# COVID-19 Preparedness Plan for [Salon’s name]

**Salon’s name: [Salon’s Name]**

**Responsible administer: [Owner or Manager]**

**[Salon’s Name ]** is committed to providing a safe and healthy workplace for all our employees **and clients**. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Owners/managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, management, and clients. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. [**Salon’s name] owner/manager will support enforcing the provisions of this policy and we encourage our employees to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.**

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at [**Salon’s name]**. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process **by communication this plan to our employees, answering any questions from our employees, incorporating their feedback into developing this plan, and posting this plan in an area in the salon that all employees can see.** Our COVID-19 Preparedness Plan follows State of [Your State’s Name] Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices, and protocols; and
7. communications, training and supervision practices and protocols.

**Since our business involving interaction with clients and customers, will also implement the following additional requirements:**

1. what customers and clients can do to minimize transmission;
2. additional protections and protocols for receiving and exchanging payment;
3. additional protections and protocols for managing occupancy;
4. additional protections and protocols to limit face-to-face interactions; and
5. additional protection and protocols for distancing and barriers.

## Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

The following policies and procedures are being implemented to assess employees’ health status prior to entering the salon and what to do when employees are sick or experiencing symptoms.

* Owner/manager and employees will be screened using a health screening questionnaire (see appendix A) and temperature check before their shift.
* Employees with symptoms of COVID-19 will be sent home immediately.
* Employees with a temperature of 100.4°F or higher will be send home immediately.
* If an employee cannot be sent home immediately, isolate the employee in a closed room until they can be sent home.
* Employees are encouraged to monitor their temperature and symptoms of COVID-19 at home daily.

**We** also implemented protocol for employees to notify salon owner/manager if they are sick or have been exposed to a person with COVID-19 and requiring them to quarantine for the required amount of time. In addition, a policy has been implemented to protect the privacy of workers’ health status to the extent possible.

* If an employee experiences symptom of COVID-19 at home **or** tests positive for COVID-19 **or** is caring for a household member who is a confirmed COVID-19 case, the employee must:
	+ Notify salon owner/manager immediately
	+ Seek advice from their healthcare provider
	+ Stay home and self-isolate until
		- It has been 3 days (72 hours) after the fever is gone (off fever reducing medication)
		- **and** symptoms are gone
		- **and** stay home at least another 10 days **after** the symptoms are gone.
	+ Call to check with salon owner/manager about the progress of your condition and when you can safely return to work.
	+ Follow the safe return to work protocol (appendix B)
* If an employee is suspected to have COVID-19 or tested positive for COVID-19, **salon owner/manager** must:
	+ Send sick employee home immediately and require self-isolation.
	+ Inform other salon employees of their possible exposure to COVID-19 without disclosing the names of sick employees
	+ Isolate employees who have been in contact with the confirmed COVID-19 cases.
	+ Clean and disinfect the entire salon following the [CDC guidance for cleaning and disinfecting facilities.](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) (see appendix F for how to clean and disinfect after a notification of a suspected or confirmed case of COVID-19 has visited the salon)
	+ Check in with sick employees regularly to monitor progress and when they can safely return to work (see return to work protocol in appendix B)
	+ Maintain confidentiality of the sick employee to the extent possible.

**[Salon’s name]** has implemented sick leave policies to encourage employees to stay home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household.

* Employees are highly encouraged to stay home when they are sick or are caring for a family member with COVID-19.
* Employees are guaranteed to have their jobs back after their self-isolation period.
* Check if your state or local ordinances for minimum requirement for sick leave policy.
* Employees who need to stay home because they have symptoms of covid-19 **or** are caring for a household member with confirmed COVID-19 are also advised to apply for unemployment benefits during their quarantine period.
* We will offer flexible work arrangement to employees with underlying medical conditions or who have household members with underlying health conditions.
	+ Employees with underlying medical conditions such as heart disease, being pregnant, diabetes who might be at increased risk of COVID-19 may talk to salon owner/manager about their health concerns if they feel uncomfortable returning to work. Salon owner/manager will work with employees for reasonable accommodation.
1. **Social distancing – maintaining six feet of physical distancing**

Social distancing of six feet will be implemented and maintained between **employees** in the workplace through the following engineering and administrative protocols.

