

# COVID-19 Salon Preparedness Guide

*Southern Exposure Salon*

## OVERVIEW

With release of the revised public health order allowing personal services to operate with strict guidelines, the purpose of this document is to outline specific guidelines for our salon to address safety and wellness of all clients and staff.

## WORKSPACE

*Protocol for general salon spaces and styling stations*

- 6ft separation between clients/customers when not directly performing service.
- No more than 10 people in the salon at one time, at a maximum of 50% occupancy.
- Sanitize all service equipment after each use. (tanning beds, shampoo station, stylist chairs, stylist stations, waxing, hair dryer, nail stations, nail sink, etc.)
- Clean and sanitize all common areas, front desk, bathroom and breakroom as needed or at 9am, 12pm, 4pm and 7pm.

## TO PROTECT CUSTOMERS

*Guidelines for customers*

- All services by appointment only, no walk-in services. No waiting lines.
- No waiting in the waiting area, please remain in your car or outside practicing proper social distancing. The Front Desk team will let you know when it is safe to come in.
- Upon check in a verbal symptom check will be performed as well as a touchless temperature reading. <https://covid19.colorado.gov/symptom-screening>
- Cloth face coverings or masks required at all times. If a client arrives and does not have a mask, a disposable mask will be provided to them for \$3 as available. If no mask is available the appointment must be rescheduled.
- Tape or other markings have been placed at least six feet apart inside the salon

and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.

- Credit card transactions will be done with the least amount of contact possible. Client will swipe card and verbal provide CVV # for authorization. Gratuity can be verbally communicated as well. Credit cards will be preferred over cash when possible.
- Product purchase without an appointment available by call-in and curbside delivery.

## EMPLOYEE SAFETY

- Employees and Independent Contractors must complete [Employee Health screening](#) upon arrival at work. Please allow proper time.
- Cloth face coverings or masks required at all times.
- Wear gloves (meticulous and frequent hand-washing if gloves are not feasible or appropriate). Wash hands and change gloves between customers.
- If possible wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.
- Employees who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not report to work and should self-quarantine. [\[covid19.colorado.gov/how-to-quarantine\]](https://www.colorado.gov/covid19/how-to-quarantine).
- Employees experiencing fever or symptoms of respiratory illness should stay home and follow the directions for self-isolation [\[covid19.colorado.gov/how-to-isolate\]](https://www.colorado.gov/covid19/how-to-isolate), which includes advice on when to contact a healthcare provider.
- Only the front desk manager and workplace coordinator(s) charged with addressing COVID-19 issues will be allowed access to the front desk, phone, printer, credit card machine and general front desk area.
- Employees and providers with idle time/breaks are encouraged to leave and return when scheduled.

## SANITATION & DISINFECTION

- Wipe down all common areas, door handles and common surfaces 4 times per day. 9am, 12pm, 4pm & 7pm and as necessary. [COVID Cleaning Guide](#).

- Common service areas, including shampoo area, hair dryer, waxing area and sinks will be sanitized after every service.
- Stylist service areas and equipment thoroughly sanitized between each client service.
- Single use, disposable items used whenever possible. Paper/plastic cups, paper towels, bottled water.
- Laundry washed with warmest appropriate heat setting. Use bleach or Lysol Laundry sanitizer in addition to detergent. Dry completely.
- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

## PPE REQUIREMENT

1. An over the ear face mask must be worn by all staff and clients when in the salon or public space outside of the salon.
  - a. If a client arrives without appropriate face covering one will be provided at a cost of \$3.
  - b. If a staff member arrives without appropriate face covering they will need to leave to find a suitable covering.
2. Gloves worn when possible, hand washing required between clients and different tasks.
3. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.

## DISINFECTANT & SANITATION PRODUCTS USED

*Click on links below for SDS and product information*

1. [BARBICIDE](#) General Cleaning, stylist tools, tanning eyewear, metal instruments
2. [91% ISOPROPYL ALCOHOL](#) General Cleaning, stylist tools, metal instruments
3. [BARBICIDE WIPES](#) General cleaning, stylist tools
4. [LYSOL DISINFECTANT WIPES](#) General cleaning
5. [LYSOL DISINFECTANT SPRAY](#) General cleaning
6. [AUSTRALIAN GOLD PH NEUTRAL DISINFECTANT CLEANER](#) Tanning Bed
7. [LYSOL LAUNDRY SANITIZER](#) Laundry

8. [OPI SPA COMPLETE](#) Pedicure spa
9. [CLOROX ULTIMATE CARE BLEACH](#) Laundry
10. [BLEACH](#) General cleaning & laundry

## EXTRA STEPS

*Other steps we are taking to ensure less contact, enjoyment of services and higher safety.*

1. Magazines removed from reception area.
2. Individually packaged food and beverage options only.
3. Coffee station available to clients, operated by staff.
4. Negative pressure ventilation.

For any questions or concerns please contact:

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Summit County, Colorado Information: <http://www.co.summit.co.us/1306/Coronavirus>

State of Colorado Information: <https://covid19.colorado.gov/>