

GET READY

BLACK
HAT

Best Practices for a Safe Work Environment

NEW NORMAL

Together, we are stronger than Covid-19



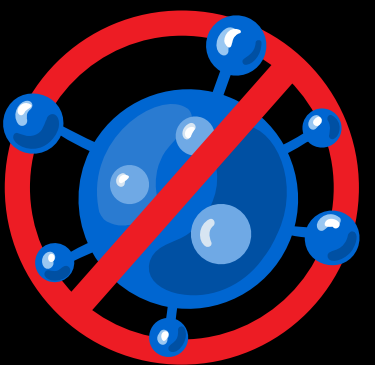
Return to Work Major Change



Tattoo Artists wear at all times PPE equipment incl. but not limited to single-use gloves, single-use face masks, disposable shoe covers.



No handshakes policy and a safe distance of 2 meters applies between each worker at all times. Canteen area and break areas are limited to a single person use at all times.



I feel unwell, I should not attend work, to protect others, I stay at home and inform my Manager. I will return to work only if I am well and do not show any signs or symptoms.



Online Consultations only over Skype, Zoom or WhatsApp to discuss the client's Tattoo Project. The Studio operates on appointments only.



The studio is open 7 days a week from 9am to 10pm. Team Early Birds 9am to 3:30pm & Team Night Owls 3:30pm to 10pm.

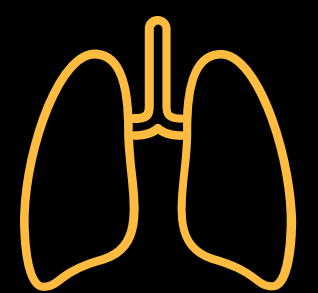
C-19 Symptoms



High Temperature.



Cough.



Shortness of Breath.



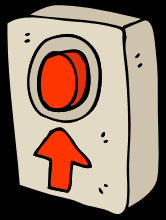
Breathing Difficulties.

ENTRANCE PROTOCOL

Be Ready for a New Era



"Welcome Package"



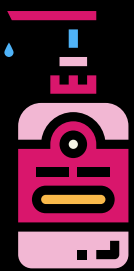
Ring the Bell, and wait.



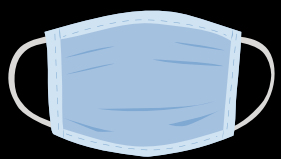
Enter one person at a time.



Take and wear disposable shoe covers on your shoes.



Sanitize your hands with the automatic hands sanitizer dispenser.



Take and Wear a single-use face mask.



Take a single use pair of gloves and wear them.



Present yourself to the Temperature Check



Fill the Symptoms form.

You did it!
Well Done,

Golden Rule

The Entrance Protocol is activated each time a worker or client enters the Studio.

Same treatment every time you go out for a break and come back.

Think twice.

Seems a good time to quit Smoking.



INTO THE WORKPLACE

The Well-Deserved Centerpiece



Clean as a Whistle



All consultations and pre-work are done remotely from each artists' individual home.



Tattoo Artists perform only in the premises at the time and date of their appointments.



All potentially contaminated high-contact areas such as toilets, door handles, phones or computers are disinfected four times daily. The cleaning times are 11am, 3:30pm, 7pm, 10pm.



Floors & Walls are washed and disinfected twice a day. The cleaning times are 10am, 10pm.



Workstations and all surfaces and objects are cleaned and sanitized after each client.

Check In & Out

Credit Card Payment Only.



The Payment Terminal and the reception desk are cleaned and sanitized after each client.

The receptionist wears PPE at all times incl. but not limited to single-use gloves, single-use face masks, disposable shoe covers.

FORMS & PROCEDURES

When Data Is Everywhere



Prevent & Protect

The Receptionist under the direct supervision of the Shift Manager will keep a log of all contact on a daily basis to record the date of the day, time of arrival and departure of each worker and client temperature check, and, which Tattoo Artist each client has been in prolonged contact with (a prolonged contact is a time period over 15 minutes within a distance of 2 meters or less.)