* Stagger shifts and breaks to reduce the numbers of employees per shift (if salon is big).
* Avoid crowding and ensure 6 feet distancing at the entrance, in hallways, cleaning/preparation areas, kitchen/break room, and general areas in the salon.
* Limit the number employees in restrooms or waiting for the restroom to maintain 6’ of distancing
* Limit collective gatherings of workers and clients to 10 people or less to maintain 6’ of physical distancing in the salon.
* Ensure manicure tables and pedicure stations are at least 6 feet apart. Or tables/pedicure are not movable, skip tables to ensure physical distancing between work stations.
* Install sneeze guard (plastic barrier) at manicure stations.
* Install plastic curtains at pedicure chairs to create barriers between workers and clients.
* Operate salon at [enter your state’s occupancy requirement] maximum occupancy as required by the state of [Your State] for nail salons.
* Encourage employees to short breaks outside to get some fresh air.
* Require all employees to wear facemask.
* Post “stop of spread of germ” signage in common areas such as break/kitchen area.
1. **Worker hygiene and source controls**

The following policy for worker hygiene, face mask and other personal protective requirements is being implemented at our salon.

* Ensure employees to regularly wash their hands with soap and water at least 20 seconds throughout the day, especially:
	+ Before service and after each client
	+ After blowing one’s nose, coughing, or sneezing
	+ After using the restroom
	+ Before eating and prepping food
* Post “handwashing” and “cover your cough” signs in the salon and restroom to remind employees and clients
* Encourage employees to use hand scream to avoid dry skin due to frequent handwashing.
* Require employees to wear facemask at all time in the salon and especially during service with clients
* Ensure that trash bin can be opened without touching if possible.
* Avoid communal drinking station.
* Avoid sharing food communally
* Provide tissues for coughing and sneezing and no-touch disposal bins.

Personal protective equipment

* Salon owners are required by law to provide employees personal protective equipment which include facemask, safety glasses, faces hied (if performing services requiring very close contact with clients such as facial massage, brown shaping), gloves, and training on how to use them.

Restroom cleaning

* For single restrooms, post signage and materials (paper towels and trash cans) for individuals to use without touching the handles.
* For restrooms with multiple stalls and if the door cannot be opened without touching the handle, provide the trash can by the door to ensure a paper towel can be readily disposed of when operating the door.
* Double efforts to keep bathrooms clean and properly disinfected.

Laundry

* Wash work towels at the end of the end of the day.
* Bring clean clothes to change out end of shift to avoid bring dirty clothes in the car and home.
* Employees should shower immediately after work.
* Wash work clothes and cloth facemask with detergents on hot cycle and heat dry immediately after work.
1. **Workplace building and ventilation protocols**

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The following protocol outlie how we will assess the workplace building before reopening and day-to-day operation.

Prior to reopening, salon owner/manager will check the status of the general building for potential issues such as mold, mildew, pest and mice following the [CDC guidance for reopening building after prolonged shutdown.](https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html)

Steps to minimize mold risk during and after a prolong shutdown

* Maintain indoor humidity as low as possible, not exceeding 50%.
* Purchase a humidity meter to ensure the right level of humidity.
* Inspect building for mold and excess moisture.
	+ Inspect building for dampness or mold by sight or smell
	+ If dampness or mold is detected, check where the water source is and cleanup immediately.
* After the assessment that confirmed mold or moisture are not detected, turn on the HVAC system that has not been active for at least 48 – 72 hours (known as flush-out period) before allowing employees to occupy the salon space.
	+ If musty smell detected, make sure to check out for possible mold and remove the water source, continue the ‘flush out’ process until no odor are apparent.
* Replace and/or upgrade air filters prior to starting salons again.

Ventilation system start up:

* Consult with a HVAC professional for ensure proper ventilation is maintained.
	+ Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
	+ For heating-ventilation-air-conditioning systems that recirculate air, businesses need to improve central-air filtration to at least the MERV-13.
	+ Replace and/or upgrade air filters prior to starting salons.

Day-to-day operation of the HVAC

* Continuously maximize fresh-air into the workplace, and eliminate air recirculation (if feasible).
* Maintain relative humidity levels of RH 40-60% (use humidity meter).
* Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
* Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy.
* Check and rebalance the HVAC system to provide negative air-pressure whenever possible (check with a HVAC professional on this)
* Consider the use of portable HEPA filter units in the salon if possible.
* Minimize air-flow from blowing across people (e.g., avoid using a standing fan)
* Consult a HVAC professional

## Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users.

