



# Renfrew County and District Health Unit

## Hair Salons & Barber Shops COVID-19 Prevention Checklist

In a hair salon/barber shop, staff and clients are in close contact when colouring, cutting, or styling hair. The virus can spread from respiratory droplets and shared surfaces of a person with COVID-19.

This is a summary checklist of **required measures** to reduce the spread of COVID-19 while providing services. Review the Renfrew County and District Health Unit (RCDHU) COVID-19 Guidance 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 complete the [COVID-19 Employee Screening Questionnaire](#) before starting each shift.
- Staff are advised to go home right away and [self-isolate](#) if they become ill during a shift. Staff are advised to call their health care provider, [RC VTAC](#) at 1-844-727-6404 or [RCDHU](#) at 613-735-8654 for guidance on testing.
- 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 always use a mask/face covering while providing services. [Masks](#) should be used properly and cleaned or discarded appropriately. Masks should be changed when they become damp or soiled.
- Eye protection (face shield/goggles) along with a mask, should be worn by staff when clients cannot tolerate wearing a mask/face covering and physical distancing or the use of a barrier/divider is not possible.
- Personal protective equipment such as gloves, masks, and eye protection (face shield/goggles) are always available on-site for staff 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 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.



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### B. Signage at the Premises

- Signage for [COVID-19 Screening Poster for Retail Entrances](#) 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](#) and [respiratory etiquette](#) is posted at the entrance and throughout the premises.
- Floor stickers 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 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.

### 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.
- 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 prior to appointments. Guests, including children are highly discouraged, unless they also have an appointment. Physical distancing must be maintained.
- 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.



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### E. Workstations

- Workstations and equipment in use are two metres 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.
- Workstations have their own products and tools.

### F. Providing Services

- A mask/covering is always used by staff and clients. The premises may provide disposable masks to clients. 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.
- Procedures such as facials, facial hair grooming, and eyebrow grooming are permitted.
- Although there is limited concrete data available; hair dryers have the potential to spread contaminated air and droplets around the room. Blow drying can be done if all staff and clients are masked and if cleaning and disinfection of instruments, equipment and workstation surfaces occur between each client. For clients who cannot tolerate a mask/face covering, the appointment is to be made at the end of the day when there are no other clients on-site and the stylist is to wear appropriate personal protective equipment.
- Fresh capes, gowns, and/or caps should be used for each client. Ensure an adequate supply so that these items can be laundered before being used on a different client.
- Client food/beverages are not permitted.
- Clean towels are used to remove cut hair. Brushes are not permitted.
- Credit/debit/e-transfers with no signature transactions are preferred. Barriers/dividers are used when the two metre distance cannot be maintained. Staff should wash hands after each cash transaction, or use ABHR when hands are not visibly soiled.

### G. Shampooing

- Basins, hoses, spray nozzles, faucet handles, shampoo chairs, shampoo bottles and arm rests are cleaned and disinfected between clients.



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- 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.

### 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.
- Clean ready-to-use items (i.e. towels, caps, gowns) 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.

### Resources and Signage

- [RCDHU Employee Screening Form](#)
- [RCDHU Employee Screening Poster](#)
- [RCDHU Physical Distancing](#)

### More Information

For assistance related to cleaning practices or wearing personal protective equipment (gloves, masks, etc.) contact the Health Unit at 613-735-8654, ext. 555.

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-fightcoronavirus> or call 1-888-777-0554.

For more information visit our website at [www.rcdhu.com](http://www.rcdhu.com).