

OPN COVID 19 SAFETY PLAN

Prepared on May 20th, 2020

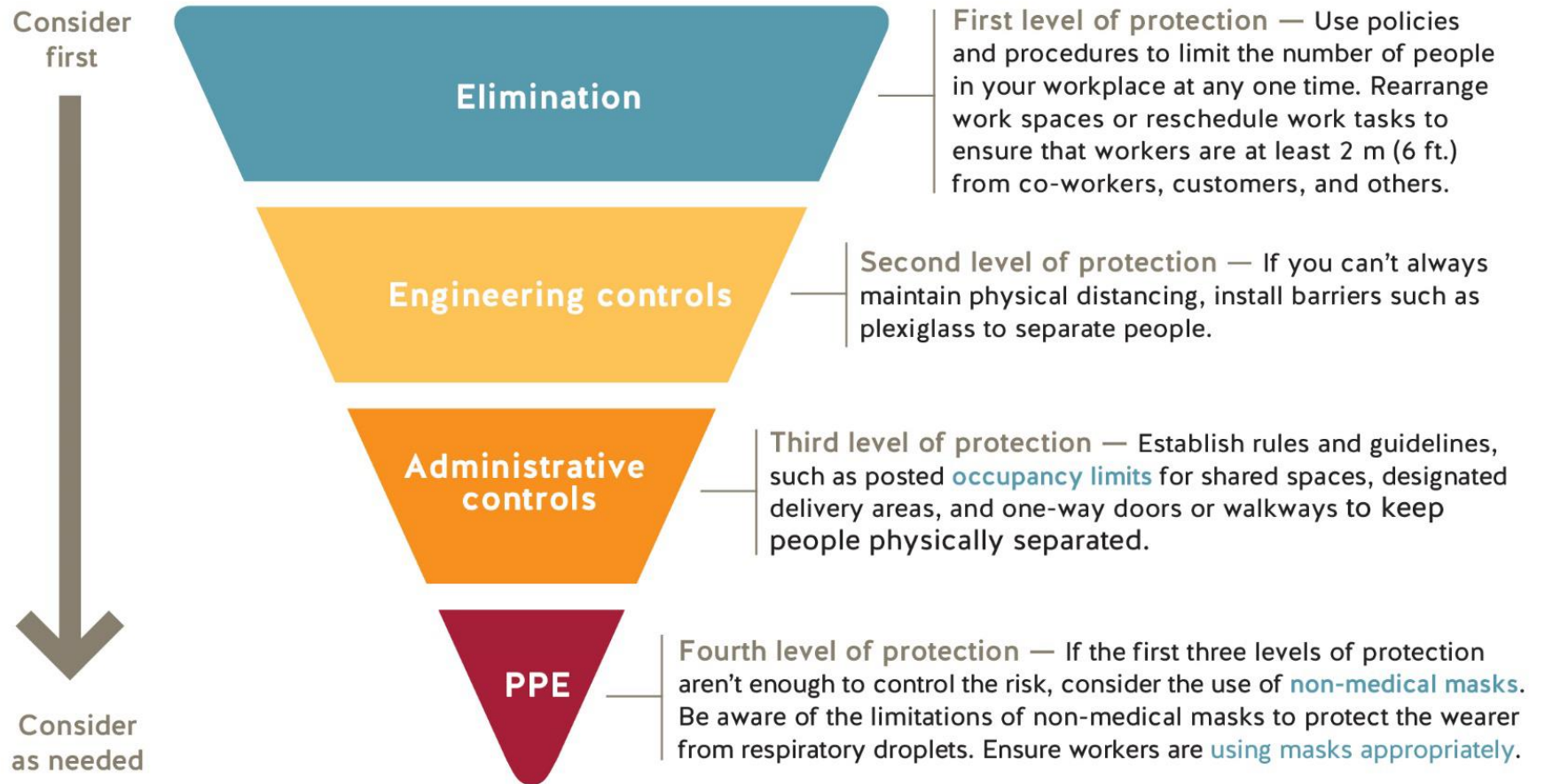
OPN COVID-19 Safety Plan

Step 1: Assess the risks at your workplace

At OPN we believe the risk of transmission is high due to the approximately of workers and clients. It is also due to the extended period of clients getting multiples services. For this risk assessment we have completed the following:

- We have involved all team members to ensure the risk is assessed
- We have identified the area where people gather and this includes:
 - Receptions area
 - Clients waiting area
 - Manicure station
 - Pedicure station
 - Eyelash extension beds
 - Waxing room
 - Break room
 - Sanitation station
 - Laundry station
 - Bathroom
- We identified the job task within each service where workers and clients are close together, this include service area mentioned above.
- For the same area we also identified the equipment that workers share such as: gel lights, nail polish bottles.
- For the same area we also identified the surfaces that workers share including: door knobs, light switches, pedicure carts, manicure tables, lunch tables, fridge, microwave, computer key boards, security alarm key pad and light, switches.