* Train employees of the cleaning and disinfection protocol in Appendix F.
* A cleaning and disinfection schedule and checklist is available for all employees to use (see appendix C).
* Routinely sanitize all areas, such as restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
* Frequently sanitize all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.
* Manicure/pedicure station, client chairs, barriers, and tools should be cleaned and disinfected after each client.
* Multi use tools such as nail clippers should be disinfected by submersion in disinfectatns for a specified time according to the manufacturer’s instructions or by autoclaving (which ever is required by the state board).
* Single use tools should be discarded
* Electronic devices (e.g. light-switches, circuit-breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch,and change out the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source, and sanitized in accordance with the listing/labeling requirements.
* Personal equipment, tools and phones should not be shared or, if shared, should be disinfected after each use.
* Implement immediate cleaning and disinfecting of the workplace if a worker, client or visitor becomes ill with COVID-19. See CDC’s Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/ community/disinfecting-building-facility.html).
* Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency’s (EPA) **List N** has identified a list of products that meet EPA’s criteria for use against SARS-CoV-2. See EPA’s List N: Disinfectants for Use Against SARS-CoV-2 ([www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)).
* Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment when cleaning
* Disinfect pedicure spas <https://www.epa.gov/pesticides/recommended-cleaning-and-disinfection-procedures-foot-spa-basins-salons>

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

* All-purpose cleaning and disinfecting products have been purchased.
* Employees have been trained on how to use disinfectants and how to clean and disinfect.
* Employees are instructed to wear protective equipment (e.g., gloves, eye protection) when cleaning.
1. **Drop-off, pick-up and delivery practices and protocols**
* Receive deliveries via a contactless method.
* Deliveries are dropped off at the doorway or in an isolated area to minimize deliveries inside the salon
* Workers maintain 6 feet during interaction while receiving or exchanging deliveries
* Minimize unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.
1. **Communications, training and supervision practices and protocols**

This COVID-19 Preparedness Plan was communicated by sending the preparedness plan to all employees on [Date] and oral training on [DATE].

* All employees have been trained regarding covid-19 exposures.
* All employees have been giving this covid-19 business preparedness plan and salon’s policies.
* This COVID-19 Preparedness plan has been communicated with all employees.
* Employees have been given the opportunity to ask questions and provide feedback
* Post salon’s COVID-19 Preparedness Plan in an areas where all employees can read.
* Employees have been trained in a language that they can understand.

**Because nail/hair salon interact with clients, the salon’s COVID-19 Preparedness Plan must include and describe how the salon will implement components eight through 12 (below).**

