

COVID-19 (Novel Coronavirus) Guidance

Hair Salons and Barber Shops COVID-19 Prevention Checklist

June 11, 2020

In a hair salon/barber shop, staff and clients are in close contact when colouring, cutting, or styling hair. This is a summary checklist of **required measures** to reduce the spread of COVID-19 while providing services as the virus can spread from respiratory droplets and shared surfaces of a person with COVID-19. Review the [Southwestern Public Health COVID-19 Guidelines for Personal Service Settings](#) for more information on how to keep your employees and clients safe. Please note that the requirements under the [Ontario Personal Service Settings Regulation 136/18](#) still apply.

A. Staff Health & Screening

- Staff are advised to report illness to their supervisor/manager and to stay home if sick.
- Staff must be **screened** for COVID-19 symptoms before starting each shift.
- Staff must go home right away and **self-isolate** if they become ill during a shift. Staff are advised to call telehealth/health care provider for guidance to get tested.
- Staff are trained on the proper use of personal protective equipment (PPE), including putting on and taking off gloves, masks/face coverings, face shields/goggles, and gowns, if worn.
- Staff must use a **mask/face covering** at all times while providing services. **Masks must be used properly** and cleaned or discarded appropriately. Masks should be changed when they become damp or soiled.
- Eye protection (face shield/goggles) should be worn by staff in addition to a mask/face covering when clients cannot tolerate wearing a mask/face covering and physical distancing or the use of a barrier/divider is not possible.

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- Personal protective equipment such as gloves, masks, and eye protection (face shield/goggles) are available on-site for staff at all times, to use as needed. Operators are required to provide ensure there is adequate PPE for staff.
- Re-usable face shields/goggles are assigned to one staff member and cleaned and disinfected between each use.
- Staff are trained on proper hand hygiene techniques and respiratory etiquette.
- Staff are advised not to provide home-based services, at their home, or a client's home.
- Staff launder their clothing after each shift or wear a protective cover over clothing and launder after each shift.

B. Signage at the Premises

- Signage for **COVID-19 health assessment** and the number of clients permitted at one time is posted at the entrance of the premises.
- Clients with **COVID-19 symptoms** and/or who have been in contact with someone with COVID-19 are not permitted to enter the premises.
- Signage for **handwashing, use of hand sanitizer** and **respiratory etiquette** is posted at the entrance and throughout the premises.
- Floor markers and **physical distancing signage** are available in high visibility areas to remind clients to keep two metres/six feet apart from others at all times.

C. Number of People in the Premises

- The number of staff and clients is restricted to ensure ease of movement and to maintain two metres/six feet between people.
- Flexible work schedules and staggered lunch and break times are implemented to limit the number of people in the premises at one time.

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D. Scheduling Appointments

- Clients are advised that they must use a mask/face covering for the duration of their appointments. For clients who cannot tolerate a mask/face covering, the appointment will be made at the end of the day when there are no other clients on-site.
- Clients are informed no facial shaving or beard trimming is permitted.
- Client appointments are scheduled by phone or online. Walk-in clients are asked to call from outside the premises to make an appointment. This is to ensure that pre-screening of clients can be completed prior to them entering the premise
- Waiting areas are not permitted. Clients are instructed to wait outside of the premises until their scheduled appointment.
- Clients are screened for symptoms of COVID-19 by staff when booking appointments. Clients are not permitted to bring guests, including children, unless they also have an appointment.
- Records of staff and client contact information (e.g. full name, telephone/email), including date and time at premises, are maintained on-site for contact tracing purposes, should the need arise.
- There is enough time between appointments to ensure thorough cleaning and disinfection of equipment and workstations between clients.

E. Workstations

- Workstations and equipment in use are two metres/six feet apart or equipped with barriers/dividers that are adequate in height to ensure the protection between clients and staff.
- Alcohol-based hand sanitizer (ABHR) with a minimum of 70% alcohol concentration is available at each workstation, and staff and clients are encouraged to use it frequently.
- Magazines, brochures, decors, and other unnecessary items are removed.

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- Workstations have their own products and tools.

F. Providing Services

- A mask/face covering is used by staff and clients at all times. Premises has disposable masks available to provide clients when needed. Face-to-face contact with clients is limited as much as possible.
- Face shields/goggles and masks should be used by staff if physical distancing or a barrier/divider is not possible.
- Face massages are not permitted.
- Hair dryers can only be used if all clients and staff in the business are wearing a mask. Try to limit use of the hair dryer, especially near the face.
- Client food/beverages are not permitted.
- Clean towels are used to remove cut hair. Brushes used to sweep hair off of client's neck and shoulders are not permitted.
- Credit/debit/e-transfers with no signature transactions are preferred. Barriers/dividers are used when the two metre/six-foot distance cannot be maintained. ABHR is used before and after each cash transaction.

G. Shampooing

- Basins, hoses, spray nozzles, faucet handles, shampoo chairs, shampoo bottles and arm rests are cleaned and disinfected between clients.
- Basin area where the client rests their neck is covered with a clean towel or disposable plastic.
- Used towels are placed in a laundry bin, and disposable plastic is discarded in a garbage bin immediately after use.

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H. Environmental Cleaning and Disinfection

- Work surfaces and equipment are thoroughly cleaned with soap and water before disinfection.
- Surface and equipment disinfectants are used after cleaning, and according to the manufacturer's instructions.
- Cleaning/disinfection wipes are only used for surfaces and used according to the manufacturer's instructions.
- Barriers and dividers must be protective and stable enough to be easily cleaned and disinfected.
- Disposable covers are discarded immediately after use. Chairs, head and armrests must be cleaned and disinfected between clients.
- Frequent and thorough daily environmental cleaning and disinfection is maintained. This includes high touch surfaces such as phones, computer, cash register, credit card machine and door handles.
- Caps/gowns and towels are laundered with detergent and dried completely. Ready to use items are stored in closed cabinets or covered containers.
- Washroom surfaces are cleaned and disinfected at least twice a day or as often as necessary.
- Hair is swept gently throughout the day, and a wet mop is used at the end of the day.

More information

Operators who need support finding personal protective equipment can contact the provincial government for further information at <https://covid-19.ontario.ca/how-your-organization-can-help-fight-coronavirus> or 1-888-777-0554.

For more information, visit our website at www.swpublichealth.ca/, call us at 1-800-922-0096 or email us at environmentalhealth@swpublichealth.ca.

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