



## Reopen with Confidence

As you prepare for your salon, spa, or barbershop's reopening, this is the perfect time to refresh yourself on infection control measures and safe work practices to best protect you and your client. You are already meeting many of these guidelines, but clients will appreciate knowing their salon, spa, or barbershop is clean, ready for service, and taking extra precautions. What's more, your professional reputation, your license, and your clients' safety depend on it.

**Always follow your state and local laws and guidelines for when it's time to reopen. This is a sample guide to prepare you for what you may be required to do.**

### We Are in This Together!

A **staff training session** may be necessary to remind everyone of the correct procedures before opening day. Be sure to alert the manager about areas of the facility that may need repair or deep cleaning. Be prepared to turn away clients who show signs of illness. If you see incorrect practices, bring this to the attention of the staff to help them comply with appropriate standards.

The order of the clean-up protocol will vary with each facility and clean-up procedures will depend in large part on regional laws. Continue to follow and comply with the laws of your local regulatory agencies and any specific procedures they put forth for those working with clients in a salon, spa, or barbershop.

# General Cleaning and Disinfecting Checklist

The following are some basic infection control guidelines as well as additional measures you can take to ensure everyone's safety in this time of crisis.

## For the Immediate Future: Transmission Prevention

Transmission is the necessary first step in getting sick, and if you prevent transmission, you prevent illness.

- Showcase your Infection Control certificate so that it is visible to clients to show you're certified and ready to reopen.
- Book clients with more time in between appointments, to allow more time for you to "turn the room/station over" before the next client, ensuring it is disinfected, tidy, and presentable.
- Maintain social distancing as best as possible by staying six feet apart from other clients and staff. Consider staggered shifts or use every other station to increase the physical distance between yourself and your client and others.
- Prescreen clients during appointment confirmation by asking before arriving:
  - Do you have a fever, shortness of breath, or a cough?
  - Have you noticed any recent changes in your sense of smell or taste?
  - Have you been exposed to anyone who has tested positive for COVID-19?

Reschedule appointments if there is any concern over the responses.

- Use touchless thermometers if your state recommends administering on-site temperature checks. Administer tests on a nondiscriminatory basis. Keep all screening results confidential per HIPPA.
- Remove all clutter from the common areas that the public has access to, including removing magazines, free-standing décor, and extraneous display cases that promote touching (e.g. jewelry or testers).
- Send receipts and appointment reminders to clients' email or send a text rather than exchanging paper.



- ❑ Have disinfectant wipes by tablets or touchscreens for credit card purchases. Consider only having customers insert or swipe the credit card and using their own pen to sign. Encourage digital pay, pre-paying, or set up a self-checkout station.
- ❑ Encourage clients to limit personal items brought into the salon and allow the client to manage these items once on the premises (e.g. coats, magazines, purses).
- ❑ Find an alternative to shaking hands with every customer (head nod, elbow bump, winning smile).
- ❑ Wear a mask and face shield or goggles (if available) to prevent spreading respiratory droplets through coughing, sneezing, or even talking. Put on and take off masks with clean hands in order to prevent cross-contamination. Only touch the strings and not the front of the mask.
- ❑ Leave a box of gloves at the front desk should your clients feel more comfortable wearing them during their visit.
- ❑ Hand sanitizer and tissues can be placed around the salon, spa, or barbershop for easy access.
- ❑ Place automatic, no-touch hand soap dispensers and touchless trash cans at washing stations.
- ❑ Use disposable towels, especially in restrooms.
- ❑ Place a printable card stating “This station has been disinfected!” on the client’s chair or treatment table before they arrive.



## Hand Washing

- ❑ Wash hands thoroughly before and after contact with the client. **Hand washing in front of clients inspires confidence.**
- ❑ Wash your hands with soap and warm water before setting up and touching clean items.
- ❑ Do not worry about only washing with antibacterial soap: COVID-19 is a *virus*, so any soap will get the job done!

## Gloves

- ❑ Wear gloves during every service, but refer to your state regulatory agencies for the latest regulations. Wearing gloves prevents contamination and protects hands from strong chemicals.
- ❑ Use vinyl or nitrile gloves, not latex. Latex breaks down easily and may cause reactions in some clients (and professionals).
- ❑ Change into a new set of gloves before every client and when needed during a service to avoid contamination. Remember, gloves are *single-use equipment*.
- ❑ Do not put contaminated hands or gloves into clean containers.
- ❑ Use clean gloves or disinfected tongs to open and reach into a drawer if more supplies are needed.