1. **What customers and clients can do to minimize transmission of COVID-19.**
* Post salon’s policy and signage at the entrance (appendix D) to communicate to clients.
* Advise clients to self-check their body temperature the day of their appointment.
* If salon may also conduct temperature check on clients if desired.
* Limit the number of persons accompanying the client during appointment
* Post signage and develop message that clients should stay home if they are sick or taking care of someone with covid-19. Refer to CDC’s What to Do if You are Sick or Caring for Someone Who is Sick ([www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html)).
* If customers or clients begin to feel unwell while in the workplace, they should leave immediately and isolate themselves at home.
* Have clients review a screening survey that checks for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and recent out of continent travel. The questions would be the same as those completed by workers (appendix A)
* Encourage customers and clients to regularly wash and/or sanitize their hands.
* Limit the equipment, products, or items touched by the customer or client while in workplace.
* Require customers and clients wear a face mask at all times in the salon, unless clients have other health or physical disability reasons. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people.
* Make sure each piece of equipment used and work area is cleaned and disinfected before and after each use by a customer or client, and dispose of the wipe accordingly.
1. **Additional protections and protocols for receiving and exchanging payment**
* Contactless payment should be used whenever possible.
* Use an electronic fund-transfer service or credit-card payment method that allows the client to fully initiate and complete the payment transaction remotely, or while separated from the worker.
* When contactless payment is not possible, payment must be made in a manner that allows for at least 6-feet of distance between the worker and client or customer. If physical distancing is not possible, install a physical barrier at check-in and check-out counter.
* Avoid handling clients’ credit cards, have the client insert their credit card in the machine themselves.
* Wear gloves and face mask when handling credit cards and wipe credit card machine and pen after each client if possible.
* Ask client to use their own pen to sign credit card receipt. If client does not have one readily available, then use the salon’s pen.
1. **Additional protections and protocols for managing occupancy**
* Our salon currently operates at [ enter your state’s requirement ] maximum occupancy until further notice.
* Limit number of clients and children allowed in the salon.
* Take appointments only. No walk-ins allowed. [some state may allow walk-in]
* If a client arrives early, ask them for the phone number and ask them to wait in the car/outside and text them when service is ready.
* Only allow client needing service in the salon, unless the client is a minor and needs supervision.
* Advertise business protocol so that potential clients are aware of the changes.
* Advise clients of the added COVID-19 precautions prior to arrival. Use websites, social media, phone calls to educate client of the new protocol.
* Post signage at the salon entrance of the protocols.
* Advise clients to monitor their temperature on the day of the appointment.
* Post screening questionnaire at the salon (see screening questionnaire).
* Ask clients to answer the screening questionnaire upon check-in and verify that they can respond “no” to all questions.
* Decline services to a client if there is suspicion that they are sick or symptomatic and adviser to reschedule their appointment at a later time (preferable at least 14 days later after they have no symptoms).
* Collect client’s first and last name, telephone number, and record appointment date and time when providing service. This is to ensure than client can be contacted by the health department in the event a potential exposure/covid19 case has been identified (see appendix E)
* Schedule appointment for longer than their typical duration to minimize waiting and to allow for ample time to disinfect after each client.
1. **Additional protections and protocols to limit face-to-face interactions**
* Employees are required to wear a facemask when providing service to client.
* Require clients to wear facemasks while in the salon.
* Encourage clients to bring their own facemasks or have extra to offer facemasks to clients who forgot to bring them.
* If clients refuse to wear facemasks in the salon, salon management can refuse to provide services when employees or other clients can not be protected (post sign to let clients know about no masks, no service policy)
* If a client is unable to wear a facemask for medical reason, employee should wear a face covering **and** a faces hield when working under these circumstances.
* If salon also offer brown shaping service which involves very close face-to-face interaction, employee should wear a face covering and face shield while performing those services.
* Additional work practices to reduce face-to-face interesting may include:
	+ Stand to the side or behind client as much as possible
	+ Install sneeze guard at manicure stations and front desk
	+ Install plastic partitions at pedicure spa with a cut out where feet can be slide through
* Evaluate services that involve very close face-to-face interaction like facial waxing/massages, eye brown shaping whether it can be done safely. If not, those services should be declined.
1. **Additional protection and protocols for distancing and barriers**
* Place hand sanitizer at the entrance and front desk for clients
* Instruct clients to wash hands with soap and water as soon as they enter the salon before starting service (to conserve hand sanitizer)
* Mark areas at check out or waiting area to provide 6 feet distancing (use tape to mark the area)
* Mark area to allow for 6 feet distancing between clients at nail drying station.
* Continuously evaluate the flow of the salon to allow for physical distancing of 6 feet for all workers and clients.
* Products for sale should be stored and maintained in the back. A limited number of products should be maintained “on display” for clients. Employees bring products from the back to clients and display products should be sanitized regularly.
* Salons should sanitize returned products before putting it back on the shelf.
* Post instructions for clients at entrances:
	+ Not enter if they have symptoms
	+ About the salon’s occupancy limits
	+ They are required to wear masks while in the salon
	+ They are required to adhere to hygiene, physical distancing and signage and markings.

Managers and supervisors are to monitor how effective the program has been implemented by continuously communicating with employee and enforcing policy to the extent possible. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by [**Salon’s Name]**  management and was posted throughout the salon on **[date ]**. It will be updated as necessary.

Certified by:
**[Signature]**

**Salon owner of [Name of salon]**

References

[Insert your state’s safe reopening website]

CDC. Coronavirus Disease 2010 (COVID-19). <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Guidance on Safely Reopening Minnesota Businesses. <https://mn.gov/deed/newscenter/covid/safework/safe-reopening/>

**Appendix A**

**COVID-19 health screening questionnaire for clients or employees.**

Please answer “Yes” or “No” to each question.

