

# *Indianapolis Microblading*

## **Indianapolis Microblading, LLC Covid-19 Protocols**

**Based on the Society of Permanent Cosmetic Professionals  
Covid-19 Return to Work Guidance for the Permanent Cosmetic Professional Guidelines  
Spcp.org/Covid19**

As a licensed and compliant permanent cosmetic tattoo facility/salon/spa, Indianapolis Microblading always practices safety when pertaining to keeping our facility clean. We always use hospital grade disinfectant and sterile supplies; we always use protective barriers on equipment and have knowledge of proper use of personal protective equipment (PPE). As a nurse owned facility you can rest assured that every safety measure we can take, we are.

We recognize the risk and challenges COVID-19 presents and Indianapolis Microblading artists have taken the steps needed to properly prepare for reopening. Safety is our main priority and we have ensured that we are as prepared as possible. We have developed COVID-19 protocols, secured an increased stock of PPE/cleaning/disinfecting supplies and will be implementing contact tracing.

Indianapolis Microblading will continue to comply with the Centers for Disease Control and Prevention (CDC) guidelines and the Marion county health department.

### **Personal Protective Equipment (PPE):**

- Masks are required for artists and clients. (ONLY EXCEPTION is for artists to provide service to the lips or facials, beginning on July 1st)
- Artists are to wear a N95 or KN95 as available to better protect themselves and clients.
- With globally low supply of KN95/N95 masks, artists may wear same mask all day and should cover with a new surgical mask between each client.
- Clients are allowed to wear their own masks from home but are also required to place a new surgical mask given by artist over their mask. For high risk clients, artists should consider offering a KN95 as available.
- Artists are not permitted to wear a N95 with exhalation valve.
- Artists are to wear their masks to properly cover nose and mouth.
- Artists are to ensure that client's mask properly covers nose and mouth.
- Artists are required to wear a face shield, goggles, or a type of eye protection that is either single use or able to be cleaned with Cavi wipes. Eye protection is to be disposed of or sanitized after each client.
- Artists are required to wear a new covering (example: gown/poncho) between each client.
- Artists hair should either be pulled back or covered with a hair covering while working on clients. (example: surgical caps, hair bonnets)

Celeste Beatty, BSN, RN, CEN: Indianapolis Microblading, LLC 5703 S. East Street, Suite H, Indianapolis, IN  
46227 (502) 693 -9057 Indianapolismicroblading@gmail.com

- Artists should not wear long sleeves, watches, or jewelry on wrists.
- As always, gloves will be used during all client brow mapping/procedure and changed as necessary during client appointment.
- Area will be cleaned after each appointment, with special focus on any areas that was potentially touched by client or artist.

### **Client Consultations and Safety Protocol Communication:**

- Email will be sent explaining to clients the facility protocol changes and what clients should expect before and during their appointment.
- Each client will receive a text/call from the artist within 24 hours before their appointment reviewing health, exposure to anyone ill, and protocols, and as a reminder of the safety protocols and any updates.
- Website will be updated with current information and ongoing changes.

### **Intakes and Forms:**

- Any free in person consultation will be held virtually over the phone/facetime until Sept 1, date subject to change
- At the time of booking, prior to appointment, the following forms will be provided to client, which clients will sign and return PRIOR to arriving to appointment
  - COVID-19 safety summary document for clients
    - Please inform artist if you have been ill, or been exposed to anyone with COVID-19 or quarantined in the last 14 days, so appointment may be rescheduled
    - Stay in car and let artist know you have arrived
    - Bring only necessary items into the facility (credit card, license, car keys, cell phone), plan accordingly
    - No one may accompany client
    - Waiting room is roped off
    - Please pull long hair back
    - You may wear a mask from home, but artist will also provide a mask to wear.
  - Facility COVID-19 protocols/precautions
  - Medical history form
  - Client treatment consent form
  - Aftercare Instructions
  - Covid-19 consent, which:
    - includes exposure information and information to indicate if client is considered high risk. High risk clients should consider scheduling appointment at a later date.
    - states client is aware and accepts risks related to COVID-19
    - states client agrees to Indianapolis Microblading's protocols

