



May 14, 2020

Dear Business Leaders:

The Virginia Department of Health's Thomas Jefferson Health District (TJHD) is closely monitoring the COVID-19 pandemic locally and working diligently to prepare our community for reopening of services. As you know, this is a rapidly evolving situation with information changing regularly. As of this Friday, May 15, most of Virginia will enter Phase 1 of the [Forward Virginia Guidelines](#): Safer at Home, as outlined in the [Governor's Executive Order 61](#). Phase 1 is anticipated to last between two and four weeks.

We encourage your businesses to remain flexible with its policies and procedures to accommodate public health requirements and recommendations to reduce potential for infection.

### **Key Guidelines for all Business Sectors**

#### *Physical Distancing Best Practices*

- Establish policies and practices that allow for physical distancing between employees and members of the public.
- Encourage employees and customers to wear cloth face coverings. We strongly encourage you to provide your employees with face coverings.
- Provide clear communication and signage for physical distancing.

#### *Enhanced Cleaning and Disinfection Practices*

- Practice routine cleaning and disinfection of high contact areas and surfaces.
- Limit the extent that tools or equipment must be shared.
- Provide a place for employees and customers to wash and/or disinfect their hands.

#### *Enhanced Workplace Safety Best Practices*

- Instruct employees who are sick to stay home
- Contact TJHD with questions or concerns or to provide us with an email address for future updates: [tjhealthdistrict@gmail.com](mailto:tjhealthdistrict@gmail.com) or 434-972-6261

### **Key Recommendations for barber shops, salons, and other personal grooming services**

In addition to the above:

- Services must be provided by appointment only, with only one appointment per service provider at a time.
- Staggered appointments must be utilized to minimize the number of individuals congregating in the waiting area and allow time to disinfect workstation and tools in between clients.
- Maintain physical distancing of at least six feet within the waiting area.
- Capacity must be limited to no more than 50% of the lowest occupancy on the certificate of occupancy while maintaining a minimum of 6 six feet of distance between all individuals as much as possible.
- Stagger stations with at least six feet of separation.
- Employees and service providers working in customer-facing areas are required to wear face coverings over their nose and mouth. Please see [Use of Cloth Face Coverings \(www.cdc.gov\)](https://www.cdc.gov)
- Provide face coverings for clients or ask that clients bring and wear a face covering for their appointment. Limit services to those that can be completed without clients removing their face covering.

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Thomas Jefferson Health District

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Serving:  
Albemarle County  
City of Charlottesville  
Fluvanna County  
Greene County  
Louisa County  
Nelson County

- Post signage at the entrance that states no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- Post signage to provide public health reminders regarding physical distancing.
- Wash hands with soap and water for at least 20 seconds after each service is performed, and when gloves are worn, change gloves after each client and service performed.
- Perform thorough cleaning and disinfection of frequently touched surfaces every 60 minutes; clean and disinfect all personal care and grooming tools after every use or discard.
- Employers must maintain a list of the names and contact information for all clients, to include the date and time of services are received.

**Additional Resources**

[CDC Guidance for Businesses \(www.cdc.gov\)](http://www.cdc.gov)

[OSHA Guidance for Businesses \(www.OSHA.gov\)](http://www.OSHA.gov)

[Cloth Face Coverings FAQs \(www.cdc.gov\)](http://www.cdc.gov)

Sources for Cloth Face Coverings

- [Virginia Industries for the Blind \(www.viboline.org\)](http://www.viboline.org)
- [Virginia Correctional Enterprises \(www.govce.net\)](http://www.govce.net)
- [Where to buy face masks online \(www.cnet.com\)](http://www.cnet.com)
- Call Charlottesville-UVA-Albemarle Emergency Operations Center: 434-297-8415

[Virginia Department of Health \(www.vdh.virginia.gov\)](http://www.vdh.virginia.gov)

[Thomas Jefferson Health District \(www.TJHD.org\)](http://www.TJHD.org)

Thank you for your efforts to protect the health and safety of your employees and the community. As a reminder, feel free to email TJHD at [TJhealthdistrict@gmail.com](mailto:TJhealthdistrict@gmail.com) or call us at 434-972-6261 for more guidance.

Sincerely,

Denise Bonds, MD, MPH

Director, Thomas Jefferson Health District

Virginia Department of Health

In Cooperation with the State Department of Health

