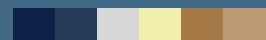


COVID-19 TOOLKIT

Hair Salons and Barbershops



This toolkit provides guidance for hair salons and barbershops to support safety for employees and customers.



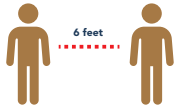
This toolkit includes:

1. COVID-19 Prevention Practices
2. Physical Distancing Requirements
3. Infection Control
4. Protecting Employees
5. Protecting Customers
6. Resources to communicate
with your employees and customers.

These protocols are mandates.

**To prevent the spread
of COVID-19 through
hair salons and barbershops,
here's what you need to
know and do:**

1. COVID-19 Prevention Practices



Physical distancing of at least 6 feet



Use of face coverings by employees and customers



Frequent handwashing and regular cleaning




Employee training on COVID-19 protocols



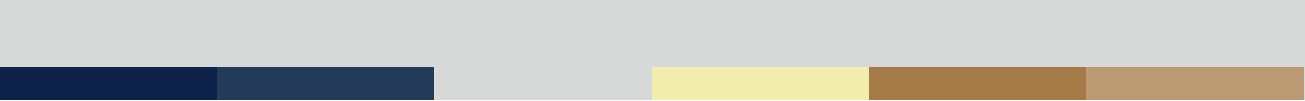
2. Physical Distancing Requirements

- Services may only be provided in outdoor areas as permitted by the California Board of Barbering and Cosmetology and local zoning or other laws. Outdoor facilities must have same airflow as the outdoors and cannot be enclosed or partially enclosed on more than one side.
- Establish an outdoor reception area where customers can check in while following physical distancing of at least 6 feet.
- Ensure physical distancing of six feet between and among workers and customers, except while providing haircutting/styling services.
- Workstations must be separated by at least six feet. Use barriers, such as plexiglass, at reception desks, workstations, or other areas where physical distancing cannot be maintained.
- Employees may access indoor areas of the establishment to use the restroom, take breaks, sanitize equipment, or conduct essential business. Patrons may not enter the establishment at any time.

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- Stagger appointments and use virtual check-in technology wherever possible. No walk-in appointments are available and customers are encouraged to wait outside or in their cars.
 - Break rooms and common areas are configured to ensure physical distancing.
 - View all physical distancing requirements by visiting the [Hair Salon and Barbershops Protocols](#).


3. Infection Control

- Symptom checks are conducted upon arrival, including a check-in concerning cough, shortness of breath, difficulty breathing, and fever or chills. This can be done in-person upon arrival, via online check-in systems, or through signage stating that visitors with these symptoms may not enter the premises.
- Reschedule appointments at least 14 days in the future for any customers exhibiting or reporting symptoms or exposure.
- All appliances, tools, and workstations are cleaned and disinfected between each customer. Paper covers that can be disposed of or clean towels and sheets that can be cleaned between each customer should be used.
- The entire area must be cleaned and disinfected at least daily and an employee per shift must be designated to oversee a cleaning and disinfecting plan for high traffic areas, common areas, and frequently touched surfaces and objects.
- Single use items are used once and immediately thrown away. “Test” and “sample” products must be removed and discarded.
- Dirty linens are placed in a closed container and not used again until properly laundered. Workers who handle dirty laundry wear gloves.

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- Contactless payment systems are in place or, if not feasible, systems are sanitized after each use by a different person. Customers should pay with exact cash payment or check.
 - Employee restrooms and handwashing facilities are kept stocked with soap, paper towels, and toilet paper and sanitized regularly. Hands-free equipment is installed wherever feasible.
 - View additional infection control protocols by visiting the [Hair Salon and Barbershops Protocols](#).

4. Protecting Employees

- All employees are told not to come to work if they are sick or if they are exposed to a person who has COVID-19.
- Screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, and fever or chills and if the employee has had contact with a known COVID-19 case in the last 14 days. These checks can be done remotely or in person upon employee's arrival. A temperature check should be done at the site if feasible.
- All employees who interact with the public or other employees must wear cloth face coverings. Employees must use face shields in addition to face coverings when providing services that require the removal of the customer's face covering. Personal Care Services that cannot be provided with face coverings on both the worker and customer or that require touching the customer's face are not permitted until those services are allowed to resume.
- Each employee is assigned their own tools, equipment, work supplies and defined workspace to eliminate or minimize the sharing of held items.

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- Ensure hand hygiene practices including allowing employees time to wash their hands, the use of hand sanitizer, and proper glove use.
 - Shift schedules and breaks are staggered to maximize physical distancing.
 - Establishment must comply with Cal/OSHA standards for electrical safety and heat illness prevention for outdoor workers, including having a prevention plan with written procedures that includes access to water, shade, cool down breaks, employee monitoring, and training.
 - Employees working outdoors are encouraged to use sunblock regularly during their shift.
 - View additional employee protection protocols by visiting the [Hair Salon and Barbershops Protocols](#).

5. Protecting Customers

- Customers are not allowed to enter the salon at any time.
- Contact customers before scheduled visits to advise them on required use of a face covering, to come to their appointment with freshly cleaned hair, and not to bring children or others to the appointment. For children's appointments, a parent/guardian is allowed to wait with a cloth face covering.
- Workers do not see multiple clients at once. Services for one customer are completed before a new customer is seen by the same worker.
- Customers are required to wear face coverings at all times, except when it must be removed for services involving that part of the face.
- Workstations are disinfected between each customer and a new smock or cape is provided for each customer.
- Cashless transactions or exact cash payments are encouraged.
- Posted signage notifies customers they will be screened for symptoms, asked to wash hands or use sanitizer upon arrival, asked to stay home if they are ill, and required to wear a face covering. Online outlets provide clear information about policies and protocols.
- View additional customer protection protocols by visiting the [Hair Salon and Barbershops Protocols](#).



6. Resources to communicate with your staff and customers

Click on the link to find Guidances that must be followed:

Reopening Protocol for Hair Salons and Barbershops

(must be posted at all public entrances)

Workplace Managers Guidance

Responding to COVID-19 in the Workplace Guidance

Cleaning and Disinfection Matrix

Posters

Notice to Customers Poster

Physical Distancing Poster

Cloth Face Covering Poster

Stay Away if Sick Poster



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