



## NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: <https://forward.ny.gov/>

### COVID-19 Reopening Safety Plan

**Name of Business:** Neighborhood Cut & Shave

**Industry:** Barber Shop

**Address:** Office Location:120 Wooster Street, 3rd Fl, New York, NY, 10012

**Contact Information:** 212 913 9124

**Owner/Manager of Business:** Travis Talmadge & Alex Nunez

#### Human Resources Representative and Contact Information, if applicable:

Alex Pestone: ap@tripleacquisitions.com

## I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.



- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
  - *List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

~~Our employees cannot offer a service of a haircut, beard trim, buzzcut, or shave without getting closer than 6 ft. To ensure the safety of our employees and customers all employees will be provided with 2 reuseable/washable mask, as well as access to disposable masks. We will wash masks every day with hot water, detergent, and Lysol Laundry Sanitizer. Employees are required to wear masks at all times during work. We are also providing employees with face shields. All customers will be required to wear a mask during their service, we will have disposable ones available for customers that do not bring their own.~~

- *How you will manage engagement with customers and visitors on these requirements (as applicable)?*

in front of our door that says "Please Call to Check In", customers will then call to check in. Once the barber is ready for the customer they will go outside to greet their customer and escort them to their chair.

- *How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

All barbers will be encouraged to eat outside. If the weather is not nice barbers will stagger lunch breaks and only one barber at a time is allowed to be in the break room at a time. We will only use every other station ensuring that there is 50% capacity and appropriate distance between barbers and clients.

## II. PLACES

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.



- *What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

We have 15 reusable face masks that will be given to all employees, that is 3 masks for each employee. We also have 100 disposable face masks for employees who would want them as well as any customer who may want one. 10 face shields will be at the barber shop for any employee that would like to wear it.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- *What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

Any disposable face mask will be thrown away after single use. Washable face masks will be washed everyday in hot water, with laundry detergent as well as Lysol Sanitizer. All face shields will be cleaned after use and wiped down with rubbing alcohol.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- *List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

Each barber has their own tools they use which they will be held accountable to clean after each service. The most shared areas are the front desk which will be getting wiped down after each customer is checked out with disinfectant spray. All barbers will have access to vinyl gloves which they can use if they want or the customer prefers them to wear. All barbers will wash their hands at the beginning and end of every service as well as after taking a customers payments. Hand sanitizer will be available at the front desk and in the break room for anyone to use.

- B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

- *Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

Cleaning logs will be kept at the front desk and the front desk/manager on duty will be responsible for filling out log at the beginning and the end of their shift. If no manager or front desk is working it will be the responsibility of the most senior barber to fill out the log. The log will always be kept at the front desk.



- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
  - *Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*  
Employees have access to a sink with hand soap available at all times. Two touch-less hand sanitizer dispensers are located at the front desk and in the back room with 80% alcohol.  
We have also created a video with new COVID-19 protocols which show barbers should no longer shake hands, hug, etc with their customers .
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
  - *What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*  
Barbers will be responsible for cleaning their stations after every service with disinfectant spray provided by NCS (either rubbing alcohol, Clorox bleach, Mrs Meyers). All shared surfaces such as the faucets, door knobs, the front desk will be wiped down every hour with rubbing alcohol. The bathroom will be cleaned twice a day.

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
  - *Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*  
The front desk or manager will be responsible for keeping track. When a customer checks in the front desk or manager will also confirm that we have their most up to date contact info incase we need to reach out them.



- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
  - *If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

Alex Pestone

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### III. PROCESS

**A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.
  - *What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

We will be taking the temperature of every employee at the start of every shift. The front desk or manager on site will be responsible for taking the temperature of employees as they get in. The individuals will be trained by the instructions that come with the contact-less thermometer we ordered.

- *If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

The parties carrying out the screenings will have a disposable mask, gloves, a face shield, and a disposable cape. This PPE will all be found at the shop.

**B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:



- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
  - *In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

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- *In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

If an employee tests positive we will go through our appointment book for the two weeks prior and call all customers and let them know. We will also immediately let all other employees know so that they may go tested as well. Alex Pestone, Alex Nunez, and Travis Talmadge will all be responsible for this.

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### IV. Other

Please use this space to provide additional details about your business’s Safety Plan, including anything to address specific industry guidance.

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**Staying up to date on industry-specific guidance**

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at <https://forward.ny.gov/> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance.