**Re-opening Checklists: Covid-19**

**For All Hairstylists and Barbers**

**In order to ensure the safety of our members and the public, along with the Chief Medical Health Officer Dr. Morrison and the PEI Hairdressers' Associaition we are providing you with the REQUIRED protocols and recommendations to re-open.**

**Social Distancing**

* You will need to space out your stylist chairs and waiting room chairs to be 2m/6ft apart. This will give you an idea how many can work within that space
* For spaces that you cannot socially distance from another co-worker then you need to make different teams. This allows you to make sure there are less people in the space and follow the 2m/6ft apart.
* If shifting teams – best to organize it so that no one is on both teams (just in case a team member gets sick has to quarantine)
* No handshakes. No hugs. No high-fives. For now.
* Only clients allowed at this time (no guests, spouses, clients, etc. – with the only exception being a child client accompanied by parent)
* Clients are to remain at your station unless directed by you to move. We do not want clients to be browsing
* Dispensary protocols for physical distancing. (ie: colour bar area)

**Bookings**

* For now, do not double book. ONE client at a time. You could have your next client waiting in their vehicle and message to come in when you are ready. This could eliminate clients in the waiting room.
* Walk-ins will need a number system and should then wait in their vehicle.
* If your business has more walk-ins, you will need to keep track of all your appointments with name, number, and date. This is in case you develop Covid-19 and you need to report to the Chief Medical Health Officer on who your contacts have been (for tracing purposes).

**Cleaning and Sanitation**

* Sanitize chairs in-between customers
* Sanitize waiting room chairs after each client (remove all magazines, books, toys, tables etc.)
* Sanitize brushes and combs in-between customers.
* Sanitize all your tools after each client. Tools should not be shared between employees.
* Neck brushes are not to be used; a hair dryer is an alternative
* Wash your hands before and after each client, in addition to other general hand washing times.
* Launder all capes in-between customers.
* Sanitize all clips in-between customers.
* Sanitize blow-dryers, flat irons, curling irons in-between each client.

**Personal Protective Equipment**

* Wearing a non-medical mask and/or a shield will be required by all employees.
* Employees should use one time use gloves
* Soiled laundry: use gloves and remove or wash your hands directly after sorting and putting in washer before continuing to next task.

**Facility**

* Clients are not to touch retail products, they are to ask for assistance. Signs should be posted stating this.
* Provide hand sanitizer at the front entrance and throughout the workplace. Direct clients to sanitize their hands when entering and leaving.
* Make sure your restrooms have disposable towels or one towel for each person- no shared towels
* Break room to be sanitize after every use – schedule breaks and lunches at different times
* Cash transactions discouraged.

**Management of Illness and Symptoms**

* No service should be performed on symptomatic clients. Clients should reschedule if they have symptoms.
* Employees should not attend work if they have symptoms suggestive of Covid-19. Employees must follow the Chief Medical Health Officer Dr. Morrison’s recommendations and guidelines.
* Employees whose family has symptoms or are infected must follow the Chief Medical Health Officer Dr. Morrison’s recommendations and guidelines.
* You are to report any symptoms to your employer as soon as possible. Self-Isolate and call 811 for further instructions

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**Suggestions/Recommendations:**

* **Do you need to open on Mondays and/or Sundays?**
* You may want to shorten up your work week at the beginning.
* **Will you need to open earlier or stay later, or both?**
* It is a suggestion to offer a time/day for family haircuts to come in or a time/day for seniors
* Maybe have your clients come with their hair pre-shampooed and/or leave with no styling etc. will shorten the time in the salon.
* Assign a runner to retrieve retail products for the client-so clients are not touching products- just you or the assigned person
* In a situation like the reception desk, you could have a plastic or glass screen between the client and the receptionist
* Client could prepay their service before arrival or before departure by E-transfer, or call in with credit card etc.
* Your business will need a deep clean prior to opening
* Spray front of uniform after each client or carrying dirty laundry – Biotext or any medical grade spray
* It would be good to have as much as possible of disposable items

When doing your linens with bleach wash in cold water and make sure the bleach is a disinfecting bleach (read the label on the back).

**Connect with staff about any new or highly prioritized sanitation policies. Consumer confidence will be important during this time, and it will be vital that clients see us sanitizing. Suggestions/Recommendations:**

* More frequent sanitation of restrooms.
* Sanitize entryway doors into salon.
* Removing all chairs in the waiting room and having no waiting room might be more beneficial.
* Washing all smocks in-between customers/or using a medical grade spray ie: Biotext Spray
* Front desk: assign phones to staff members – no sharing.
* Could even purchase some additional tools that will come in handy.
* Sanitize all items and surfaces that you or your client has touched
* Coffee/Tea/Water- will need to be dispensed by you and served in a disposable cup or eliminate for the time being.
* **Offering non-medical masks to clients (for purchase or free) to use while they are in the salon as they will be required to have one.**
* Offering disposable gloves for your clients to wear.
* Use Q-tips and dip into alcohol to use to key password into debit machine.
* If you have a POS on your iPad maybe you key in the card number as that will bypass the signature. Then you are the only one touch it.

**Information to the Clients**

 **Suggestions/Recommendations:**

* Signage and/or verbal to the clients of when they are not welcomed. For example, travelled outside the province within the last 14 days. If they are experiencing any symptoms. If they have family or friends with them and they are not receiving any services.
* Signage with maximum number of customers in the premises at one time.
* Distance markings on the floor

**Sherri Runighan Shelley Bell**

**Executive Director PEIHDA President of PEIHDA**

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It’s obvious that the PEIHDA has put a lot of thought into how to provide services safely. The document has only been slightly modified to remove any duplication and help with the flow somewhat. Note that all references to esthetic services have been removed from the original document as those services will only be allowed in phase 3.

Further considerations:

* Ensure that you have a COVID-19 Operational Plan in writing (specific to your particular operation) that details the policies and controls you are using. A template can be found online:

<https://www.princeedwardisland.ca/en/publication/covid-19-operational-plan-template>

* Require staff to declare that they are not required to self-isolate.
* Communicate clearly to staff and clients/customers the expectation that they may not be within the premises if they have any symptom of COVID-19. (provide signage)
* Document cleaning/sanitation requirements (mostly noted above)
* Ensure and promote good hand washing/sanitizing practices for both staff and clients. (provide signage with expectations)