

# RETURNING TO WORK CHECKLIST FOR ESTABLISHMENTS

## PRIOR TO REOPENING

The Board of Barbering and Cosmetology recommends establishment owners complete all items in this section of the checklist prior to reopening to help prevent the spread of any virus and ensure the safety of consumers and licensees. These recommendations should be used in conjunction with the Board's current health and safety regulations. The Board highly recommends that establishments maintain records of all appointments including your clients name and phone number.

1. Clean all non-porous surfaces and furniture. This includes floors, baseboards, walls, windows, cabinets, reception counter, etc.
2. Wipe down all soft surfaces (chairs, couches, styling chairs, and treatment tables) with water and a clean towel.
3. Clean and disinfect all non-porous items (such as telephones, keyboards, pens, door knobs).
4. Clean and disinfect all shelves and display cases. Dispose of any open product testers.
5. Clean and disinfect all product containers.
6. Clean and disinfect all individual work stations. This includes: any rolling cart, tray, or surface where tools are stored during a service.
7. Clean and disinfect all parts of the shampoo bowls (spray nozzles, handles, hoses).
8. Clean and disinfect all non-electrical tools that will be used in a service, even if it was done prior to closing the establishment. Read the manufacturer's instructions for the correct mixing ratio and contact time.
9. Throw away any used items that cannot be disinfected. This includes, but is not limited to, emery boards, nail buffers, facial sponges, wax sticks, etc. These should be NEW for every client.
10. Verify clean and dirty tools are stored in properly labeled containers.
11. Clean all equipment (facial steamers, nail dryers, hair dryers, etc.) and use EPA-registered disinfectant wipes, if possible.
12. Clean and disinfect restrooms. This includes: sinks, toilets, door knobs, hand air dryers, paper towel holders, soap dispensers, etc.
13. Replace all disposable restroom items (toilet paper, paper towels) with new ones.
14. Place a trash container near the restroom door.
15. Place hand sanitizer in the restroom.
16. Wash any linens (clean or dirty) that have been in the establishment.
17. Wash or disinfect all capes.
18. Store all clean linens in a clean, covered place.
19. Disinfect all pedicure bowls following the required procedures, even if they were disinfected prior to closing the establishment.
20. Store soiled towels, robes, gowns, smocks, linens and sheets in a closed container.
21. Dispose of all waste, hair clippings, or refuse.
22. Cover all headrests and/or treatment tables with a clean towel, sheet, or paper for each client.

## ONGOING SAFETY CONSIDERATIONS

- 23. Ensure everyone who works in the establishment washes their hands or uses an equally effective alcohol-based product before providing a service to each client. Consider asking clients to wash their hands once entering the establishment.
- 24. Ensure everyone who works in the establishment washes their hands properly and often. Wash hands after eating, using the restroom, blowing your nose, smoking, completing a transaction, and completing a service.
- 25. Consider wearing face masks and gloves during all services. Remember to change gloves between each client. If available, consider wearing face shields. Avoid up-close, direct face-to-face contact with clients as much as possible.
- 26. Offer masks to clients and have hand sanitizer available at stations and the reception counter.
- 27. Limit the number of people in the establishment. Stagger appointments to minimize the number of clients in the waiting area. Advise clients to wait outside or in their vehicle until the licensee calls/texts that they are ready for them to enter. Be flexible with work schedules and salon hours.
- 28. Consider rearranging the establishment layout so there is 6-feet between stations. Consider installing divider shields between stations.
- 29. Consider barrier methods on chairs such as disposable paper, plastic covers that can be disinfected, or towels that can be laundered after each client.
- 30. Consider implementing contactless or online payment systems. If you must handle cash, a card, or keypad, wash hands immediately.
- 31. Consider having a supply of stylus pens, so clients do not touch the credit card reader. Disinfect the stylus pens after each use.
- 32. Remove all magazines and paper reading products from the reception area. Remove drinks, candy, decorations, and other non-essential items.
- 33. Disinfect high contact surfaces/items daily (telephones, door knobs, reception counter, etc.).
- 34. Communicate with your clients. Advise them of additional safety precautions you have taken and share new policies or procedures you are implementing.
- 35. Remind everyone who works in the establishment and clients to stay at home if they are sick or not feeling well.

### **DISINFECTION PROCEDURES FOR NON-ELECTRICAL TOOLS**

*Title 16, Division 9 of the California Code of Regulations 979(a)*

1. Remove all visible debris.
2. Clean with soap or detergent and water.
3. Completely dry tool with a new, clean paper towel.
4. Totally immerse in an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity (used according to the manufacturer's instructions).
5. Use gloves or tongs when removing tools from the disinfectant.

### **DISINFECTION PROCEDURES FOR SHEARS**

*Title 16, Division 9 of the California Code of Regulations 979(f)*

1. Remove all visible debris.
2. Clean with soap or detergent and water.
3. Spray or wipe the shear with an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity (used according to manufacturer's instructions).

### **PROPER HANDWASHING STEPS**

*Recommendations from the Centers for Disease Control and Prevention (CDC)*

1. Wet your hands with running water and apply soap.
2. Lather your hands by rubbing them together.
3. Scrub all surfaces of your hands including the palms, backs, fingers, between your fingers, and under your nails for **at least 20 seconds**.
4. Rinse your hands under running water.
5. Dry your hands using a clean towel or air dryer.