



Hair Salons and Barber Shops

COVID-19 Prevention Checklist

In a hair salon and barber shop, staff and clients are in close contact when colouring, cutting, or styling hair. This is a summary checklist of required measures to reduce the spread of COVID-19 while providing services. Review the **KFL&A Public Health COVID-19 Guidelines for Personal Service Settings** for more information on how to keep your employees and clients safe. Please note that the requirements under the **Ontario Personal Service Settings Regulation 136/18** still apply.

Staff health and screening

- Staff are advised to report illness to their supervisor or manager and to stay home if sick.
- Staff are screened with the **COVID-19 Patient Screening Guidance Document** (PDF) from the Ministry of Health 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. **COVID-19 How to Self-Isolate** (PDF). Staff are advised to call Telehealth Ontario or their health care provider for guidance to get tested.
- Staff are trained on the proper use of personal protective equipment (PPE), including putting on and taking off gloves, masks or face coverings, face shields or goggles, and gowns, if worn.
- Staff are required to use a mask or face covering when providing services. Masks should be used properly and cleaned or discarded appropriately. Masks should be changed when they become damp or soiled.
- Personal protective equipment such as gloves, masks, and eye protection (face shield or goggles) are always available on-site for staff to use as needed. Operators are required to provide and ensure there is adequate PPE for staff.
- Re-usable face shields or goggles are to be cleaned and disinfected between each use.
- Staff are trained on proper hand hygiene techniques and respiratory etiquette. **Cover Your Coughs and Sneezes** (PDF)

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.
STOP - Do not enter (PDF)
- Clients with **COVID-19 symptoms** 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.
Correct Hand Washing Procedures (PDF)
Cover Your Coughs and Sneezes (PDF)
- Floor stickers and physical distancing signage are available in high visibility areas to remind clients to keep 2 metres (6 feet) apart from others at all times.
Keep 2 metres away from others (PDF)

Client Screening

- Clients must answer screening questions about COVID-19 symptoms and exposure before they come in

Number of people in the premises

- The number of staff and clients is restricted to ensure ease of movement and to maintain 2 metres (6 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.

Scheduling appointments

- Clients are required to use a mask or face covering for the duration of their appointments. No personal care services that require the removal of a mask or face covering may be provided.
- Consider restricting walk-ins by scheduling client appointments by phone or online. Walk-in clients should be asked to call from outside the premises to make an appointment and should be screened as per screening guidance.
- Waiting areas inside your business should be closed and not available to the public. 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. Clients are not permitted to bring guests, including children, unless they also have an appointment.
- It is recommended that records of staff and client contact information (e.g., full name, telephone, or e-mail), 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.

Workstations

- Workstations and equipment in use are 2 metres (6 feet) apart or equipped with barriers or dividers 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, decor, and other unnecessary items are removed.
- Workstations have their own products and tools and are not shared between staff.

Providing services

- A mask or face covering is always worn by staff and clients. Premises may provide disposable masks for clients who have not brought their own or offer masks or face coverings for purchase.
- Clients may remove their mask when receiving services on the face, if required for the service to be performed.
- Staff should wear a face shield or goggles if services are being provided to the face and the client is unmasked.
- Face-to-face contact with clients is limited as much as possible.
- Hair dryers can only be used if all clients and staff in the business are wearing a mask. Try to limit use of the hair dryer, especially near the face.
- Client food or beverages are not permitted.
- Clean towels are used to remove cut hair. Brushes are not permitted.
- Credit, debit, or e-transfers with no signature transactions are preferred. Barriers or dividers are used when the 2 metre (6 feet) distance cannot be maintained. ABHR is used before and after each cash transaction.

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.

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 or disinfection wipes are only used for surfaces and used according to the manufacturer's instructions.
- Barriers and dividers must be protective and stable enough to be easily cleaned and disinfected.
- Disposable covers are discarded immediately after use. Chairs, headrests, and armrests must be cleaned and disinfected between clients.
- Frequent and thorough environmental cleaning and disinfection is maintained. High touch surfaces such as phones, computers, pens, cash registers, credit card machines, and door handles should be cleaned and disinfected twice daily or more often as necessary.
- 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.

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 kflaph.ca/Coronavirus.

This resource was adapted from Toronto Public Health.