



## **Salon and Spa and Barbershop Reopening Plan**

### **Purpose:**

The Salon & Spa Professionals of New York State have created minimum industry guidelines and protocols for Salon and Spa Professionals to safely resume business operations. The industry, all of whom are licensed by NYS to perform their professional services and, as part of their licensing requirements, have completed health & safety requirements as part of their curriculum, is committed to the safety of salon professionals and customers in light of the COVID-19 pandemic and believe that these steps will ensure there is a low risk of workplace or customer infection spread. These guidelines are intended for business owners to incorporate into their own re-opening plans.

The salon and spa industry are unique, as it provides intimate services to customers making 'social distancing' a challenge. However, more than ever consumers are seeking normalcy in their lives and one of the first things that comes to mind are services such as haircuts and hair maintenance.

As the Governor deems regions to be safe for re-opening, we believe that the following protocols for each function of our industry, in addition to already established NYS health and safety protocols, will ensure the safety of our customers and workers while responding to consumer demand.

### **Safety Protocols:**

#### **Employees:**

1. Salon, Spa, Barbershop employees and contractors must wear facial covering at all times;
2. Any Personal Protective Equipment (PPE) used must be changed after each shift;
3. Hands must be washed between every client;
4. Employee breaks should be staggered to the best of a salon/spa/barbershop's ability;
5. Employee break rooms must be disinfected periodically throughout the day;
6. Any employee/contractor who is not feeling well or showing signs of illness shall not come to work;
7. If employee or a member of their household has COVID-19 they must notify the designated contact person at the Salon, Spa or Barbershop and take CDC precautions;
8. Should an employee contract COVID-19, proper policies and procedures must be adhered to regarding quarantine and return to work upon testing negative;
9. If an employee is confirmed to have the coronavirus infection, employers should inform fellow employees of their possible exposure to the coronavirus in the workplace but maintain confidentiality. Employees exposed to a co-worker with confirmed coronavirus should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

**Clients:**

1. All clients must wear facial covering at all times; if cutting/coloring around the ear, client may undo mask strap but will hold the mask in place.
2. All services must be by appointment only, no walk-ins.
3. One client per appointment unless medically necessary or if a child is receiving the service;
4. Stagger appointments so that waiting areas have minimal congestion and gives adequate time to properly clean and disinfect in between customers.
5. Decline services for any client that exhibits signs of illness. Clients to confirm prior to appointment that they are not ill and have not had symptoms.

**Reception Area:**

- Implement social distancing standards so any waiting clients are at least 6' apart.
- Disinfect reception counter, door handles, phones and writing implements at the beginning of the day and every 1-2 hours, based on traffic.
- Wipe down all soft surfaces (couches, chairs) with water and a clean towel;
- Clean and disinfect all hard, non-porous surfaces such as reception counter, computer keyboard, phones, door handles, light switches and point of sale equipment;
- Discard old magazines and other non-essential items in the waiting area that cannot be disinfected;
- Provide a hand sanitizer station for clients;
- Eliminate self-serve coffee, water and/or candy jars;
- Place signage in window to notify clients of your diligence in practicing proper infection control;
- Notice on door reminding clients that a face mask is required upon entering salon/spa.

**Retail Area:**

- Clean and disinfect all shelving, glass and display cases;
- Keep product containers clean and unopened;
- Eliminate any product testers.

### **Hair Stylist/Barber Workstations:**

- Maintain at least 6' distance between each station in use or provide a barrier in between.
- Clean and disinfect all non-porous implements used in services, in accordance to NYS regulations (immersion, spray or wipe);
- Store properly disinfected implements in closed, containers that have also been disinfected;
- Clean and disinfect all electrical implements used in services, in accordance to NYS regulations;
- Clean and disinfect chairs and headrests;
- Consider barrier methods on chairs such as disposable paper drapes or towels that can be laundered after each client;
- Clean and disinfect station, rolling carts, drawers and any containers used for storage;
- Ensure that single use (porous items) are new.

