be shared (example telephone/computer Screen) employees should disinfect before and after each use.
- Any trash collected must be changed/collected by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (Facial Grooming), The Barbershop Bar will provide, hard-surface disinfectants and alcohol-based hand sanitizers and/or wipes, disposable gloves, reusable masks to be used by employees while on shift.
- **Gloves:** The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable.
- **Eye protection:** Eye protection, in addition to a required mask, should be worn at all times during the service that requires a guest to remove their mask *or* within 2 meters of any guest that identifies as having an exemption to wearing a mask.