## Client Arrival:

- Artists are required to confirm that all client intake forms have been received and completed prior to client arrival (includes: current facility Covid-19 Protocols, medical history form, client treatment consent form, aftercare instructions form, and Covid-19 consent).
- Clients are not permitted to bring anyone to their appointment, NO EXCEPTIONS. Absolutely no children. If client has someone driving them, they must wait in the car.
- Waiting room is off limits and will be roped off.
- No hugs or handshakes at this time, so that touch may be minimized.
- If artist or client does have to use the bathroom it is that artists responsibility to disinfect all surfaces in bathroom AS SOON AS it has been used. (Bathroom is not off limits, but the goal is to minimize use.)
- Sign will be placed on LOCKED front door instructing all clients to stay in their car and text/call their artist to notify them they have arrived. (This information will also be given to them prior to appointment).
- Clients should be instructed to lock belongings in trunk of car and only bring in essential items (for example: credit card, license, car keys, cell phone) - Indianapolis Microblading is not responsible for any loss of belongings, **please plan accordingly**.
- Artist should have the room sanitized and set up prior to client entering treatment room and between each client.
- Artist should wash hands for 20 seconds and apply full PPE before greeting each client, each time.
- If client requires numbing, artist should wash hands for 20 seconds, apply surgical mask (or if artist wishes full PPE for new client) and gloves and meet the client outside. Client will have their name recorded by artist on contact tracing list with their phone number and temperature recorded. Any client who has a temperature of 99.5 or higher will be rescheduled. Artist will apply numbing and allow client to wait in their car until artist alerts them
- If numbing is not needed, or once client has already numbed, artist should wash hands for 20 seconds and meet client outside the front door with a new face mask for client, hand sanitizer, plastic bag for client belongings. Also include touchless thermometer, and contact tracing list for those clients not requiring numbing, who have already been tested and recorded.
- Artist should wash hands for 20 seconds and apply full PPE before greeting client. Artist will greet client out front of facility.
  - Client will be given mask to put on,
  - Client should have hair pulled back if long enough, and hair covering if artist desires
  - Client should then put any belongings in plastic bag provided by artist,
  - Client will have their name recorded by artist on contact tracing list with their phone number and temperature recorded.

- Client should then be given a squirt of hand sanitizer to apply distributed by artist, and have their touchless temperature taken.
    - Any client who has a temperature of 99.5 or higher will be rescheduled.
  - Artist then should open the door for client and advise client not to touch anything.
  - Artist should clean doorknob on each side and relock door.
  - Artist will then assist client to their treatment room,
  - Client will be instructed to wash hands for 20 seconds using warm water and soap, artist will also rewash hands for 20 seconds using warm water and soap.
  - Artist will then disinfect faucet and sink and begin appointment.
- Before and after photos may be taken as normal, however client will be wearing a mask.

### **Aftercare Instructions:**

- Artists will verbally go over aftercare with client as well as demonstrate how to perform aftercare routine correctly. (Written aftercare instructions are included in pre-appointment paperwork.)
- Clients are obligated to inform artist and owner of any illness or close exposure after procedure. (This is listed on the Covid-19 Consent)
- If client has procedure done and then becomes ill and tests positive, any artist working close to positive client is required to be quarantined for 14 days, regardless if symptomatic or not. (This is listed on the Artist Covid-19 Awareness of Risks Consent Form) If artist has to self-quarantine, rent will not be charged by the owner for two weeks.

### **Method of Payment:**

- Zelle, Cash App, Venmo are great alternatives to using credit cards.
- Square manual entry should be used versus swiping client's card/having them sign on your phone.
- Cash/Checks payments should be limited at this time.

### **Special Considerations for Artists:**

- Clients should be given this information in their Covid-19 consent and facility protocols and may wish to reschedule for a later time.
  - High risk clients should ideally be scheduled at the beginning of the day/or to be rescheduled at a later date.
  - Clients working healthcare directly with patients should ideally be scheduled at the end of the day and are not permitted to wear worn work scrubs in facility
- If a client is unable to wear a mask for any reason they will need to be scheduled at a later date, NO EXCEPTIONS. This includes clients who simply refuse to wear a mask. This is for the safety of every client and artists working in the facility.
- Lip blushing will resume July 1<sup>st</sup>, date is subject to change based on social distancing guidelines from the CDC.

- Artists should not charge any client a cancellation fee during this time for clients who are not feeling well at time of appointment or for those who have a recent known exposure.
- Artists will each have their own room at this time to minimize exposure.
- Artist treatment rooms should remain open to maximize airflow.
- Each artist should allow for extra cleaning/disinfecting time between clients. Artists should not only wipe down their area with Cavi wipes in-between each client, but also any light switch and front doorknob on both sides, chair and table client used, or any other surface that may have been touched should be disinfected as well as the bathroom if it was used. Limit phone use as much as possible during client's appointment.
- Music may be played, and clients are advised to keep conversation at a minimum for their safety and the safety of the artist.
- As always phones are not to be used with gloves that have been used during client procedure, artist must doff gloves, wipe phone with disinfectant wipe, use phone, wipe phone with disinfectant wipe, and then don new gloves before resuming procedure.

### **Additional Cleaning Measures:**

- Facility will have increased stock of EPA- registered cleaning products. Cavi wipes, disinfectant spray, hand sanitizer, and disinfectant wipes will be stocked.
- Paper towels and soap will be stocked with an increased supply for more frequent artist and client handwashing.
- HEPA air filter changed monthly.
- UV-C light to be used at the end of each day, after last client as well as a last full wipe down of all artist's surfaces and common area surfaces (including light switches, doorknobs, keypad lock, sweeping, and mopping).

### **Artist Consent:**

- Permanent makeup protocols consent forms are sent out to each artist and signed; this includes that the artist understands the risks they are taking by working and that they will not work if displaying any illness symptoms.
- Facility protocols will apply for each artist.

*If you have any questions, please reach out to Indianapolis Microblading.*

*Our priority is always client and artist safety.*

*We want to thank you for your patience and understanding during these times.*

*-Your Indianapolis Microblading Team: Celeste, Jessie, Macie, Abigail, Heba, & Destiny*