

TOUCH OF A PAW SPA

COVID-19 PANDEMIC PLAN & WORKPLACE PREPAREDNESS

March 12, 2020

General Concept:

The intention of this PLAN is to set out procedures and protocols for dealing with the potential impact of a pandemic on the workplace and it explains the obligations of all the members of the Touch of a Paw Spa Team and our Clients' responsibilities.

PLAN

1. Infection Control in the Spa

Employees are asked to:

- Properly wash their hands with soap and water for at least 20 seconds or with alcohol-based hand sanitizer that contains at least 60% alcohol
- Engage in proper cough or sneeze etiquette
- Refrain from shaking hands with another and the public
- Refrain from sharing food and beverage containers and utensils
- Increase the frequency of cleaning operations of your grooming tables so that it gets fully clean and disinfected everytime that you are handling a different pet
- Increase the cleaning frequency of the front desk, client reception area, phones, doors and door-knobs.
- Increase the cleaning frequency of the client's area, the client's surface desk and the debit-machine pad to once per client.
- Employees who have symptoms of a respiratory illness of any kind (e.g. fever, coughing, shortness of breath, etc.) are asked to stay home and seek medical treatment.
- If an employee has contracted the virus, she/he should not return to the workplace until medically cleared as no longer being contagious.

2. Travel

Business and leisure travel to affected jurisdictions, as per the Ontario Government, is strongly discouraged.

The Ontario Government currently lists these jurisdictions: China (mainland), Hong Kong, Iran, Italy, Japan, Singapore and South Korea, but note that the affected jurisdictions may change.

CLIENTS who have recently travelled to those areas or who have been in contact with people returning from those jurisdictions, and who are displaying symptoms are asked to refrain from visiting our facilities until medically cleared.

3. Communication

Should you have any question, suggestion or concern please email us at info@touchofapawspa.com