

7th May 2020

INTERIM COVID-19 GUIDELINES FOR SALONS AND BARBERSHOPS, SPAS

Given the renewed focus on the health and public safety of beauty professionals and their clients, the following Back-to-Work Plan should be used to make everyone more comfortable when services resume.

Temperature Checks

Salons should consider use of a touchless infrared thermometer to check the temperature of employee each day and of each client who enters the salon/shop. Any employee or client who has a temperature of 100.8°F and above should be sent home immediately and not allowed to return to the salon/shop until they have no fever and no evidence of COVID-19 symptoms.

Follow Guidelines on Taking Human Temperature

- Decline service from any client who exhibits signs of illness such as fever, cough, sneezing, shortness of breath, muscle pains, loss of taste and smell, headache, sore throat & chills.

Reduce Services and Availability

Limit people in the salon/shop:

Salons/shops should consider seeing clients by appointment only. Salons/shops should consider telephonic or online scheduling. Limit the number of persons in the waiting area in the salon/shop. It is recommended that clients wait outside the salon/shop in their vehicle until the hairdresser or barber is ready to serve them. It is recommended that persons not being serviced in the salon/shop wait outside the salon/shop. Salons/shops are not to be used for social gathering places!

- Provide hand sanitiser at reception desk and all stations for client use.
- Disinfect machine parts and other tools in Barbicide between clients.

***Barbicide concentration ¼ cup (2oz) concentration in 4 cups (32oz) of water**

Maintain social distancing at all times. Spacing between persons in the salon should be 3-6 feet apart (1-2 metres) except when staff is servicing clients. Salons/shops should consider additional spacing between booths, divider shields, and/or alternate work schedules to accomplish this.

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Personal Protective Equipment

- **Wearing face masks** – Salon/shop employees must wear face masks at all times. Clients should wear face masks to the extent possible while receiving services.
- **Face shields** – Employees should wear face shields when servicing clients.
- **Gloves** – It is recommended that employees wear disposable gloves when servicing clients and change gloves between each client to the greatest extent possible.
- **Capes** – Each client should be draped with a clean cape. Salons/shops may consider using disposable capes and dispose of the cape after it is used. Capes should be laundered following the fabric recommendations.
- **Smocks** – Employees should wear a clean smock between each client. Salons/shops may consider using disposable smocks and dispose of the smock after use on a client. Smocks should be laundered following the fabric recommendations.
- **Neck strips** – Employees should use protective neck strips around the neck of each hair-cut client. Neck strips must not be reused.

Personal Hygiene

- Wash hands with hot water (100°F), for a minimum of 20 seconds between every client service.
- Employee clothing – Employees should arrive at the salon/shop showered and wearing clean clothing. Clothing must cover arms and legs to avoid exposure of the skin. Employees should change clothes before entering their homes when they return from work.
- Employees should have their hair pinned up and covered while in the salon/shop.
- Personal Protective Equipment (**PPE**) such as gloves, gowns, drapes, linens and eye coverings/face shield should be changed between each client. These used items should be cleaned and disinfected or discarded in a lined container that can be sealed.
- Ask clients to wash their own hair before entering the salon/shop.

Disinfection

All salons/shops should be thoroughly cleaned and disinfected daily. Disinfect all surfaces, tools, and linens, after any extended period of closure of the salon/shop. Disinfect all work stations (barber/salon chairs) before receiving the next client.

Disinfect frequently touched surfaces such as door handles.

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Use disinfectants that are registered and labelled as bactericidal, virucidal and fungicidal. No product will be labelled for COVID-19 yet, but many will have human coronavirus efficacy either on the label or available on their website. The Ministry of Health and Social Development recommends regular household bleach for disinfection of surfaces.

- Disinfectant for immersion of tools must be prepared daily. Solution must be changed immediately if it becomes contaminated during the work day (ex: hair/debris floating solution or cloudy solution).
- Disinfectant only works on a clean surface so clean all surfaces and tools with hot soapy water or cleaning wipes (if using wipes, be sure to cover surface thoroughly) before disinfecting.
- Advanced equipment like an Autoclave machine is recommended. This machine can be used to sterilise equipment.
- Contact time on label must be observed for disinfectant to work. Contact time refers to how long the disinfectant is visibly wet on the surface allowing it to thoroughly destroy all of the pathogens. Typical contact time for immersion/sprays is 10 minutes and for disinfectant wipes it is 2-4 minutes.
- Disinfection is for hard non-porous surfaces such as glass metal and plastic.
- Porous/soft surfaces cannot be disinfected and must only be used once and then discarded (tools such as cardboard files, buffers, etc.).
- Launder all linens, towels drapes, and smocks in hot soapy water and dry completely at the warmest temperature allowed and store in an airtight cabinet. Store all used/dirty linens in an airtight container.

