

BARBER SHOP, HAIR SALONS, NAIL SALONS AND TANNING SALONS PROTOCOL

Business Protocol	Restrictions	Best Practices/Suggested Guidelines	Staff Liaison
<p style="text-align: center;">Getting Ready to Open</p>	<ul style="list-style-type: none"> • May operate provided they ensure at least 6 feet social distancing between operating work stations • Start by offering less complex and time-consuming services such as haircutting and shaving • Notify employees and contractors of all COVID-19 processes and procedures and require them to sign a statement acknowledging they understand and will adhere to the guidelines • Screen employees or contractors for any new or worsening signs or symptoms of possible COVID-19 before coming into the shop/salon • Do not allow employees or contractors with the new or worsening signs or symptoms of COVID-19 return to work until all three of the following criteria are met: i. at least 3 days/72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); ii. and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and iii. at least 7 days have passed since symptoms first appeared • Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure • Consider implementing a similar policy for clients 		<p style="text-align: center;">Janet Tucker Neighborhood Services Manager 972.412.6123 jtucker@rowlett.com</p>

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- For temperature checks, use a no-contact thermometer, such as a forehead thermometer, if possible.
- Do not use a contact thermometer on multiple persons without disposable guards or disinfection between persons
- Provide resources and a work environment that promote personal hygiene. For example, provide tissues, hand soap, alcohol-based hand sanitizers containing at least 60 percent alcohol, disinfectants and disposable towels for licensees to clean their work surfaces
- Disinfectants must come from this list: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Provide a place to wash hands with both hot and cold water with hand soap, disposable towels, and a no-touch trash can

Before an appointment

- Appointments should be scheduled to limit the amount of people in the salon
- Walk-in clients should wait either in their own cars or outside with at least six feet separation between individuals
- Do not allow clients to bring extra people to the appointment, such as children
- Only schedule the number of clients that will allow for social distancing of at least six feet from others
- A sign should be posted at the entrance to the salon with a phone number that clients should call to schedule an appointment when they arrive outside the salon

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- Only bring clients into the building when the licensee is ready for them, to eliminate anyone needing to spend any time in the lobby or waiting area
- Remove all unnecessary items such as magazines from the lobby or waiting area
- Contactless payment is encouraged. Where not available, contact should be minimized
- Signs should be posted at each entrance and eye-level at stations notifying clients that people with symptoms of COVID-19 or who have recently been exposed to someone with symptoms must reschedule their appointment
- Do not provide services to a client if you have reason to believe that they are sick or have a contagious condition
- If possible, provide face coverings for clients or ask them to wear one if services can be provided with it on

Once inside the shop/salon

- Do not let clients touch/handle retail supplies, such as nail polish when selecting colors
- Require all clients to wash their hands upon entering the salon and before each treatment
- Take measures to ensure that clients do not interact with each other in the salon
- Face masks or fabric face coverings should always be worn by employers, employees, contractors, and clients while inside the salon/shop, even if individuals are practicing social distancing
- Clients receiving services for which a mask may not be worn should wear a

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	<p>mask or face covering before and after they receive the service</p>
Providing Services	<ul style="list-style-type: none">• If gloves cannot be worn for a service, then hands must be washed with soap and water prior to providing services• Hands must be washed for a minimum of 20 seconds• If at any time an employee or contractor touches their face, nose, eyes, cell phone, door, credit card machine or any surface they have not sanitized, they must immediately change their gloves or rewash hands with soap and water• Use disposable supplies to keep from having to handle and disinfect multi-use supplies• Use disposable towels when possible and dispose of them after use
Cleaning and Sanitizing	<ul style="list-style-type: none">• If gloves are worn, they must be removed and properly disposed of immediately upon completion of the service• All surfaces must be wiped down and sanitized between use including computers, landline phones, etc• Full sanitization of workstations, shampoo bowls, chairs, etc., must occur after each client. This includes a complete wipe down with disinfectant cleaners or wipes of all surfaces touched and products used• Multi-use equipment and tools must be cleaned and disinfected before use on each client• Single-use equipment and tools must be discarded after use on a single client• Electrical equipment that cannot be immersed in liquid shall be wiped clean

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and disinfected before use on each client

- All clean and disinfected tools and materials shall be stored in a clean, dry, debris free environment when not in use
- Clean and disinfected tools and materials must be stored separate from soiled tools and materials. Ultraviolet electrical sanitizers are acceptable for use as a dry storage container. Non-cosmetology or barbering related supplies must be stored in separate drawers or locations
- Shampoo bowls and manicure tables shall be disinfected prior to use for each client
- Manicure tables shall be disinfected prior to use for each client
- Tanning beds shall be disinfected prior to use for each client
- Floors shall be thoroughly cleaned each day. Hair cuttings must be swept up and deposited in a closed receptacle. Cosmetologists need to sweep up after each haircut
- All trash containers must be emptied daily and kept clean by washing or using plastic liners
- Non-disposable towels used during services must be immediately removed and placed in a disposable laundry receptacle (such as a bag that is discarded after use) at the conclusion of the service
- If the salon uses a laundry basket or reusable bag, it must be sanitized between uses and should never be used for clean towels/capes

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	<ul style="list-style-type: none">• Towels must be washed in hot water and chlorine bleach and only clean towels shall be used on clients• Clean towels should only be handled by someone who has cleaned their hands immediately before touching the towels or someone who has a fresh pair of gloves• All on-site laundry rooms or laundry storage rooms must be fully sanitized daily
Additional Items	<ul style="list-style-type: none">• If an employee or contractor tests positive for COVID-19, immediately report that to the local health authority and provide notification to employees, contractors, and clients. The notification may be made via phone call, e-mail, or text. The notification to the local health authority and to employees, contractors, and clients must occur no later than 24 hours of receiving information of a positive test result.

Please direct your queries to Janet Tucker at 972.412.6123 or jtucker@rowlett.com, Neighborhood Services Manager, Department of Community Development