1. Do you have:
* Fever or feeling feverish?
* Shortness of breath (not severe)?
* A new cough?
* Repeated shaking with chills?
* New muscle aches?
* New headache?
* A new sore throat?
* New loss of taste or smell?
1. Have you had close contact with or cared for a household member diagnosed with COVID-19 within the last 14 days?
2. Have you been diagnosed or awaiting COVID-19 test results in the last 14 days?
3. Have you been advised to self-quarantine by your health care provider in the past 14 days?
4. Have you traveled outside of the country or to place where you might have an increased risk of COVID-19 in the past 14 days?

If an employee/client answered **YES** to any of the above question, please notify salon manager and ask the employee/client to stay home and consult with a healthcare provider.

If employee/client answered **NO** to these questions, proceed with temperature screening.

T**emperature screening for employees/clients**

The use a non-contact thermal infrared thermometer is an optional strategy in addition to the screening questionnaire. If employee has temperature 100.4°F or higher, ask them to stay home and contact their healthcare provider.

 The infrared thermometer can detect fever. However, many infected people do not show symptoms or have a fever, so it is best to take extra precautions in general.

**Appendix B**

**Guidance for identification of sick workers, self-isolation, and return-to-work**

**What to do if an employee has possible or confirmed COVID-19 infection**

An employee has possible or confirmed COVID infection if she/hhe:

1. has confirmed COVID-19 infection
2. experiences symptoms of COVID-19
3. is caring for a household member who is a confirmed COVID-19 case
4. has close contact with a contact with a confirmed COVID-19 case in a non-household setting would include the work setting. Close contact is defined as:
	1. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (10 minutes or longer)
	2. having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

**Procedure:**

An employee with a possible or confirmed COVID-19 infection must:

* **Seek medical guidance** by contactingtheir primary care provider for testing
* **Notify salon owner.**
* **Stay Home and Self-Isolate** in accordance with the self-isolation requirements set forth below.

**Salon owner should inform other salon employees of their possible exposure to COVID-19** and isolate employees who have been in contact with the confirmed COVID-19 cases.

**Salon owner** should do thorough clean and disinfect the entire salon following the [CDC guidance for cleaning and disinfecting facilities.](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

**Self-Isolation Requirements:**

* **Employees who have symptoms (i.e. fever, cough, or shortness of breath) and/or a confirmed covid-19** infection must self-isolate until
	+ at least 3 days after the fever is gone (they no long take fever reducing medications like acetaminophen (Tylenol) or ibuprofen); **and**
	+ respiratory symptoms have gone;
	+ at least 10 days have passed since the symptoms started; **and**
	+ they are cleared by a physician to return to work (if feasible) (see “return to work” below). During COVID-19 crisis, many health providers may be too busy, salon owners and employees can discuss with each other whether a physician note is needed before returning to work.
* **Employees who are household contacts of a confirmed COVID-19 case** and do not become ill must stay home and self-isolate for 10 days after isolation has been discontinued for the ill household member.
* **Employees who have had close contact with a confirmed COVID-19 case in a non-household setting such as the workplace setting** must stay home and self-isolate for 10 days after their last contact with the case even if they do not develop symptoms.

**Return to Work**

An employee who has symptoms and or is diagnosed with COVID-19 will be permitted to returned to work only when the following criteria are met:

* It has been at least 3 days (72 hours) after resolution of fever (off fever reducing medications)
* **and** resolution of respiratory symptoms
* **and** at least 10 days have passed since the symptoms started.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop isolation should be made in consultation with your healthcare provider.

**Appendix C: Sample cleaning and disinfection schedule and checklist for nail salons.**

Salons should determine which areas should be cleaned with soap and water only, areas needing clean and disinfect and who responsible for cleaning. Most areas can be cleaned with just soap and water which should remove most of the viruses. Frequently touched surfaces should be cleaned and then disinfected. Surfaces with visible dust and particle should be clean with soap and water first before disinfecting. Revise this list to reflect your salon’s cleaning practices.

C = Clean with soap and water can kill most viruses because soap and friction can break the outer lipid layer of the virus.

