



Renfrew County and District Health Unit

Nails and Aesthetics Services

COVID-19 Prevention Checklist

When providing manicures, pedicures or aesthetic services, staff and clients can be in close contact. 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. 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, [RCVTAC](#) at 1-844-727-6404 or [RCDHU](#) at 613-732-3629 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, must 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/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.

D. Scheduling Appointments

- Clients are advised that they must use a mask/face covering for the duration of their appointments.
- 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 when booking appointments. Guests, including children are highly discouraged, 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.
- Ensure there is enough time between appointments for thorough cleaning and disinfection of equipment and workstations between clients.



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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.
- Workstations have their own products and tools, and are not shared between staff.

F. Providing Services

- A mask/face covering must be worn by staff and clients while indoors, even when physical distancing and barriers/dividers are used.
- Have disposable masks available to provide to clients when needed.
- A mask/face covering must be worn by staff while providing services.
- Services that tend to the face such as facials, eyebrow grooming, and eyelash extensions are permitted. Face-to-face contact with clients is to be limited as much as possible.
- Staff are to use a surgical/medical mask and eye protection (face shield/goggles) when providing services to the face that require the client's mask/face covering to be removed or when providing services to clients who are unable to wear a mask/face covering.
- Reusable PPE cannot be shared between workers and must be cleaned and disinfected after every use.
- Staff are trained on proper use of PPE, hand hygiene techniques and respiratory etiquette
- Single-use items, including towels are used, where possible, and discarded immediately after each client.
- Items that are not necessary for the delivery of the service are not provided (e.g. hot towels).
- Client food/beverages are not permitted.
- Credit/debit/e-transfers with no signature transactions are preferred.
- Barriers/dividers are used when the two metres/six foot distance cannot be maintained.
- ABHR is used before and after each cash transaction.

G. Manicures and Pedicures

- Clients are required to wash their hands or use ABHR before a manicure.
- Clients are not permitted to touch/handle retail supplies; such as nail polish when selecting colours.



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- All clients and staff are wearing a mask when nail dryers are in use. Nail dryers are thoroughly cleaned and disinfected between each client, ensuring appropriate contact time of the disinfectant.

H. Aesthetics

- Client wear a mask/face covering during the entirety of all aesthetic services.
- Regulated health professionals who provide cosmetic injectables must also comply with the Ontario COVID-19 Operational Requirements: Health Sector Restart, [Directive #2](#).

I. 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 must be discarded immediately after use.
- Chairs, head, armrests, squeeze bottles, 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, computers, pens, cash register, credit card machine and door handles.
- Washroom surfaces are cleaned and disinfected twice daily or as often as necessary.

J. 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 613-732-3629. Operators who need support finding personal protective equipment can contact the provincial government for further information at [Ontario Together: help fight coronavirus | COVID-19 \(coronavirus\) in Ontario](#) or call 1-888-777-0554. For more information visit our website at www.rcdhu.com.