Reception Area

- Plexiglass can be placed at the reception area.
- Remove all unnecessary items such as magazines, newspapers, service menus, any other unnecessary paper products and decor. Wipe down all seats and tables; cloth chairs cannot be properly cleaned and disinfected, using a plastic cover should be considered.
- Wipe reception desk with disinfectant. Consider discontinuing use of paper appointment books or cards, and replace with electronic options.
- Employees should frequently wash their hands after using the phones, computer, cash register and/or credit card machine. Wipe these surfaces between each use.
- Avoiding the exchange of cash can help greatly in preventing the spread of the virus, but if this is unavoidable, be sure to wash and sanitise hands well after each transaction.

Joint Information Cell • Health Emergency Operations Centre

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- The use of credit/debit transactions is preferred, using touch/swipe/no signature technology. Ensure to disinfect touch pad after each transaction.
- Clean and disinfect all retail areas, daily, including products. Try to avoid client touching products that they do not plan to purchase.
- Clean and wipe all door handles and other surfaces that are regularly touched by clients and staff with disinfectant wipes.
- Provide hand sanitiser and tissues for employees and clients. Allow hand sanitiser to dry; sanitiser should not be dried off with paper towel.
- Consider floor stickers and signage that provide guidance for social distancing.
- Display appropriate signage to communicate to the customer that thorough sanitation procedures are in place.

Restrooms

Clean and disinfect ALL restroom surfaces including floors, sinks, faucets and toilet bowls. Store paper products in a closed cabinet and provide liquid soap. Mount toilet paper and paper towel. Place lined trash can by the door. Remove anything that does not have to be in the restrooms.

Shampoo Bowls

Clean and disinfect all bowls, hoses, spray nozzles, faucet handles, shampoo chairs and arm rests. Wipe down all back-bar products and shelves. Discard and replace any products that have not been stored in a closed container.

The use of mask is mandatory. Limit as much as possible face-to-face contact with clients, and consider using face-shields by those employees providing shampooing services. Placing a clean towel over the face of your client while at the sink is a good way to protect their mouth, nose and eyes.

Work Stations

- Clean and disinfect all work area surfaces. Clean and disinfect chairs, head rests, arm rests (the use of harsh disinfectants can damage leather chair, and cloth chairs cannot be disinfected, so please use a plastic covering). Clean and disinfect all reusable tools and store in an airtight closed container. Clean and disinfect all appliances, sheers, clippers, clipper guards, clippies, rollers, combs, brushes, rolling carts and any other items used in connection with servicing clients.

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Medical Hotline: 852-7650 (8:30a.m. - 4:30p.m.) | COVID-19 Information Call: 468-2274

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- Check to make sure all products such as lotions, creams, waxes and scrubs have always been in a closed container, if not you must discard and replace.
- Remove and discard all single use tools such as paper files, drill bits and buffers that have already been used.
- Clean and disinfect all linen hampers and trash containers and only use such containers that can be closed and use with liners that can be removed and discarded.
- Provide hand sanitiser at all work locations for employees and clients.
- Consider station barriers between work stations.

Pedicure Bowls

- Remove all parts that can be removed.
- Clean all removed parts with soap and water, rinse in clear water and then immerse into properly diluted disinfectant for full recommended contact time.
- Scrub bowl with soap and water and replace removed parts to bowl.
- Rinse bowl with clean water then properly disinfect using chlorine.
- If your bowl has jets, allow the jets to run for a full 2 minutes with disinfectant.

Treatment Rooms

- Clean and disinfect all surfaces such as, chairs, tables, electrical appliances (don't forget the cords).
- Clean and disinfect all linens and store in a closed container/cabinet.
- Clean and disinfect all hampers that hold soiled linens and be sure to use one that can be lined and closed.
- Remove and discard any products that could have been contaminated by improper unsanitary use. Replace with new product.
- Obtain single use spatulas for waxing and change between clients. After use, dispose in trash bin. The airtight trash bin should be lined with a disposable plastic bag.

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Administrative Controls

- Employees who are sick are to remain at home.
- Salon/shop owner/managers must provide training, educational materials, and reinforcement on proper sanitation, hand-washing, cough and sneeze etiquette, use of PPE, and other protective behaviors.
- Ensure break-rooms are thoroughly cleaned and sanitised and not used for congregating by employees.
- Ensure that all sinks in the workplace have antibacterial soap available and paper towels.
- Post hand-washing signs in the restrooms.
- Provide alcohol wipes for use at phone stations.
- Be flexible with work schedules/salon hours to reduce the numbers of people (employees and clients) in salons/shops at all times in order to maintain social distancing.
- Provide Barbicide or disinfectant wipes, liquid disinfectant containers, and Barbicide concentrate or / EHD approved disinfectant for disinfecting technical equipment and work areas.
- Consider discontinuing hand relief treatments as well as scalp, neck, and shoulder massages during the COVID-19 pandemic.