

Hair Salons and Barber Shops COVID-19 Prevention Checklist

Staff and clients at hair salons/barber shops may be in close contact when colouring, cutting, or styling hair. Given that coronavirus can spread from the respiratory droplets of a person with COVID-19 and the surfaces they touch, the following is a summary checklist of **required measures** to reduce the spread of COVID-19 while providing services.

Public health measures and restrictions in Ontario are guided by the [COVID-19 Response Framework: Keeping Ontario Safe and Open](#). The Middlesex-London Health Unit may also implement additional measures. Please visit www.healthunit.com/covid-19-response-framework regularly for a summary of the public health measures and restriction currently required, which may be in addition to those listed below.

Review the [Middlesex-London Health Unit's Public Health Principles for Public Spaces](#) for more information on how to keep your employees and clients safe.

Please note: the requirements under the [Ontario Personal Service Settings Regulation](#) still apply.

A. Staff Health & Screening

- Staff are advised to report any illness to their supervisor/manager and to stay home if sick.
- Staff are to be [screened](#) for symptoms of COVID-19 before starting each shift.
- If a staff member becomes ill during a shift, they are advised to go home right away and [self-isolate](#). Call a healthcare provider, take the [self-assessment](#), or visit an [Assessment Centre](#) for guidance on whether to get tested.
- Ensure 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 gown if worn.
- Ensure staff use face coverings/masks at all times while within the premises. Eye protection is also required for employees where patrons without face coverings may be within two metres of workers.
- [Masks should be used properly](#) and cleaned or discarded appropriately. Masks should be changed when they become damp or soiled.
- Ensure PPE is available on-site at all times for staff to use as needed.
- Ensure staff are trained on proper hand hygiene techniques and respiratory etiquette.
- Ensure staff launder their clothing after each shift or wear a protective cover over their clothing, which is laundered after each shift.

B. Signage at the Premises

- Ensure that signage for [COVID-19 health assessment](#), and for the number of clients permitted in the business 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.
- Ensure that signage indicating proper [handwashing](#) and [respiratory etiquette](#) is posted at the entrance and throughout the premises.
- Ensure that 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.
- Ensure that signage required by local [by-laws](#) is posted.

C. Number of People in the Premises

- Restrict the number of staff and clients in the premises to ensure ease of movement and to maintain two metres/six feet between people.
- Implement flexible work schedules and staggered lunch and break times in order to limit the number of people in the premises at one time.

D. Scheduling Appointments

- Advise clients that they are required to wear a face covering or mask the entire time they are within the premises. Depending upon the level in which London and Middlesex County is placed within the [COVID-19 Recovery Framework](#), the face covering or mask may or may not be removed temporarily while receiving services involving the face. Schedule appointments for clients who are exempt from wearing a face covering or mask at the end of the day, when there are no other clients on-site. Visit www.healthunit.com/covid-19-response-framework for public health measures and restrictions currently required.
- Schedule client appointments 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.
- Ensure staff screen clients for symptoms of COVID-19 when booking appointments. Clients are not permitted to bring guests, including children, unless they also have an appointment.
- Ensure that 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 to allow for thorough cleaning and disinfection of equipment and workstations between clients.

E. Workstations

- Ensure that 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 of clients and staff.
- Ensure alcohol-based hand sanitizer with a minimum of 70% alcohol concentration is available at each workstation and encourage staff and clients to use it frequently.
- Ensure that magazines, brochures, decors and other unnecessary items are removed.
- Ensure that workstations have their own products and tools, which are not shared between staff.

F. Providing Services

- Ensure there are disposable masks on the premises and make them available to clients when needed.
- Ensure face-to-face contact with clients is limited as much as possible.
- Ensure staff and clients wear a face covering/mask at all times while in the establishment, unless they are exempted. Depending upon the level in which London and Middlesex County is placed within the [COVID-19 Recovery Framework](#), the face covering or mask may or may not be removed temporarily while receiving services involving the face. Schedule appointments for clients who are exempt from wearing a face covering or mask at the end of the day, when there are no other clients on-site. Visit www.healthunit.com/covid-19-response-framework for public health measures and restrictions currently required.
- Eye protection is also required for employees where patrons without face coverings may be within two metres of workers.
- Hair dryers can only be used if all clients and staff in the business are wearing a mask. Try to limit the use of hair dryers, especially near the face.
- Client food/beverages are not permitted.
- Ensure that clean towels are used to remove cut hair. Brushes are not permitted.
- Ensure that alcohol-based hand sanitizer with a minimum of 70% alcohol concentration is available at all entrances, exits, and anywhere that payments are processed, for the use of all persons entering or exiting the establishment and making payments.

G. Shampooing

- Ensure that basins, hoses, spray nozzles, faucet handles, shampoo chairs, shampoo bottles and arm rests are cleaned and disinfected thoroughly between clients.
- Ensure that the basin area where clients rest their neck is covered with a clean towel or disposable plastic.
- Ensure that used towels are placed in a laundry bin, and that disposable plastic is discarded in a garbage bin immediately after use.

H. Environmental Cleaning and Disinfection

- Ensure work surfaces and equipment are thoroughly cleaned with soap and water before disinfection.
- Once cleaning is complete, ensure that surface and equipment disinfectants are used according to the manufacturer's instructions.
- Use cleaning/disinfection wipes on surfaces only and make sure to follow the manufacturer's instructions.
- Barriers and dividers must be protective and stable enough to be cleaned and disinfected easily.
- Disposable covers must be discarded immediately after use. Chairs, head rests, and arm rests must be cleaned and disinfected between clients.
- Ensure that frequent and thorough environmental cleaning and disinfection is conducted daily. This includes high-touch surfaces such as phones, computers, cash registers, credit card machines and door handles.
- Ensure that capes/gowns and towels are laundered with detergent and are dried completely. Make sure that ready-to-use items are stored in closed cabinets or in covered containers.
- Ensure washroom surfaces are cleaned and disinfected twice daily, or as often as necessary.
- Ensure that cut hair is swept gently throughout the day and that a wet mop is used on floors at the end of each day.

More information

Operators who need support in accessing 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 <http://www.healthunit.com/novel-coronavirus> or call us at 519-663-5317.