

JAY INSLEE
Governor



STATE OF WASHINGTON
Office of the Governor

TO: Interested Stakeholders

FROM: Governor Jay Inslee

DATE: May 18, 2020

SUBJECT: Resuming Pet Grooming – Proclamation 20-25

This memorandum serves as the criteria for resuming the pet grooming industry under Phase 2 and is effective May 18, 2020.

After consulting with stakeholders, we have developed the comprehensive Phase 2 – Pet Grooming Industry COVID-19 Requirements. These requirements apply as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

For purposes of this memorandum, the “pet grooming industry” includes individuals, retail operations, veterinarian clinics, and other facilities that provide cleaning, trimming, and hygienic services for domestic animals.

This memorandum supersedes any conflicting provision in the Appendix to Proclamation 20-25, “Essential Critical Infrastructure Workers” and stands in the place of any other omission from the document.

Pet grooming operations may resume immediately if:

- a) **They can meet and maintain all requirements, including providing materials, schedules and equipment needed to comply; and**
 - b) **They conduct only those activities that are allowed under their county’s phase status.**
- **General questions about how to comply with safety practices** can be submitted to the state’s Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.

- **All other violations related to Proclamation 20-25** can be submitted at <https://bit.ly/covid-compliance>.

Phase 2 Pet Grooming Industry COVID-19 Requirements

Phase 2: Businesses in the pet grooming sector must adopt a written procedure for pet grooming services activity that is at least as strict as the Phase 2 safety requirements below.

Covered Facilities

The pet grooming industry covered in these operational guidelines include any individual, retail or veterinary location or other facility that provides pet grooming services. These employer-owners may contract with employee-service providers to provide these services. These pet groomers must be able to comply with the following guidelines before operating.

Safety and Health Requirements

All pet grooming businesses have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

Employer-owners must specifically ensure operations follow the main L&I COVID-19 requirements to protect employee-service providers and clients:

- Educate employee-service providers in the language they understand best about coronavirus, how to prevent transmission and the owner's COVID-19 policies.
- COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters and the employer-owner written policies for COVID-19, shall be visibly posted at each location.
- Maintain minimum six-foot separation between employee-service providers and clients in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimization of service providers or clients in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. Require employee-service providers to use personal protective equipment (PPE) such as gloves, gowns, capes, goggles, face shields and facemasks as appropriate or required for the activity being performed. **Cloth facial coverings must be worn by every individual not working alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.

- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use single use disposable gloves, where safe and applicable, to prevent transmission on tools and items that are shared, and discard after a single use.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services.
- Screen employee-service providers for signs/symptoms of COVID-19 at start of shift. Make sure sick employee-service providers stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee-service provider with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and disinfected. Follow the [cleaning guidelines set by the CDC](#) to deep clean and disinfect.

A site-specific COVID-19 Supervisor shall be designated by the employer-owner at each business to monitor the health of employee-service providers and enforce the COVID-19 safety plan.

An employee-service provider may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for the employer-owner to take adverse action against an employee service provider who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employee service providers who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-commonquestions>.

All businesses are required to post signage at the entrance to their business to strongly encourage their customers to use cloth face coverings when inside the business.

All pet grooming service businesses are required to comply with the following COVID-19 facility specific safety practices:

Service providers must follow their specific association standards to maintain health standards for owners, service providers and clients.

Below is a list of additional practices for employer-owners and employee-personal service providers to follow in order to provide a safe back to work environment for themselves and clients.

1. Authorized access to the business should primarily be through the front door. Other access points should be kept closed.
2. Client occupancy should be kept at 50% or lower.

3. Prior to reopening, all pet grooming businesses are required to develop for each location a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location during personal service activities for inspection by state and local authorities. Failure to meet planning requirements may result in sanctions, including the location being shut down.
4. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location.
5. Soap and running water shall be abundantly provided at all pet grooming businesses for frequent handwashing. Employee-service providers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.
6. In areas visible to all employees and clients, post required hygienic practices which include:
 - Not touching the face with unwashed hands or gloves; ○ Washing hands often with soap and water for at least 20 seconds; ○ Using hand sanitizer with at least 60% alcohol;
 - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; and
 - Covering the mouth and nose when coughing or sneezing, as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
7. All linens, towels, drapes, smocks, etc., must be laundered in accordance with [WAC 308-20110](#), if applicable.
8. Disinfectants must be available to employee-service providers and clients throughout the workplace and ensure cleaning supplies are frequently replenished.
9. Clean and disinfect high-touch surfaces after each use, including reception area, personal work stations, mirrors, chairs, headrests and armrests, dryers, tubs, hand tools, other equipment, handrails, restrooms and breakrooms, using soapy water, followed by the appropriate disinfectants. Porous and soft surface tools cannot be disinfected and must be used once and then discarded.

10. If these areas cannot be cleaned and disinfected frequently, the pet grooming business shall be shut down until such measures can be achieved and maintained.

11. Any pet grooming businesses must adhere to social distancing requirements and have 6' of space between booths/stations or have physical barriers between them.

12. Human-machine interfaces such as keyboards, buttons, etc., must be sanitized and disinfected between users. Standard tools like brooms, mops and vacuums must be sanitized and disinfected after each use, especially between two separate users.

13. Develop a protocol for any physical sign-off requirements to avoid close contact and limit the common use of writing instruments. If used, writing instruments should be sanitized and disinfected after each use.

14. In order to obtain social distancing, stagger days, shifts, shift changes, breaks and meals to avoid groups. Provide additional break seating as needed with greater distancing, outside if possible.

15. Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.

16. Ensure that tissues and trash cans are placed throughout the business.

17. When making pet grooming appointments, advise clients of new requirements:

- Client must self-screen for signs and symptoms of COVID-19 before arriving at the pet grooming location.
- Clients should not plan on bringing other guests with them. ○ Clients should advise pet grooming services via call, email or text that they have arrived at the location for the appointment and are waiting for instructions to enter.
- Payments for service should be through credit or debits cards of a touchless system to reduce the handling of cash.

18. For walk-in appointments, the employer-owner must post a notice on the front door or window regarding access to the facility. The notice should include the phone number that the guest should call to determine availability of services.

Sick Employee Plan:

19. Screen all employee-service providers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell.

20. Ask employee-service providers to take their temperature at home prior to arriving at the business, or take their temperature when they arrive. Thermometers used at the

business shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized and disinfected between each use. Any employee-service provider with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

21. Create policies which encourage employee-service providers to stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer-owner.

22. Have employee-service providers inform their supervisors if they have a sick household member at home diagnosed with COVID-19. If an employee-service provider has a household member sick with COVID-19, that employee-service provider must follow the isolation/quarantine requirements as established by the State Department of Health.

23. Instruct employee-service providers to report to their employer-owner if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee-service provider should immediately report such and be sent home. If symptoms develop while the employee service provider is not working, the employee-service provider should not return to work until they have been evaluated by a healthcare provider.

24. If an employee-service provider is confirmed to have COVID-19 infection, employer-owner should inform employee-service providers determined to have been in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer-owner should instruct fellow employee-service providers about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

25. If an employee-service provider reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

Training:

26. All on-site employee-service providers must be trained on the businesses' policies, these requirements and all relevant sanitization/disinfection and social distancing protocols. Current and new employee-service providers must also be trained about COVID-19 and how to prevent its transmission. This can be accomplished through weekly safety meetings, where attendance is logged by the system, supervisor, human resources or COVID site supervisor.

All pet grooming services must meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.

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