



In an effort to reduce the spread of the COVID-19 virus, protect service providers, and safeguard the public, the following practices should be implemented for a salon or spa.

### PURPOSE

#### **LIMIT THE NUMBER OF PEOPLE INSIDE THE FACILITY**

#### **ENSURE DISTANCING BETWEEN EMPLOYEES**

#### **REDUCE UNNECESSARY CONTACT WITH CLIENTS**

#### **REDUCE CROSS CONTAMINATION BETWEEN CLIENTS**

### PRACTICE

For facilities with more than one employee, only 50% of the service stations should operate at the same time. If the facility operates single occupancy rooms, they could operate at 100%.

Each operating station should be a minimum of 6 feet from any adjacent stations, unless separated by a wall.

The number of employees in a common area (break or lunch room) should be limited to ensure a minimum of 6 feet between employees.

Masks should be worn by service provider and client. Encourage clients to bring their own mask.

Clients should not congregate in waiting areas, and only the service provider and active clients (and their caregiver if necessary) should be in the building.

Perform appropriate hand hygiene between clients.

Follow state board cleaning requirements (sanitize and disinfect stations, utensils, and surfaces) between clients.

Perform a pre-service questionnaire with client before they enter the building.

At a minimum, clean and disinfect surfaces, door knobs, handles, and reusable masks at the end of each day.



### PRE-SERVICE CLIENT ORGANIZER AND QUESTIONNAIRE

In order to provide services to a client, the following questions should be asked of a client prior to their entry into your facilities. If the client answers that they exhibit symptoms or are at risk of exposure due to travel or proximity to an infected person, they should not be admitted into the salon. For your protection it is suggested that you retain this form, should a client begin to show symptoms after your performed services.

#### SYMPTOM & RISK CHECKLIST

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have or have you had a fever of over 100.4 in the last 72 hours?         |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a cough that is not normal for you?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing shortness of breath or difficulty breathing?               |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing body aches?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a sore throat?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing a new loss of smell?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you traveled outside of Northeast Missouri in the last two weeks?          |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been exposed to someone diagnosed with COVID-19 in the last two weeks? |

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CLIENT NAME AND DATE OF SERVICE

You should attempt to reduce the amount of unnecessary time that a client is in your facility. It is considered a best practice to prepare your products and materials prior to providing services. The following form was created to help you plan ahead and reduce interaction at your facility.

#### SCHEDULED SERVICE

#### PRODUCTS OR SUPPLIES NECESSARY

SCHEDULED SERVICE	PRODUCTS OR SUPPLIES NECESSARY



The following “Best Practices” have been developed by several individuals within the profession as advice on what facilities can do to protect their employees and clients. While not mandatory, we view them as additional measures that can greatly reduce unnecessary interaction between individuals.

- Take the temperature of employees before beginning a shift.
- Take the temperature of clients prior to entering the building.
- Remove magazines and any self-serve food or beverages.
- Have guests swipe their own credit card, or have customers prepay using a payment service app.
- Have hand sanitizer readily available for use by the general public and your staff.
- Complete your barbicide certification and have barbicide on site.
- Assign restrooms that can be dedicated for staff use.
- Commit to following stay-at-home guidelines, even if not required and limit your unnecessary exposure to excessive people in your personal time.
- Services should be appointment only. No walk-ins.
- Do not “double book” appointments.
- One service provider to a client at a time.
- Allow enough time between services to sanitize and disinfect all work areas and shampoo bowls.

### Plan

- Develop an infectious disease preparedness and response plan, including policies and procedures for workforce contact tracing and customer tracking for when an employee or customer that was in your facility tests positive for COVID-19 (work with the Macon County Health Department).