

## Hair Salon & Spa Back to Work Guidelines during COVID-19

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1. How we intend to practice and enforce personal hygiene/handwashing/hand sanitizing among employees and guests.

Employees are required to immediately, upon entry, wash hands. All employees will be required to wear PPE. Employees will be required to wash hands before and after each service, after using the restroom or taking a break.

They must use hand sanitizer and/or wash hands immediately upon entry. Guests must come alone, unless underage and then they will be allowed one accompanying adult. All guests will be required to wear a mask with agreeance to the CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

2. How we intend to enforce social distancing between our guests and or workstations.

Workstations must be spaced to enforce social distancing practices of 6ft between guests and/or maintain a separate space. When guests arrive to their appointment they will be asked to wait outside (preferably in car). Upon entry the guest will be notified their workstation/chair is ready, cleaned and sanitized. The service provider:guest ratio will be 1:1.

3. If working closely with a guest (less than 6 ft) we will take precautions, such as:

Service provider will be required to wear PPE. If servicing a guest face to face service provider will use a face shield and/or have a sneeze guard between themselves and guest. Guests will be asked to remain seated in designated area until otherwise necessary or in the case of an emergency.

POS transaction procedures will be one guest at a time. Transaction area and employee must maintain social distancing practices or appropriate PPE and/or sneeze guard required if working closer than 6ft. Guest will remain seated in their designated area until notified when it is their turn to checkout. Credit card swipe, POS and surrounding area will be cleaned and sanitized between each guest transaction.

4. We will monitor or screen employees and guests for COVID-19 related symptoms (i.e. cough, shortness of breath, chills, fever, sneezing with nasal discharge, etc.)

All employee's will be asked to stay home if they are not feeling well. Employees will be asked to complete the following questionnaire before working. If employee answers yes to the following question and/or checks any of the following symptoms, they will be asked to go home.

SALON COVID-19 EMPLOYEE INTAKE FORM

Aloha, welcome to your shift. As always, your health and wellbeing are our top priority. Please complete this intake form to help control the spreading of COVID-19.

1. In the last 30 days have you been in contact with someone who was confirmed or suspected to have coronavirus?

Yes / No

2. Do you have any of the following symptoms?

None of these     Cough     Fever     Chills  
 Sneezing / nasal discharge     Shortness of breath     Fatigue

Name : \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

All guests will be asked to stay home if they are not feeling well. They will be asked to complete the following questionnaire before beginning their service. If guest answers yes to the following question and/or checks any of the following symptoms, they will be asked to go home.

SALON COVID-19 CLIENT INTAKE FORM

Aloha your health and wellbeing are our top priority. Please complete this intake form to help control the spreading of COVID-19.

1. In the last 30 days have you been in contact with someone who was confirmed or suspected to have coronavirus?

Yes / No

2. In the last 30 days have you traveled out of the state of Hawaii?

Yes / No

3. Do you have any of the following symptoms?

- None of these     Cough     Fever     Chills  
 Sneezing / nasal discharge     Shortness of breath     Fatigue

Name : \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

5. Health and Sanitation Guidelines (sanitizers must be effective against the COVID-19 virus)

All DCCA Board of Barbering and Cosmetology and department of health sanitation guidelines will be observed along with additional precautionary sanitation steps.

Workstations and all equipment used during and/or on guest is to be sanitized with registered (hospital grade) disinfectant All sanitation and disinfection to workstations, surrounding areas including chairs etc... will be performed with registered disinfectants, such as but not limited to, Clorox Multi Surface Cleaner plus Bleach, Barbicide, Cavicide, or other registered and appropriate solutions per manufacturers specifications. All used implements will be submerged in appropriate solution after each use following with manufacturer's specifications/instructions with agreeance to the board of cosmetology health and sanitation guidelines. All clippers will be properly sanitized with registered clipper disinfectant spray.