D= Disinfect by spraying or wiping using an EPA-registered disinfectant can kill 99.9% of viruses. If an area is visually dirty, one should clean with soap and water first before using disinfectants.

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| --- |
| Salon’s Name: |
| Who? | Clean & Disinfect | Frequency | **Frequently touched surfaces and objects** |
|  | C & D | After each customer | Manicurist work stations |
|  | C & D | After each customer | Multiple use tools such as nail clips, cuticle cutters, etc… (disinfection of tools should follow state specific board’s requirements e.g., soaking them in a disinfection solution for a specified time or autoclave) |
|  |  | Discard after use | Single use tools |
|  | C & D | After each customer | Customer’s chair |
|  | C & D | Several times a day | doorknob |
|  | C & D | Several times a day | Front desk |
|  | C & D | After each customer | Pedicure chairs |
|  | C & D | After each customer | Pedicure bowl |
|  | C & D | Several times a day | Drying stations (leave disinfectant wipes for customers to use) |
|  | C & D | Several times a day | Hand washing facet and sink |
|  | C & D | Several times a day | Waiting area |
|  | C & D |  | **Bathroom** |
|  | C & D | Several times a day | Doorknob |
|  | C & D | Several times a day | Faucets and sinks |
|  | C & D | Several times a day | Toilet |
|  | C | End of the day | floor |
|  |  |  | **Less frequently touched surfaces and objects** |
|  |  | End of the day | Take out trash |
|  | C | End of the day | Salon floor |
|  | C | Several times a day | Kitchen area (avoid spraying disinfectants that might get on food) |
|  | C | Several times  | Clean tools storage area |
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**Appendix D: Sample posting to communicate new salon policy to clients.**

**Dear our valued customers,**

We have greatly missed you during the stay-at-home order. We are looking forward to pampering you with our services again. Because the COVID-19, our salon has implemented a new infection-prevention policy in order to protect our customers and employees. Some of these precaution measures include:

* Install clear plastic sneeze guards.
* Maintain occupancy at X % maximum occupancy
* Minimize crowding by taking appointments only and asking customers not to wait inside the salon for service.
* Use screening questionnaire for customers and employees.
* Require our employees wear protective equipment (e.g., facemasks, gloves, safety glasses)
* Maintain safe distancing when possible (about 6 feet apart or two arm lengths).
* Disinfect work areas, equipment, and nail chairs after each customer.
* Disinfect other areas in the salon regularly.
* Implement a COVID-19 Preparedness Plan

What can you do to help keep you and everyone safe?

* Wear a facemask at all time in the salon.
* Wash hands with soap and water or hand sanitizer before and after service.
* Limit items you touch in the salon.
* **Stay home** when you feel sick, or have symptoms of COVID-19, or are caring for sick family members in your house.

We reserve the right to refuse service to customers who might have a suspected or confirmed COVID-19 infection in order to protect our customers and employees. Please feel free to ask us about our new infection control policy. Finally, we thank you for your continued patronage and appreciate your confidence in us keeping everyone safe at our salon.

Sincerely,

Management team

**Appendix E: CLIENTS CONTACT INFORMATION FOR CONTACT TRACING**

THÔNG TIN LIÊN LẠC CỦA KHÁCH HÀNG

Salon name (tên của tiệm):

Salons should keep the name and phone number, date and time of service of clients who came to the salon for service. This information can be used in case if a client happens to have COVID-19, the information can be used to contact and trace all of clients who might have been exposed at the salon.

Tiệm nail nên giữ tên, số điện thoại, ngày, và thời gian phục vụ khách. Thông tin này có thể được sử dụng trong trường hợp nếu khách có COVID-19 va sở y tế cần liên hệ và theo dõi tất cả các khách hàng có thể đã tiếp xúc người mắc bệnh COVID-19.