## Disinfectants and Safety

- ❑ Wear gloves and safety glasses when disinfecting.
- ❑ Follow the directions and specified contact times for all EPA-registered disinfectants, even those sprayed on large surfaces.
- ❑ Keep a logbook of all cleaning, disinfecting, equipment usage, testing, and maintenance.
- ❑ Look for and adhere to the contact time when using a spray, wipe, or aerosol disinfectant to ensure that all pathogens on the label are being effectively destroyed.
- ❑ Carefully apply disinfectant to pre-cleaned large surfaces, such as countertops, or use a disinfectant spray and allow it to remain on the surface for 10 minutes, unless state regulations say differently.
- ❑ Do not use any disinfecting product in a way contrary to the use indicated on its label. Disinfectants are federally regulated chemical products that destroy most bacteria (excluding spores), fungi, and viruses on surfaces.
- ❑ Visit the EPA's website at <http://www.epa.gov> and enter a search on the home page for EPA-registered disinfectants to find a list of approved disinfectants for use against SARS-CoV-2, the virus that causes COVID-19.
- ❑ Follow the label instructions for mixing, contact time, and the type of surface the disinfecting product can be used on. You are not complying with federal law if you do otherwise.

- ❑ Be able to find the following on any disinfectant label:
  - The list of pathogens against which it is effective; should include HIV (human immunodeficiency virus), HBV (hepatitis B virus), and MRSA (methicillin-resistant staphylococcus aureus); if *Pseudomonas aeruginosa* is included, the disinfectant will kill other lesser bacteria [Note: SARS-CoV-2 will not appear on the label, but look to see if human coronavirus is listed as a target pathogen.]
  - EPA registration number
  - Mixing and changing instructions
  - The words **virucidal**, **bactericidal**, and **fungicidal**:
    - virucidal, capable of destroying viruses
    - bactericidal, capable of destroying bacteria
    - fungicidal, capable of destroying molds and fungi
  
- ❑ Look for disinfection instructions on the label of any bleach you use to ensure that the bleach is actually disinfecting. Chlorine bleach is the only bleach that disinfects.
- ❑ Add disinfectant to water when diluting (rather than adding water to a disinfectant) to prevent foaming, which can result in an incorrect mixing ratio.
- ❑ Follow the manufacturer’s instructions for mixing, using, and disposing of disinfectants.
- ❑ Use disinfectants only on clean, hard, nonporous surfaces.
- ❑ Keep an item submerged in disinfectant for 10 minutes unless the product label specifies differently.
- ❑ Immerse the entire implement in disinfectant if the product label calls for “complete immersion.”
- ❑ Strictly follow the manufacturer’s directions for when to replace disinfectant solution in order to ensure the healthiest conditions for you and your clients.
- ❑ Replace disinfectant solution at least every day, and more often if the solution becomes soiled or contaminated.



## Clean and Disinfect

- ❑ Clean first and then disinfect with an appropriate EPA-registered disinfectant. Remember, this is a two-step process!
  1. **Cleaning** is a mechanical process using soap and water or detergent and water to remove all visible dirt, debris, and many disease-causing germs from tools, implements, and equipment.
  2. **Disinfection** involves the use of a chemical to destroy most, but not necessarily all, harmful organisms on environmental surfaces.
- ❑ Use one of these three ways to clean your tools and implements:
  1. Wash with soap and warm water and then scrub with a clean and properly disinfected nailbrush
  2. Use an ultrasonic unit
  3. Use a chemical cleaner
- ❑ After cleaning, place the used tools into an EPA-registered disinfectant solution that is designated to kill all microbes.
- ❑ Clean and disinfect anything that could come into contact with germs, including chairs, treatment tables, equipment, beds, sinks, armrests, counters, phones, floor mats, and doorknobs. Don't forget items in the restrooms, front desk, phones, waiting rooms, consultation areas, treatment rooms, and any other common areas.
- ❑ Clean and disinfect the treatment table and work area.
- ❑ Wipe down all equipment with an EPA-approved disinfectant.
- ❑ Clean all containers and wipe off dirty product containers with a disinfectant.
- ❑ Clean, dry, and place into a wet disinfectant all multiuse items (items that can be cleaned, disinfected, and used on more than one person).
- ❑ Throw away disposable drapes and other disposable items.
- ❑ Place tools in a disinfectant holding tray.
- ❑ Discard any used disposables into a covered trash container.



## Setting Up

- Have new clean items at the ready for every service.
- Place supplies on a clean towel (paper or cloth) on your clean and disinfected workstation.
- Take out only what is needed for each service.
- Put out supplies in the order to be used, lined up neatly, and if any supplies or products are uncovered, cover with another towel until you are ready to use them.
- Keep clean supplies separate from used ones.
- Change table linens before and after every client.
- Keep applicators, strips, gauze, and cotton supplies in covered containers when not in use.
- Clean towels, linens, and capes should be used for each client.
- Be sure that towels, linens, and capes are thoroughly dried before storing or using them again.



## Laundry

- Roll the used side of linens and sheets inward so the dirty side is inside the laundry bundle, to avoid cross-contamination. This also helps keep product and hair off the floor and saves cleaning time.
- Do not let linens or other items touch your clothing before or after use.
- Place all soiled laundry linens (towels and sheets) in a covered receptacle.

## Resources

The following websites offer the latest information on coronavirus (COVID-19) and a guide for reopening for workers and employers.

Occupational Safety and Health Administration (OSHA) COVID-19 website:  
[www.osha.gov/covid-19](http://www.osha.gov/covid-19).

Centers for Disease Control and Prevention (CDC) COVID-19 site:  
[www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).