### **Shampoo Bowls:**

- Clean all bowls, handles, hoses, spray nozzles and shampoo chairs;
- Disinfect all bowls, handles, hoses, spray nozzles and shampoo chairs observing full contact time with a properly concentrated disinfectant or wipe

### **Manicures/Pedicures:**

#### **Manicures:**

- Maintain at least 6' distance between each station in use or provide a barrier in between.
- All items on a nail station must either be new, never used or cleaned and disinfected (stored in a closed container until ready to use);
- Client and nail provider must wash hands with soap before services are rendered;
- All hand/foot nail drying tables must be cleaned and disinfected after each client or barrier method used.

#### **Pedicures:**

- Maintain at least 6' distance between each station in use or provide a barrier in between.
- Remove all parts that can be removed from bowl;
- Clean and disinfect removed parts by immersing for full contact time in properly diluted disinfectant;
- Scrub bowl with soap/water or detergent and rinse with clean water;

- Disinfect the bowl;
- If your bowl has jets, turn on and let disinfectant solution circulate for 10 full minutes;
- If your bowl does not have jets, simply let it sit for the full ten minutes;
- Empty water after 10 minutes is complete and allow to air dry;
- Ensure all multi use materials that may have been contaminated by improper removal prior to closure are replaced – such as lotions, scrubs;
- Ensure that all single use materials are new – such as files, pumice and buffers.

### **Spa Treatments:**

#### Treatment Rooms:

- Clean and disinfect treatment tables between each client;
- Clean and disinfect all appliances used between each client;
- Ensure that all products to be used have not been contaminated by improper removal of product prior to closure;
- Ensure all single use items are new;
- Empty wax pots, completely clean and disinfect – refill with new wax;
- Ensure that multi-use product containers have adequate single use applicators available to safely remove product without contaminating remaining product.

### **Restrooms:**

- Clean and disinfect all surfaces periodically throughout the day depending on traffic;
- Replace any soft goods (toilet paper, paper towels);
- Place a trash container near door;
- Remove any products that do not belong in the restroom – nothing should be stored in a restroom.

### **Laundry:**

- Any linens that may have be left in the salon (clean or dirty) prior to the closure, should be washed in accordance with NYS regulations;
- If no rules exist about laundry, wash on hot with detergent and dry until “hot to the touch”;
- Launder all towels/capes (porous) or disinfect (non-porous) after a single use;
- All linens should be stored in closed, covered cabinets until used.

## **Cleaning and Disinfectants:**

Salons, Spas and Barbershops must adhere to NYS DOH health and safety recommendations/guidance at all times. Upon safe-reopening, salons, spas and barbershops should follow the following ongoing procedures for the protection of professionals and clients.

- Clean item or surface: Cleaning is intended to prepare the item or surface so that disinfectant can make full contact with the material and be effective against all pathogens listed on the label:
  - Disinfectant must be EPA-registered and labeled as bactericidal, viricidal and fungicidal;
  - Disinfectant for immersion must be made fresh daily and replaced if it becomes contaminated sooner.
- All implements (non-porous) being used on more than 1 client, must be cleaned and disinfected for the full contact time on the disinfectant label before being used;
- Stations, chairs, rolling carts and any other storage containers must be disinfected daily;
- Observe full contact time on manufacturers label:
  - This means that implement or surface must stay visibly wet for full contact time listed.
- Immersed items should be removed at the end of contact time, rinsed and dried with a paper towel or clean, freshly laundered towel.

## **Electrical Implements:**

1. Clean implement with wipe or spray and remove any debris, such as hair;
2. Use an EPA-registered bactericidal, viricidal and fungicidal spray, foam or wipe to disinfect implement for full contact time listed on the manufacturers label;
3. When contact time is complete, dry with paper towel or clean, freshly laundered towel.

It is important to note that the above guidelines and best practices, taken from several industry resources, these minimum guidelines may go above and beyond normal NYS health and safety standards, but those standards must still be met as required to maintain your operating license.

It is also important to note that your local municipality (county, city, town or village) is responsible for enforcement of any and all state mandates related to COVID-19. They may have their own, additional, policies and protocols as well. It is important, and your responsibility, to be as informed as possible.