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| --- | --- | --- | --- |
| Client Name (Tên) | Phone (số phone) | Date of service (ngày phục vụ) | Time of service (giờ phục vụ) |
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**Appendix F**

**SAFE CLEANING AND DISINFECTING TO PREVENT THE SPREAD OF COVID-19 AT NAIL SALONS**

Nail salons should follow standard cleaning and disinfecting practices as prescribed by their state Board of Cosmetology, health department, and/or local ordinances to prevent infectious diseases spreading in the salon such as blood-borne pathogens, bacteria, and fungal infection.  During COVID-19 crisis, nail salons are recommended have an enhanced cleaning and disinfecting protocol to reduce the spread of this highly contagious virus.  However, cleaning and disinfecting products can contain harmful chemicals, it is important to follow safe practices for cleaning and disinfecting to prevent the spread of COVID-19 while minimizing exposure to chemicals.  The [U.S. Center for Disease Control and Prevention (CDC) provides guidance to businesses](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) on how to clean and disinfect workplaces to prevent COVID-19 which is the primary source of information in this website.

What is the difference between cleaning and disinfecting?

**Cleaning**: the process of using soap/detergent, water, and friction to physically remove germs and dirt from surfaces or objects. Soap inactivates coronaviruses by dissolving the fatty membrane that envelops the viruses and allows it to stick to our cells.  It is also less toxic to the environment and health.

**Disinfecting**: the process of using [EPA-registered disinfectants](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) to kill germs on surfaces.  This process does not necessarily clean dirty surfaces.  Cleaning should be done before disinfecting because the dirt particles can reduce effectiveness of the disinfectant chemicals.

​Why choose safer cleaning/d products?

Many cleaning and disinfecting projects have harmful chemicals that can make people sick. High exposure to these chemicals over a long period time may cause asthma, reproductive health, damage to skin and other body systems.

What should I consider when buying cleaning products?

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* **Safer choice logo**:  Look for Safer Choice, Green Seal, Ecologo, or Design for the Environment (DfE) labels on the products. These labels certify that these products have safer chemicals and strict requirements being better for the environment and human health.

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* **Less toxic ingredients**: If these logos are not on the products, choose products that have less toxic chemicals in their ingredients list:  ethanol, isopropanol, hydrogen peroxide, L-lactic acid or citric acid.   Avoid using chlorine bleach or quaternary ammonium chloride compounds, which have been linked to these adverse human health effects.
* **Short contact time**:  After you spray the disinfectants or wipe the disinfectant on the surface, you need to leave the product on the surface for a specified time in order for it to work on killing the germs.  This time is called **contact time.**  The manufacturer’s instructions will print this information on the label.  Contact time can range from 1 to 10 minutes.  Choose products with less contact time will reduce waiting time between customers.
* **Use the right product for the surface:** Products that work on fabric may not work on stainless steel. Some need to be diluted. Read the manufacturer instructions.
* **Use EPA-registered products**. The U.S. Environmental Protection Agency (EPA) approved a list of disinfectants for use against COVID-19 [here](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).  The Responsible Purchasing Network has created a list of EPA’s List N that are [safer choice approved here.](https://3dcbb627-e973-4d32-bd27-1ce4af4f3883.filesusr.com/ugd/f97e2f_a3a04bed0c9e48ebb4636ae7b7c4d27b.pdf)

A few important reminders about coronaviruses and cleaning and disinfection

* When an infected person coughs or talks, infectious droplets may land on surfaces and the virus can remain viable on surfaces for hours to days.
* Normal routine cleaning with soap/dish detergent and water removes most germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
* Be sure to follow manufacturer’s instructions on label for storage and use.   Do not mix bleach or cleaning products together – this can cause toxic fumes that are very dangerous to breath in.  Keep all disinfectants out of reach of children
* Do not overuse disinfectants.
* Wear gloves when cleaning and disinfecting.
* Ventilate the salon well by opening doors and/or having the ventilation system run continuously through out the day.
* Use accepted best practices such as perform restroom cleaning from high to low, toward the doorway, and with dry cleaning tasks performed prior to wet cleaning tasks.

**DEVELOP A WRITTEN PLAN**

Each salon should have a written cleaning and disinfection plan that determines what surfaces or areas that need to be cleaned (with soap and water) or disinfected.  Most areas and objects that are not frequently visited or touched will just clean normal cleaning.  Frequently touched surfaces and objects like doorknobs, sinks will be to be cleaned and disinfected to further reduce risk of germs.

The CDC publishes guidance for cleaning and disinfection to prevent COVID-19 in the workplaces that can be applicable to nail salons.

