



Agenda:

Reopening protocol

1. Covid-19 document highlights

Key terms to know:

1. **Hygiene- activities or practice you do to keep things clean. Washing hands, covering your cough, clean clothes**
 - A. **Wash hands for a minimum of 20 seconds (happy birthday song)**
 - B. **Follow with Hand sanitizer**
 - C. **Avoid touching your face**
2. **Cleaning- removing dust, debris and dirt from surface- shelves, brushes etc**
3. **Sanitizing- Reducing and preventing the growth of bacteria, viruses, and fungi to prevent disease**
4. **Disinfecting- destroying or inactivating bacteria, viruses and fungi on hard, solid surfaces**

We should disinfect, not just sanitize because disinfectants are approved by the CDC and EPA- We currently use Barbicide

- All non-porous/solid surfaces must be disinfected at a minimum at the beginning and end of each day. Door handles : every two hours with a Clorox or Barbicide wipe.
- All porous surfaces must be cleaned daily
- You must wash your hands between each client.
- Clients will be asked to wash their hands as well.
- Lesson material must be sprayed with MN sanitizer before and after each use
- Please arrive to work freshly showered and wearing clean clothing. Please change your clothes before entering home when returning from work. Shoes?

- Personal Protective Gear such as gloves, gowns, drapes, linens and eye coverings should be changed between each client. If they are not washed immediately, they should be stored in a closed, plastic bag.
 - Please read the details of this in the Covid-19 document Erin prepared.
2. Sign in front of door
 3. One entrance, one exit. Exit doors will remain locked.

Hand sanitizer at entrance

4. Clients will be asked to wait in their cars until their service provider is ready for them.
5. We need to limit the number of people in the store, therefore, a 1:1 ratio of client/provider or BC until further notice
6. DO NOT Come to work if you are feeling ill. Don't take any chances.
7. Have you completed your Barbicide certification?
8. We will also be certified by Sanitation Conversations, a nationally recognized sanitation program for makeup artist. Merle Norman is the first beauty brand to partner with Sanitation Conversation. This is an important distinction for our customers who need to know it is safe again to come and enjoy a makeover. I have registered all our licensed staff first. If Sam, Sherry or Lisa want to go through the course, please let me know and I will get you registered.

Lessons and demos

- Demonstrations should be touch free
- If you are starting a lesson or makeup application, please spray the table first. Get out all the applicators you will need (sponge tip applicators, 2 mascara wands, q-tips, cotton rounds. (we will be keeping these in closed, plastic bags going forward. (How about prepping small bags
- Follow MN protocol for scraping etc.
- Use a q-tip to remove cream or liquid products and apply to a placemat
- Use a mascara wand to "de-pot" product onto placemat. Do not double dip. Spray with alcohol before and after de-potting
- Dispose of all applicators immediately after they have touched the customer
- Avoid the use of makeup artistry brushes until local restrictions are lifted
- Disinfect sharpener before and after each use.

5th Saturday

- Curbside pickup or in-studio by appointment only
- Extend sale from Thursday-Saturday.
- No GWP

- No rewards issued
- We can line up the orders in alphabetical order along the windows.

General tips

- Our foot traffic is expected to be down. Not everyone is going to feel comfortable coming out.
- When sales are down, it is more important than ever to concentrate on your add on selling. I have ordered Bob Negens add on selling training program for us. Please use it.
- Everyone customer should be told about our exclusive CDC approved hand sanitizer. We have sold 38 of the large and 49 of the small in the last week and a half. I have already had repeat sales on it. This is a super easy add on.