

# Public Health Guidance for Personal Services

Salons | Barbershops | Tattoo Parlors | Spas



## Conduct Risk Assessment

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

Establish policies and procedures for social distancing. Consider the following:

- Staff work spaces must be assessed and reconfigured so staff in the building can socially distance and limit working together in confined areas.
- Spread out appointments between all patrons so there is no waiting or limited number of people in waiting areas. Waiting areas should be reconfigured to accommodate at least six feet between patrons.



## Engineering & Environmental Controls

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors by:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking or hugging – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as tools, implements, countertops, treatment rooms, chairs, hair washing stations, reception areas, styling stations, pedicure bowls, and restrooms. Wipe down workstations between all patrons. Provide disposable wipes to employees for ease of disinfecting areas.



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# Public Health Guidance for Personal Services

(continued)



## Engineering & Environmental Controls (continued)

**Improve engineering controls and perform routine environmental cleaning.**

**Consider the following:**

- Perform routine environmental cleaning and disinfection.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Eliminate all magazines, book, newspapers, menus or other unnecessary papers or unnecessary objects that patrons frequently touch.
  - Avoid the use of cash, when possible. Credit/debit transactions preferred, using card swiping or chip insertion with no signature. Wipe credit/debit transaction pad between uses of each patron.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.



## Administrative Controls

**Establish administrative controls while employees and visitors are onsite.**

**Consider the following:**

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace
  - Implement daily health and temperature screening for employees upon arriving to work.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

# Public Health Guidance for Personal Services

(continued)



## Administrative Controls (continued)

**Establish administrative controls while employees and visitors are onsite.**

**Consider the following:**

- Assess essential functions and the reliance that the community have on your services/products.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Do not accept sick patrons. Have them reschedule. Send policy reminders through text or phone.



## Personal Protective Equipment (PPE)

**Require the appropriate type of PPE for employees and customers.**

**Consider the following:**

- Provide gloves, face shields and protective washable gowns for procedures that require touching of patrons faces or neck areas (such as massages or spa treatments).
- Provide cloth masks to all employees. Consider distributing face shields and gloves to employees, if needed
- Provide hand sanitizer and disinfectant wipes at multiple locations throughout the building (e.g. meeting areas, reception areas, and common spaces).
- Follow all OSHA applicable regulations.
- Follow CDC guidelines for cloth and surgical masks or fabric coverings.
- Consider requiring customers to wear cloth face coverings upon entry. Keep in mind some customers may not be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory behavior from staff or customers.



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