



State of West Virginia
Board of Barbers and Cosmetologists
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RETURNING TO WORK CHECKLIST FOR SALONS AND SHOPS

PRIOR TO RE-OPENING

The West Virginia Board of Barbers and Cosmetologists recommends salon and shop owners complete all items in this section of the checklist prior to re-opening to help prevent the spread of any virus and ensure the safety of consumers and professionals. The recommendations should be used in conjunction with the board rules for sanitation and operation requirements.

1. Clean all non-porous surfaces and furniture. This includes floors, baseboards, walls, windows, cabinets, reception counter, etc.
2. Wipe down all soft surfaces (chairs, couches, styling chairs, and treatment tables) with water and a clean towel.
3. Clean and disinfect all non-porous items (such as telephones, keyboards, pens, door knobs).
4. Clean and disinfect all shelves and display cases.
5. Clean and disinfect all product containers.
6. Clean and disinfect all individual work stations. This includes: any rolling cart, tray, or surface where tools are stored during a service.
7. Clean and disinfect all parts of the shampoo bowls (spray nozzles, handles, hoses).
8. Clean and disinfect all non-electrical tools that will be used in a service, even if it was done prior to closing the salon or shop.
9. Throw away any used items that cannot be disinfected. This includes, but is not limited to, emery boards, nail buffers, facial sponges, wax sticks, etc. These should be NEW for every consumer.
10. Verify clean and dirty tools are stored in properly labeled containers.
11. Clean all equipment (facial steamers, nail dryers, hair dryers, etc.) and use EPA-registered disinfectant, if possible.
12. Clean and disinfect restrooms. This includes: sinks, toilets, door knobs, hand air dryers, paper towel holders, soap dispensers, etc.
13. Replace all disposable restroom items (toilet paper, paper towels) with new ones.
14. Place a trash container near the restroom door.
15. Place hand sanitizer in the restroom.
16. Wash any linens (clean or dirty) that have been in the salon or shop.
17. Wash or disinfect all capes.
18. Store all clean linens in a clean, covered place.
19. Disinfect all pedicure bowls following the required procedures, even if they were disinfected prior to closing the salon/shop.
20. Store soiled towels, robes, gowns, smocks, linens and sheets in a closed container.
21. Dispose of all waste, hair clippings, or refuse.
22. Cover all headrests and/or treatment tables with a clean towel, sheet, or paper for each consumer.

ONGOING SAFETY CONSIDERATIONS

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| 23. Ensure everyone who works in the salon or shop washes their hands or uses an equally effective alcohol-based product before providing a service to each client. | <input type="checkbox"/> |
| 24. Ensure everyone who works in the salon or shop washes their hands properly and often. Wash hands after eating, using the restroom, blowing your nose, smoking, completing a transaction, and completing a service. | <input type="checkbox"/> |
| 25. Consider wearing face masks during all services. | <input type="checkbox"/> |
| 26. Offer masks to consumers and have hand sanitizer available at stations and the reception counter. | <input type="checkbox"/> |
| 27. Stagger appointments to minimize the number of consumers in the waiting area. | <input type="checkbox"/> |
| 28. Consider implementing contactless or online payment systems. | <input type="checkbox"/> |
| 29. Consider having a supply of stylus pens, so clients do not touch the credit card reader. Disinfect the stylus pens after each use. | <input type="checkbox"/> |
| 30. Remove all magazines and paper reading products from the reception area. | <input type="checkbox"/> |
| 31. Disinfect high contact surfaces/items daily (telephones, door knobs, reception counter, etc.). | <input type="checkbox"/> |
| 32. Remind everyone who works in the salon/shop and consumers to stay at home if they are sick or not feeling well. | <input type="checkbox"/> |

PROPER HANDWASHING STEPS

Recommendations from the Centers for Disease Control and Prevention (CDC)

1. Wet your hands with running water and apply soap.
2. Lather your hands by rubbing them together.
3. Scrub all surfaces of your hands including palms, backs, fingers, between your fingers, and under your nails for at least 20 seconds.
4. Rinse your hands under running water.
5. Dry your hands using a clean towel or air dryer.

SANITATION VIOLATIONS

West Virginia Code, Chapter 30, Article 27, Series 7 - Schedule of Fines

Any person licensed or holding a salon license under the provisions of West Virginia Code §30-27-1 et seq is subject to the fines specified for the following conduct, practices or acts:

2.27. Failing to keep a toilet facility located on the premises of a licensed facility clean and sanitary.

1st offense: Warning
 2nd offense: \$50.00
 3rd offense: \$100.00;

2.29. Failing to use clean towels or linens for each client.

1st offense: Warning
 2nd offense: \$100.00
 3rd offense: \$300.00;

2.30. Failing to store clean towels and linens in a clean area.

1st offense: Warning
 2nd offense: \$100.00
 3rd offense: \$300.00;

2.32. Failing to immediately deposit all used towels with chemical residue in a closed container.

1st offense: Warning
 2nd offense: \$100.00
 3rd offense: \$300.00;

2.33. Failing to ensure that all articles which come in contact with a client are either disinfected, cleaned or disposed of.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00

2.35. Failing to deposit all chemical waste materials in a closed container at the close of each business day or having a closed container available.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00

2.36. Failing to immediately deposit all non-chemical waste and refuse in covered containers.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00;

2.37. Failing to keep any shop waste disposal container clean.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00

2.39. Failing to keep disinfecting solutions at adequate strength for immediate use at all times a licensed facility is in operation and free of foreign material.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.40. Failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.41. Failing to cleanse and disinfect electrical or mechanical hair clipper blades after use on each client.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.42. Failing in a shop or as a booth renter to provide one or more sanitizers adequate to the number of practitioners, usage requirements or volume of business.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.43. Failing in a shop or as a booth renter to disinfect tools and implements.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.44. Failing to store disinfected or cleaned tools and implements separately from all others.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.45. Failing to keep roller-storage receptacles and their contents clean and free of foreign material.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.62 Failing to maintain a sanitary and clean facility free of insects.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.68 Failing to discard files after each use.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00;

2.69 Failing to use clean towel (terry or paper) on manicure table for each client.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00