

Hair Salons and Barber Shops:

COVID-19 Prevention Checklist

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 Niagara Region 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.

***NOTE:** The following guidance are minimum requirements, businesses are encouraged to create their own internal policies and procedures to ensure the health and safety of clients and staff are maintained.

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. Instruct staff to call [Niagara Region COVID-19 line](#), their health care provider or an [assessment centre](#) to get tested

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

Face coverings/masks should be worn properly and cleaned (laundered) or discarded appropriately.

Face coverings/masks should be changed when they become damp or soiled. Face coverings/masks are to be stored appropriately to prevent contamination when not being worn such as on staff breaks/lunches.

Eye protection (face shield/goggles) should be worn by staff when clients cannot tolerate wearing a face covering/mask and physical distancing or the use of a barrier/divider is not possible

PPE 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

Staff are trained on proper hand hygiene techniques and respiratory etiquette

Staff launder their clothing after each shift or wear a protective cover over clothing and launder after each shift

B. Signage at the Premises

Signage for [COVID-19 symptom screening poster for building entrances](#)

Clients with [COVID-19 signs and symptoms](#) and/or who have been in contact with someone with COVID-19 are not permitted to enter the premises

Signage for [hand hygiene](#), [hand hygiene with alcohol-based hand rub](#) and [respiratory etiquette](#) is posted at the entrance and throughout the premises

Visual cues such as floor stickers, tape lines 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

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

Patrons must wear face coverings for the duration of their appointment except while receiving services on an area of their face that would otherwise be covered by a face covering

Client appointments are scheduled by phone or online. Walk-in clients are recommended to call from outside the premises to make an appointment.

Waiting areas are not permitted. 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 and upon arrival. Clients are not permitted to bring guests, including children, unless they also have an appointment.

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. **This includes those services previously exempted from this requirement in Regulation 136/18 Personal Service Settings.**

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 60-90% (preferably 70-90% alcohol concentration) is available at each workstation, and staff and clients are encouraged to use it frequently before/after appointment, between tasks

Magazines, brochures, decor and other unnecessary items should be removed

Workstations have their own products and tools

F. Providing Services

Premise has disposable masks available to provide clients when needed.

Face-to-face contact with clients is limited as much as possible.

Face shields/goggles and masks should be used by staff if physical distancing or a barrier/divider is not possible

Hair dryers should only be used if all clients and staff in the work area are wearing a face covering/mask

Client food/beverages are not recommended

Clean towels are used to remove cut hair. Neck brushes are not permitted.

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

Surface and equipment disinfectants are used after cleaning, and according to the manufacturer's instructions

Barriers and dividers must be protective, stable and made of a material that can 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.

Capes/gowns and towels are single use, placed in a dedicated laundry bin and laundered with detergent and dried completely.

Ready to use items are stored in closed cabinets or covered containers to protect from potential contamination.

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

Service specific requirements and checklists are provided for the following sectors:

- Manicure/pedicure and aesthetic services
- Tattooing and body piercing

**To Download and Print Posters for your Workplace
Please Visit [Niagara Region's COVID-19 Resource Page](#)**

Other Resources

[Guide to Infection Prevention and Control in Personal Service Settings, 3rd Edition](#)

[Province of Ontario Guidance to Prevent COVID-19 in the Workplace](#)

[Canadian Centre for Occupational Health and Safety COVID-19 Tip Sheets](#)

Operators who require support locating personal protection equipment can review the provincial supplier directory found [here](#).

For more information, call the Info-Line at 905-688-8248 press 7, then press 3 or toll-free at 1-888-505-6074.