



**Business
Support**
COVID-19

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BEAUTY SALON CHECKLIST



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This checklist is a quick guide to support Beauty Salons reopening during Covid- 19. There may be other controls necessary for you to implement in your business so it is important that you prepare a COVID-19 risk assessment to help you decide which actions you need to take just as you would for other health and safety matters. You should involve your staff in the risk assessment and ensure it is specific to your premises.

Physical Distancing/ Movement of your Customers

Maintain a 2m distance from customer to customer, between customer and staff and between staff to other staff. You should consider and set out the mitigations you will introduce in your risk assessments.

Any waiting areas should be closed or arranged so that it is possible to keep a minimum of 2m distance if space is available. Also consider social distancing in corridors and staircases.

Discard magazines, toys and other non-essential items in the waiting areas.

Stagger or extend opening and appointment times so that waiting areas have minimal congestion and to enable adequate distancing between workstations. This allows time to properly clean and disinfect between customer visits.

Encourage customers to attend their appointments alone.

'A service may be provided only to a client who has booked an appointment in advance online or by post, telephone, or text'.

You must implement an appointment system, as this allows you to control the number of customers in your premises at one time. If a customer/ employee/ anyone in the household are displaying symptoms of Covid-19 they should not be on the premises. See section on Other methods of reducing transmission for symptoms.

Where the social distancing guidelines cannot be followed in full, in relation to a particular treatment, businesses should consider whether that treatment needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Keep the activity time involved as short as possible.

Use screens or barriers to separate clients from one another e.g. at nail stations. A screen will not be required between the practitioner and client when the practitioner is wearing a visor and a Type 11 face mask. Goggles may be used as an alternative to a clear visor when worn with a Type 11 face mask.

Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.

Use a consistent pairing system, defined as fixing which workers work together, if workers have to be in close proximity.

If people must work face-to-face for a sustained period of time with more than a small group of fixed partners, you need to assess whether the activity can safely go ahead.

Services which require workers to be within the 'highest zone of risk' of clients (defined as the area in front of the face where splashes and droplets from the nose and mouth, that may not be visible, can be present and pose a hazard from the client to the practitioner and vice versa), for the entire duration or the majority of the time the service is being provided, should not be resumed unless they can be adapted in line with guidance to make them safe (for example, by moving out of the highest risk zone and wearing a visor and a Type 11 face mask).

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Hygiene

Employees must wash their hands thoroughly before and after each customer service, in addition to other general hand washing duties/times. In addition, hand sanitiser should be available. Place a hand sanitiser at the entrance for clients to use when entering and exiting the hairdresser salon.

Sanitise any reusable equipment including client chairs, treatment beds, and equipment, such as nails lamps, used after each appointment, and at the start and end of shifts.

Increased cleaning of high frequency contact surfaces such as handles, handrails, light switches, tables, and computers.

Laundry such as towels and blankets should be washed on a hot temperature following each usage. If using washable blankets, they should only be used once, with disposable couch roll over the top of the blankets. The use of disposable towels should be considered.

Remove miscellaneous items from the treatment room that is not required for the treatment. This will make the regular cleaning much easier and quicker.

Use gloves where possible to reduce contact.

Encourage the use of contactless payment rather than cash.

Encourage the use of Disposable equipment where possible e.g. - disposable nail files, disposable wands. Avoid double dipping into wax pot.

Equipment that is not disposable should be sanitised in between each client and at the start and end of shifts.

Not allowing food or drink to be consumed in the salon by clients other than water in disposable cups or bottles.

Ensure equipment that is non-autoclavable (e.g. electrolysis & semi-permanent make up machine) are disinfected between uses. Refer to manufacturer's instructions for disinfectant contact times.

Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

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Other methods of reducing transmission

Reduce the volume of background music to prevent shouting.

Ensure contractors visiting the site are not in contact with staff or customers. Best to carry out maintenance outside operational hours.

Increase the existing ventilation rate and keep doors and windows open if possible.

The opening up of the economy following the Covid-19 outbreak is being supported by Public Health Agency's Test, Trace and Protect service. You should assist this service by keeping a temporary record of your clients and visitors for 21 days, in a way that is manageable for your business, and assist the Test Trace and Protect service with requests for that data if needed.

In areas where a 2m distance cannot be maintained, use screens to create a physical barrier between people, for example at till points and in between each workstation. There may be certain treatments where you can use a moveable screen to create a barrier to the facial area e.g. lower body treatments or nails.

Any customer that exhibits signs of illness should make the salon aware of this before they attend their appointment. If a customer is showing any symptoms/ signs of illness they will be asked not to attend their appointment. This also applies to if anyone in his/her family household has been ill or is displaying symptoms of illness. This is also equally as important for employees. Employees must not attend work if the above applies.

Symptoms include:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature), or;
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;
- anosmia - the loss or a change in your normal sense of smell (it can also affect your sense of taste)

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Customer and Staff support

If social distancing or physical separation is not possible when providing close contact services, Personal Protective Equipment (PPE) in the form of a visor and a Type 11 face mask will be required to mitigate the risk. Goggles may be used as an alternative to a clear visor when worn with a Type 11 face mask.

Display COVID signage in the salon to inform staff and customers of the salons practices for preventing the transmission of Covid 19.

Provide additional training for employees on your Covid 19 control measures.

Stagger staff break times to ensure 2 metre distance is maintained between staff.

Give your customers reassurance, acknowledge and be aware of customer's apprehension.

Freelancer/ Mobile Beauty Therapist

When visiting a client in their own home, the same rigorous hygiene regime applies with regards to personal hygiene, equipment, towels, and gowns.

Contact the client prior to the appointment to ensure that they or anybody else in their household has been ill or exhibiting signs/symptoms.

Request that during your visit, there are no other members of the family, children or animals in the same room as you and your client whilst carrying out the service.

For mobile operators, in the absence of handwashing facilities, you must use hand sanitiser.

Consider taking payment in advance of the appointment.

Health and Safety

Carry out a risk assessment of the risks posed by COVID-19 in your workplace.

Check that everything in your salon or barbershop is in good working order, including:

- Water systems ([find out about legionella risks in the workplace](#))
- Heating and ventilation systems
- Electricity and gas supplies

Note

At the time of the issue of this re-opening checklist, the guidance on Social Distancing remains at 2 metres, however this may be subject to potential change in Government regulation.

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Useful Links

Keeping workers and clients safe during COVID 19 in close contact services

www.economy-ni.gov.uk/sites/default/files/publications/economy/keeping-workers-clients-safe-during-covid-19.pdf

Help with signage can be downloaded from

www.armaghbanbridgecraigavon.gov.uk/business-information-advice-faqs/#healthprotectionsafetyadvice

A template risk assessment for COVID-19 available from the HSENI website

www.hseni.gov.uk/publications/example-covid-19-risk-assessment-template

It is advised to regularly check NI Business info website, for the latest information

www.nibusinessinfo.co.uk