



Hair Salons and Barber Shops

COVID-19 Prevention Checklist

Updated August 1, 2020

In a hair salon/barber shop, staff and clients are in close contact when colouring, cutting, or styling hair. The virus can spread from respiratory droplets and shared surfaces of a person with COVID-19. This is a summary checklist of **required measures** to reduce the spread of COVID-19 while providing services. Review the [Ottawa 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.

A. Staff Health & Screening

- Staff are advised to report illness to their supervisor/manager and to stay home if sick. Staff are [screened](#) 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. Staff are advised to call their Health Care Provider or visit our main [Novel Coronavirus COVID-19 webpage](#) for the latest guidance on next steps.
- Testing is available for all Ottawa residents that suspect they have Covid-19, visit a [Covid-19 Assessment Centre or Care Clinic](#) for testing
- Staff are trained on the proper use of personal protective equipment (PPE), including [putting on](#) and [taking off](#) gloves, masks/face coverings, face shields/goggles, and gowns, if worn.
- Staff must use a mask/face covering at all times while providing services and when in publicly accessible areas within the premise as per the [Temporary Mandatory Mask By-Law no. 2020-186](#). [Learn more on masks and face coverings](#).
- [Masks should be used properly](#) and cleaned or discarded appropriately. Masks should be changed when they become damp or soiled.
- Eye protection (face shield/goggles) should be worn by staff as needed.
- Personal protective equipment such as gloves, masks, and eye protection (face shield/goggles) are available on-site for staff at all times, to use as needed.
- Operators are required to provide and ensure there is adequate PPE for staff.
- Re-usable face shields/goggles are assigned to one staff and cleaned and disinfected between each use.
- Wearing a mask does not replace other protective measures including physical distancing, hand washing, not touching your eyes, nose or mouth with unwashed hands and self-monitoring for COVID-19 symptoms and staying home if you are sick. Mask use should be combined with these other protective measures.

- Staff are trained on proper [hand hygiene and respiratory etiquette](#)
- Staff launder their clothing after each shift or wear a protective cover/gown over clothing and discard or launder after each shift.

B. 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.
- Clients with [COVID-19 Symptoms](#) and/or who have been in contact with someone with COVID-19 are not permitted to enter the premises.
- Signage for [hand hygiene and respiratory etiquette](#) is posted at the entrance and throughout the premises.
- Floor stickers and [physical distancing signage](#) are available in high visibility areas to remind clients to keep two metres/six feet apart from others at all times.
- [Mask required poster](#) for posting at all public entrances.

C. Number of People in the Premises

- The number of staff and clients is restricted to ensure ease of movement and to maintain two metres/six 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

D. Scheduling Appointments

- Clients are advised that they must use a mask/face covering for the duration of their appointments.
- For clients who cannot tolerate or are otherwise exempt from a mask/face covering, or its removal is necessary to receive service, the appointment will be made at the end of the day when there are no other clients on-site.
- Client appointments are scheduled by phone or online. Walk-in clients are asked to call from outside the premises to make an appointment.
- Waiting areas are not recommended. Clients should be 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 or are required to attend (e.g. a parent or guardian present during their child's haircut).
- Records of staff and client contact information** (e.g. full name, telephone/email), 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.

E. Workstations

- Workstations and equipment in use are two metres/six feet apart or equipped with barriers/dividers that are adequate in height to ensure the protection between clients and staff.
- Alcohol-based hand rub (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, decors and other unnecessary items are removed.
- Workstations have their own products and tools.

F. Providing Services

- A mask/face covering must be used by staff and clients at all times.
 - Premise has disposable masks available to provide clients when needed.
 - Patrons must wear a mask/face covering except while receiving services on an area of their face that would otherwise be covered by a mask/face covering.
 - In the event a client is unable to tolerate or is otherwise exempt from wearing a mask/face covering, or its removal is necessary to receive service, the service provider should wear a surgical/procedural mask and eye protection (face shield/goggles) for the duration of the service
 - Face-to-face contact with clients is limited as much as possible.
 - All services that tend to a customer's face are permitted e.g. hot shaves, beard trimming and eyebrow grooming.
 - 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.
 - Clean towels are used to remove cut hair
 - Food/beverages should not be supplied to clients at this time, unless in extraordinary circumstances (e.g. tattooing on a client who feels faint). Clients should not bring outside food or beverages into the PSS unless required for a medical condition
 - Oxygen bars, bath houses, steam rooms and saunas are **not** permitted to open
 - Credit/debit/e-transfers with no signature transactions are preferred.
- Barriers/dividers are used when the two metre/six-foot distance cannot be maintained. ABHR is used before and after each cash transaction.

G. 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.

H. Environmental Cleaning and Disinfection

- Work surfaces and equipment are thoroughly cleaned with soap and water before disinfection as per the ON Personal Service Setting Regulation requirements.

- Surface and equipment disinfectants are used after cleaning, and according to the manufacturer's instructions.
- Cleaning/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, head and armrests must be cleaned and disinfected between clients.
- Frequent and thorough daily environmental cleaning and disinfection is maintained. This includes high touch surfaces such as phones, computer, cash register, credit card machine and door handles.
- Single use items are to be disposed of after each use, otherwise all reusable caps/gowns are to be cleaned and disinfected or laundered between each client.
- 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.
- Hair is swept gently throughout the day, and a wet mop is used at the end of the day.

More information

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 [Novel Coronavirus COVID-19](#) or call us at 613-580-6744.