

COSMETOLOGY INDUSTRY EMPLOYERS

Re-opening Guidelines

These guidelines are intended for application in non-health care related places of employment. The foundation guidelines for businesses and employers remains the [Centers for Disease Control and Prevention \(CDC\)'s Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#).

General Guidelines that Apply to All:

Each employer is responsible for providing a safe and healthy workplace. All employers must determine how best to minimize the spread of COVID-19 in the workplace. In order to re-open and successfully remain open for business, everyone individually and collectively must actively participate in the following core recommendations:

1. Self-isolation – if you are sick, stay home;
2. Practice social distancing of at least six feet distance to the greatest extent possible;
3. Wash hands frequently (20 seconds with soap and water or use of a sanitizer that contains at least 60% alcohol);
4. Clean and disinfect frequently touched objects (e.g., keyboards, phones) and surfaces (e.g., handrails, workstations, sinks) and remove unnecessary frequently touched surfaces (e.g., trash can lids);
5. Avoid touching of eyes, nose, and mouth with unwashed hands;
6. Strongly consider wearing a cloth face covering when it is difficult to practice social distancing (do not use on children under two years old, people with difficulty breathing, or people who cannot remove the mask themselves)¹;
7. Cover mouth and nose when you cough or sneeze and throw used tissues away immediately after use;
8. Avoid using other employees' phones, desks, offices or other work tools and equipment when possible, or disinfect them before and after use; and
9. Minimize the use of soft surfaces like cloth covered chairs or area rugs that are more difficult to clean or disinfect.

Guidelines Specifically for Cosmetology Industry Employers:

In addition to the above safe-practices and guidelines recommended for Close Contact and/or Service Industries, the Cosmetology Industry recommends that compliance with the following additional guidelines will further minimize the potential for transmission and spread of COVID-19.

Waiting/Reception:

- Create and implement digital check-in process if possible.
 - i.e. Client can check-in via phone, website, or mobile app

¹ Employers are encouraged to follow all local, county and municipality face covering ordinances.

- Upon arrival, temperature should be recorded for the employee and the client for the purpose of contact tracing.
- Temperature must be below 100.4 degrees in order to be allowed to enter, work or receive a service.
- No one with signs of respiratory illness will be allowed to work, provide or receive services.
- In cases of signs of respiratory illness including increased temperature, appointments can be rescheduled.
- Services are provided by appointment only; no walk-in customers will be accepted.
- Limit the number of clients in the waiting area (eliminate if possible, allowing only customers being serviced in the salon at any given time).
 - Rearrange waiting area so as to maintain 6 feet between seats.
- Develop schedule for cleaning frequently touched surfaces such as the check-in countertop, shared writing utensils, and the main door handle.
 - i.e. Wipe all these surfaces with a disinfectant wipe every hour.
- If weather is nice, consider leaving front door propped open. This will help increase air exchanges in the establishment and eliminate the need for customers to touch the door handle when entering/exiting.

Providing Services (Before/During/After):

- Prior to providing any services, make sure the service area is clean – including all surfaces, devices, linens, and tools.
- Do not place clients at adjacent stations, if possible. If space allows, have an empty station between each client.
- Limit number of clients being seen by any given stylist at one time and in the salon at one time to allow for appropriate social distancing.
- Staff should wear an apron or smock and change after each client.
- Staff should wear gloves (if possible) and dispose of them after each client.
- Staff should wash hands prior to beginning work on a client and between clients if seeing more than one client at a time.
- All providers and customers will wear face masks or cloth face coverings to the extent possible.
- Talk openly with clients about the situation and be attentive to their concerns.
- Upon service completion, wipe chair, hair washing sink, and all used devices/tools with a disinfecting wipe (or equivalent disinfecting spray and cloth), remove all used linens, and discard all used non-reusable items prior to next client.

Check out:

- Explore digital pre-payment at the time appointment is scheduled or during a digital check-in/check-out process.
- Where payment must occur at a register, encourage client to use hand sanitizer prior to touching a shared writing utensil, credit card keypad, or other shared equipment. Consider keying the number yourself to avoid client touching the keypad.

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- Wipe checkout counter, utensils, and equipment after transaction is complete.

Cleaning (End of the Day):

- Devices/Tools –
 - Wipe down all surfaces of the device, tool, case and/or containers used for the service
 - After fully cleansing the entire device/tool (electrodes, tips, handles, etc.) place it in a closed container marked "clean."
 - Empty your steamer at the end of every day.
 - Disinfect the interior of your hot cabinet and leave the door open to dry.
- Surfaces
 - While cleaning surfaces, spray it with an EPA registered disinfectant (bacterial, virucidal and fungicidal). Be sure to leave the surface wet for the full contact time listed on the label.
 - Wipe it down. Use paper towels to wipe the surface clean, and then discard the paper towels in a closed trash container.
 - Wipe down product bottles with a disinfectant wipe (or equivalent listed above)
 - Mop the floor. A disposable floor cleaner (i.e. Swifter) can be used.
- Linens
 - Use bleach or a different EPA registered disinfectant laundry additive. Follow the manufacturer instructions for correct water temperature.
 - Place linens in the dryer immediately after the wash cycle is done. Do not leave the linens in the washer overnight.
 - Fold the clean linens and place them in closed cabinets or other storage areas marked clean.
 - Launder uniforms nightly. Multiple uniforms or smocks will be needed if laundry cannot be performed daily.

Signs:

- Create signage for employees and members of the public regarding your safety and hygiene practices. This serves as a good reminder for employees and instills confidence in the public.

Training:

- All employees should be trained on the safety and hygiene practices including but not limited to:
 - Donning and doffing personal protective equipment (PPE).
 - Use of disinfecting and/or sanitizing agents to clean surfaces, devices and linens.
 - Any newly established workplace policy or procedure to minimize the spread of COVID-19

It is very important that all members of this industry understand that while these guidelines are voluntary, it is in everyone's best interest to diligently follow them as we move to re-open our

economy and keep it open. All employers are responsible for providing a safe and healthy workplace.