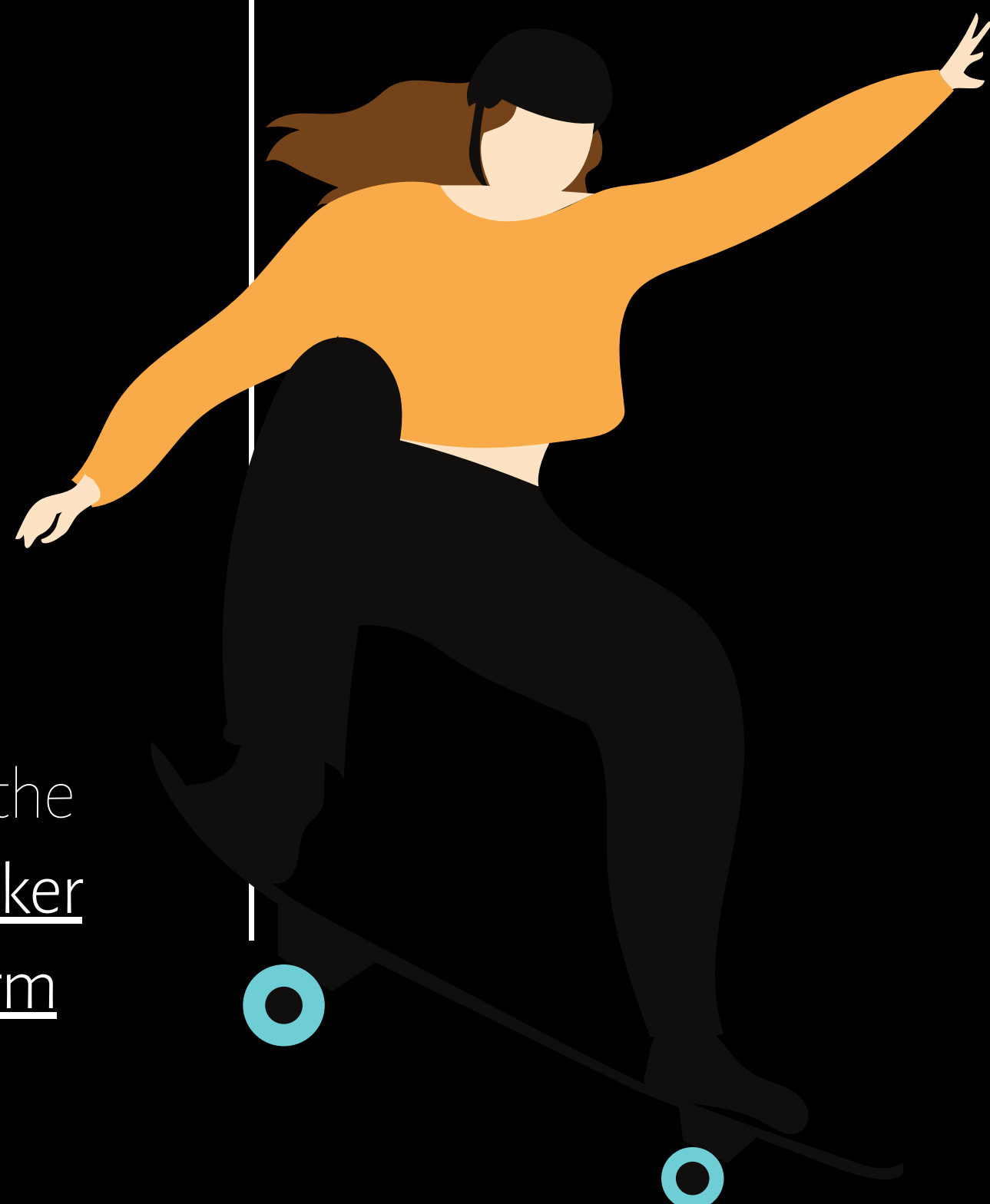


The Receptionist under the direct supervision of the Shift Manager will ensure that each client or worker has been registered and filled the symptoms form required prior to entering the tattooing area.

What for?

Tracking and reporting a potential new C-19 outbreak.

Act fast to protect our workers & clients and therefore save lives.



BREAKS PROTOCOL

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Outside

If you need to take a break outside, you can use the waste bin at your disposal over the exit if you wish to remove your PPE equipment.

When you return to the premises, you are considered a potentially contaminated person and have to pass by the simplified version of the "Welcome Package"

Stay in the Reception Area until the following steps are completed:

- ⇒ Take and wear disposable shoe covers on your shoes.
- ⇒ Sanitize your hands with the automatic hands sanitizer dispenser.
- ⇒ Take a new single-use mask and wear it accordingly to the indications.
- ⇒ Take a single use pair of gloves and wear them.

Inside

If you need to take a break, you can stay in the reception/break area if it safe to do so.

One single person stay in the reception/break area at all times.



TOILETS PROTOCOL

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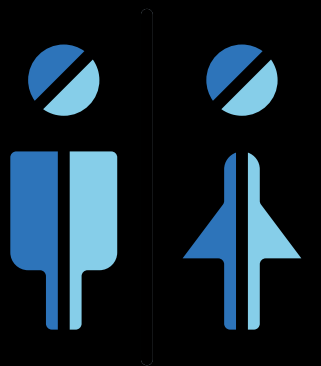
Toilet Protocol



Each worker or customer has to follow the Toilet Protocol at each time they wish to use the toilets.



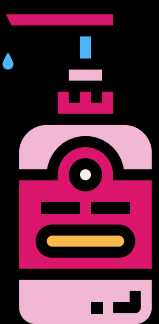
Step 1: Remove gloves



Step 2: Go to the bathroom



Step 3: Wash hands in the bathroom



Step 4: Disinfect your hands with the individual hand sanitizer available at the Tattoo Artist Station.



Step 5: Take and wear a new pair of gloves

Tips

Wash your hands as many times as you wish.

Keep your Face Mask on at all times.



WHAT IF?

Identification & Isolation of Potential Cases

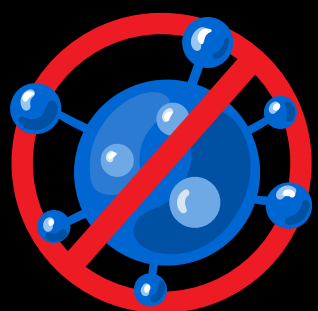


In the Workplace



A client or a worker has symptoms
=> I contact immediately the Manager or
Team Leader.

What's Next?



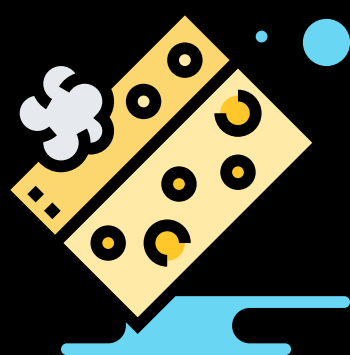
Isolation of the Potential Case
Keep the person and others safe



Validate Symptoms
Symptoms reviews and temperature check
Assess the situation and decide



Ensure to get Safe at Home or to the Hospital
Arrange private transport to home or hospital
Get info on changes in symptoms



Reporting & Follow up
Immediate cleaning of the isolation area
Inform Management, Workers & Clients
Follow-up

At Home

You feel you are unwell.

You have symptoms
related or not to the
Coronavirus most
common symptoms.

You have a sick family
member at home.

I stay at home and
inform my Manager.

I will return to work
only if I am well and do
not show any signs or
symptoms.

