

## Hair Salons and 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 [Toronto Public Health COVID-19 Guidelines for Personal Service Settings](#) for more information on how to keep your staff 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 are [screened](#) for COVID-19 symptoms 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 telehealth/health care provider for guidance to get tested.
- Staff providing services use a masks/face coverings for the duration of their shift when clients are also wearing a mask/face covering.
- [Masks/face coverings are used properly](#) and cleaned or discarded appropriately. Masks/face coverings are changed when they become damp or soiled.
- Personal protective equipment (PPE) such as gloves, surgical/medical masks, and eye protection (face shield/goggles) are available on-site for staff at all times, to use when needed.
- Staff are trained on the proper use of personal protective equipment (PPE).
- Surgical/medical mask and eye protection is worn by staff when clients cannot tolerate wearing a mask/face covering.
- Eye protection is assigned to one staff and cleaned and disinfected between each use.
- Staff are trained on proper hand hygiene techniques and respiratory etiquette.

#### 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](#) 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 metre/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 metre/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 informed 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 is scheduled for 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 when booking appointments and upon arrival at appointment.
- 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 metre/six feet apart, or equipped with plexiglass/barriers 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 is used by staff and clients at all times while the service is provided, regardless if physical distancing or plexiglass/barriers are used.
- Staff wear surgical/medical mask and eye protection when clients cannot tolerate wearing a mask/face covering.
- Face massages are not permitted.
- Hair dryers are used only when staff and clients are wearing a mask/face covering.
- 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.
- Plexiglass/barriers are used in the checkout area, when two metre/six foot distance cannot be maintained.
- ABHR is used before and after each cash transaction.

- Any protective cover (e.g. apron) used over clothing is laundered after each shift.

### **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.

### **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.
- Plexiglass/barriers are protective and stable enough to be easily cleaned and disinfected.
- Disposable covers are discarded immediately after use. Chairs, head armrests and 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, 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.toronto.ca/COVID19](http://www.toronto.ca/COVID19) or call us at 416-338-7600. You can also contact [BodySafe@toronto.ca](mailto:BodySafe@toronto.ca) or visit their website at [BodySafe.ca](http://BodySafe.ca).