* Enhanced cleaning and disinfection for prevention
* Enhanced cleaning and infection after a notification of persons suspected/confirmed to have COVID-19 have been in the salon

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**ENHANCED CLEANING AND DISINFECTION FOR PREVENTION PROTOCOL**

* **General guidance**
	+ Increase frequency of cleaning and disinfection of areas that are frequently touched by employees and customers such as doorknob, handwashing station, manicure and pedicure stations, customers chair, front desk, waiting area, bathrooms.
	+ Communicate and train salon employees of cleaning and disinfecting protocol
	+ Consider using a checklist to write out areas needing cleaning and persons responsible for cleaning
	+ Manicure/pedicure station should be cleaned and disinfected after each client.
	+ Multi use tools such as nail clippers should be disinfected by submersion or autoclaved (whichever is required by the state board).
	+ Single use tools should be discarded
	+ Clean pedicure spa according to [recommended cleaning and disinfection procedures](https://www.epa.gov/pesticides/recommended-cleaning-and-disinfection-procedures-foot-spa-basins-salons).
	+ Ensure staff have adequate time to clean and disinfect work station or pedicure chairs between clients
* Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment when cleaning
	+ Obtain feedback from employee about salon protocols and revise accordingly.
	+ Practice good hygiene after cleaning
		- Wash hands with soap and warm water for at least 20 seconds
		- If soap and water not available, use hand sanitizer (at least 60% alcohol)
			* Additional key times to clean hands include:
* After blowing one’s nose, coughing, or sneezing
* After using the restroom
* Before eating or preparing food
* After contact with animals or pets
* Before and after providing routine care for another person who needs assistance (e.g. a child)

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* **Safety guidelines**
	+ Wear disposable gloves when cleaning and disinfecting. Discard gloves after each use.
	+ Wear eye protection to prevent potential splash
	+ Use less toxic cleaning products
	+ Store cleaning products in a safe place.

How to clean and disinfect

**Hard (Non-porous) Surfaces**

* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
* For disinfection, most common EPA-registered household disinfectants should be effective.
* A list of products that are EPA-approved for use against the virus that causes COVID-19 is available . Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, and safe handling
* If less hazardous disinfectant products are not available, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
	+ Prepare a bleach solution by mixing:
		- 5 tablespoons (1/3 cup) bleach per gallon of water or
		- 4 teaspoons bleach per quart of water

**Soft (Porous) Surfaces such as carpeted floor, rugs, drapes, clothes, and towels**

* Remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
* If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
* If laundering is not possible, use EPA-approved products that are suitable for porous surfaces

**Electronics**

* For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
* Follow the manufacturer’s instructions for all cleaning and disinfection products.
* Consider use of wipeable covers for electronics.
* If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

**Linens, Clothing, and Other Items That Go in the Laundry**

* In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
* Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
* Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

**ENHANCED CLEANING AND DISINFECTION AFTER A NOTIFICATION OF PERSONS SUSPECTED/CONFIRMED TO HAVE COVID-19 HAVE BEEN IN THE SALON**

* Temporarily close the salon and wait 24 hours or as long as practical before beginning cleaning and disinfection.
* Cleaning staff should follow the [enhanced cleaning and disinfection for prevention protocol](https://www.healthysalonsproject.org/cleaning-disinfection)
* Open doors and windows to the outside to increase air circulation
* Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
* Wear personal protective equipment such as gloves, safety glasses during cleaning and disinfection.

**Resources**

[CDC resources for businesses and workplaces](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

[CDC Cleaning and disinfection for community facilities](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

[CDC Guidance for cleaning and disinfecting: public spaces, workplaces, businesses, schools, and homes](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

[U.S. EPA List of Disinfectants for use against COVID-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[EPA safer choice](https://www.epa.gov/saferchoice)

[EPA Design for the Environment Logo for Antimicrobial Pesticide Products](https://www.epa.gov/pesticide-labels/design-environment-logo-antimicrobial-pesticide-products)

[General Business Frequently Asked Questions](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

[Safer cleaning, sanitizing and disinfecting strategies factsheet](https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf)

[Safer disinfectants on EPA’s List of recommended antimicrobial products for use against novel human corona virus](https://osha.washington.edu/sites/default/files/documents/Updated%20Safer%20Disinfectants%20List_March%2026%2C%202020.pdf)