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Step 2: Implement protocols to reduce the risks

The following consists our **OPN Guidelines Grid** for eliminating or mitigating the risk of transmission from person to person

Areas	Surfaces/Tools
Receptions	<ul style="list-style-type: none">• Light switches, Door knobs, Key pad, Key board, computer screen, plexiglass should be disinfected at the opening, closing, after client and at every 30 minutes.• Water dispenser only be served to clients by staff members. All staffs need to wear and change gloves and mask after client.
Clients waiting	<ul style="list-style-type: none">• All services will be conducted by appointment only, no walks-in. Client wait outside until appointment time. The maximum number of clients will be allowed simultaneously is 10. Four in the manicure station, 3 in pedicure chairs, 2 in eyelash extension, 1 in waxing room.
Manicure station	<ul style="list-style-type: none">• Clean and disinfect table surface at opening, closing, every before and after client.• Clean and disinfect non disposable items: Nails clipper, cuticle snippers, pusher after client. Disinfect gel light, plexiglass, manicure related products containers being used during the service.• Throw away disposable/ one time use nail file and buffers.

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Pedicure station	<ul style="list-style-type: none">• Clean and disinfect table surface at opening, closing, every before and after client.• Clean and disinfect non disposable items: Nails clipper, cuticle snippers, pusher after client.• Disinfect gel light, plexiglass, manicure related products containers being used during the service.• Throw away disposable/ one time use nail file and buffers.
Eyelash extension beds	<ul style="list-style-type: none">• Client and staff must wear mask. Change bed liner after client. Disinfect tweezers, mirror and portable fan after each client.
Waxing room	<ul style="list-style-type: none">• Due to Phase two No waxing service at this time.
Sanitation station	<ul style="list-style-type: none">• One staff at a time.
Laundry station	<ul style="list-style-type: none">• One staff at a time
Bathroom	<ul style="list-style-type: none">• One person at a time.• Automatic soap and paper dispenser installed.• Staff will clean and disinfect the counter surface, door knob, light switch, toilette every 30 minutes or after each use.
Break Room	<ul style="list-style-type: none">• One staff at a time.• The person who used the room should clean and disinfect microwave, fridge door, and counter top after each usage.

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In addition to the above described protocols we have implemented the following procedures to reduce the risk of transmission:

First Level Protection: Elimination

- We have ensured that there are no more than 10 clients at the same time on the premise.
- There will be 2 meters distance between manicure stations, between the pedicure stations and between all areas mentioned above.
- Since we can't eliminate the risk of transmission (via respecting social distancing) while we are providing services for clients we will be resorting to the next level of protection (Engineering control)

Second Level Protection: Engineering control

- Since we can't respect social distancing while we are providing services for clients, we have installed the plexiglass for manicure tables, pedicure stations and receptionist desk.

Third Level Protection: Administrative control

- Refer to the guideline grid for cleaning, disinfection and sharing space.

Fourth Level Protection: PPE

- Our staffs will be wearing gown, facial shield, and masks.
- Clients will be wearing masks entering the store. We have masks available in the store as well.

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Step 3: Develop policies

- We have rearranged Manicure tables to have two meters distance between them.
- We have removed eyelash extension beds in order to meet 2 meters between clients.
- We will skip a pedicure chair between each client to respect the two-meter social distancing between clients.
- We will not be allowing staffs and clients to enter the store if they are showing symptoms of COVID-19 or the Flu.
- In case our staffs are feeling ill, they will be sent home immediately. Furthermore, other workers will be monitored for further symptoms.
- In case clients show symptoms while they are receiving a service, the service will be interrupted, and they will be asked to reschedule their service for another time.
- As outlined in the OPN Guideline Grid the service areas at risk of transmission will be regularly disinfected and cleaned throughout the day.
- All OPN Team members are required to comply with all safety guidelines and procedures outlined in this plan.
- Any staff member who refuses to abide by these rules will be advised to change their behavior immediately in order to ensure the safety of clients and other staff members.
- If a staff member continues to break the rules and violate the OPN guidelines communicated in the plan, they will be subject to termination.
- OPN take the safety of the member and clients very seriously, and there will be zero tolerant for violating the Guidelines that are designed to protect people's health.

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Step 4: Develop communication plans and training

- Our staffs have received the OPN Covid-19 training by Barbicide and Beauty Safe levels 1 and 2 by Beauty Council Western Canada.
- Manager have been trained on monitoring staffs and the workplace to ensure policies and procedures are being followed.
- Before opening, all staff members will be presented with the new guideline to eliminate the risk of transmission, and how it will impact their services with clients.
- This OPN Covid-19 Safety Plan will be published on our website and posted at the entrance of the store.
- The guideline will be enforced with the staff on daily basic.

Step 5: Monitor your workplace and update your plans as necessary

- This Covid-19 OPN Safety plan will be monitored for improvement on weekly basic.
- All team member will be involved in monitoring a safety plan to incorporate any improvement and provide valuable feedback.
- All OPN team members are required to immediately to the OPN business owner any concern. Issue that may arise include action that will result in additional a risk of person to person transmission.
- Changes will be incorporated as we see fit.

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Step 6: Assess and address risks from resuming operations

- To the best of our knowledge there is no risk of additional contamination after resume operation.
- All machines and tools are in good order to be used for services.
- We will continue to monitor the OPN environment to ensure no additional risk presented after opening.