Disinfectant Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Registered Disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

DCCA Board of Barbering and Cosmetology, department of health and sanitations guidelines:  
<https://health.hawaii.gov/opppd/files/2015/06/11-11.pdf>

6. Below are additional precautions

- Extra cleaning and disinfecting will be scheduled nightly upon closing for additional precautions with agreeance to OSHA

<https://www.osha.gov/Publications/OSHA3990.pdf>

- All magazines will be banned and removed from facility
- Self-beverage services suspended
- Cash payments suspended or exact payment required
- Temperature screenings upon entry for employees and guests

We acknowledge that the world is in the middle of a pandemic. If and when we are permitted to re-open, we will adhere to new industry precautions as well as DCCA Board of Barbering and Cosmetology and department of health and sanitations guidelines. We have described as well as any amendments required to the proposed Salon COVID-19 guidelines, in order to reduce the risk of transmission between employees, patrons, and our community. We will not begin operations until the State of Hawaii has reviewed and approved our plan. We respect and admire our community and state officials' efforts to keep our community safe and believe we have the education and compassion to adhere and promote a safer workplace.

Thank you for your consideration,

Hawaii Salons Forum (Representatives from the State of Hawai'i)

Adiel Cline, Owner of Salon 253 LLC, BSH-4804, BEO-17516

Joe Randazzo, Co-Owner J Salon and Phil's Barber Shop BSH-3827 BEO-13380

Alan Chilock Vuong, Owner Salon Blanc, BSH 4348, BAR 2575

Richard W Miao, Owner DADA Salon, BSH-5353, BEO-12123

Therese Owens Yap, Owner of Lehiwa Designs LLC BSH-5301, BEO-18876

Ryan Carney, Owner of O'Carney's Barber Shoppe, BAS-1579/1570, BEO-19424/BAR-3447

Lyric Villatora, Owner of Ink & Beauty, BSH-5889

Wendy Pogni, Owner of Soleil Luna LLC, BSH-3999, BEO-12967

Jeff Mahon, DBA Lahaina Town Barber Shop, BAR-3613

Zena N Mansour Owner of Beauty Bar, BSH-4068, BEO-13722

Catalina Drouillard, Owner of Three Sixteen Hair Haven, BSH-5852, BEO-

Imelda F. Jacinto, Owner of Evolution Salon LLC BSH-4259, BEO-14774

Cheri Clark, Owner of Mirror Mirror Salon, BSH-5426, BEO-19979

Marsha Nadalin, Owner Marsha Nadalin Salon & Spa, BSH-3815, BEO-7300

Ann Semoian, Owner Boston Hair Design and Beauty Supply LLC, BSH-3715 BEO-14496

Josie Kojima, Owner Josie k Cut & Style LLC, BSH-4416 BEO-13651

## Definitions

“Clean” make (something or someone) free of dirt, marks, or mess, especially by washing, wiping, or brushing.

“Sanitize” the treatment of a clean surface for the destruction of micro-organisms including pathogens.

“Disinfect” to clean (something), especially with a chemical, in order to destroy bacteria.

“Pathogens” a bacterium, virus, or other microorganism that can cause disease.

“COVID-19 / Coronavirus” – Pathogen, Virus.

“PPE” Personal Protective Equipment; such as mask, face shield, sneeze guard, apron, smock, etc.

“Mask” an item of (PPE) a cloth covering over a person’s mouth and nose.

“Face shield” an item of (PPE), aims to protect the wearer's entire face (or part of it) from potentially infectious materials.

“Social Distancing”- 6FT Social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. It typically involves keeping a certain distance from others and avoiding gathering together in large groups.

“Service Provider” is a person that is doing the action of helping or doing work for another person or thing that provides something.

“Guest” such as a patron, customer, client and so on.

“Workstation” an area where work of a particular nature is carried out, such as but not limited to a chair, table, sink, shampoo bowl, trolley, cart, tray, desk, mirror, etc.

“POS” Point of Sale; where money or currency is transferred.

“Screen” protects (persons) from something dangerous or unpleasant.

“Equipment” the necessary items for a particular purpose and/or service.

“Implements” a tool, utensil, or other piece of equipment, especially as used for a particular purpose and/or service such as shears, scissors, clippers, combs, brushes, clips, tweezers, bowls, and etc.

“Touchpoints” any way a guest can physically interact with a business or area.