



Victoria Rose Hair and Beauty Salon

Infection control rules – COVID-19

Measures/restrictions

- All staff to ensure clients have completed the online COVID-19 form prior to each treatment (SENT VIA SHEDUL OR TEXT BY STAFF MEMBER).
- Staff to turn away clients who show any COVID-19 symptoms
- Staff to wear government advised level of PPE at all times (this includes a full face Visor, gloves and disposable apron). New PPE for every client, visor cleaned after every client.
- Clients to wash hands and use antibac hand solution when arriving at the salon
- Clients asked to wear face masks (where treatment allows).
- Owners to install paper hand towel dispensers in toilet facilities
- All staff to follow the enhanced daily cleaning schedule (SET OUT BELOW)
- Review and enforce the government's social distancing requirements of 2 meters between work stations (where possible). Where clients can not be kept 2 meters apart, screens will be placed (between back wash and stations)
- Remove waiting areas.
- Clients to wait in cars until staff member collects them.
- Beauty clients to enter/leave using rear door
- Stagger clients entering/leaving the salon to ensure no crossing paths in confined areas.
- Extra time allocated between clients to allow for full clean of work space.
- 1 staff to 1 client at all times
- Pre-booked appointments only - No walk in customers
- Single use of gowns, towels. Washed after each client or use disposables.
- No laptop on reception area. Staff to use own devices to book appointments.
- No cash payments. Encourage pre-payment of appointments or contactless payments. Staff to disinfect card terminal after each use.
- Clients to provide own drinks flask for hot drinks. Owners to provide bottled water (small charge) which the client will take away with them.
- Staff not to use phones while working with client
- No appointment cards
- Salon phone to be answered (where possible) by a designated team member each day (hair & beauty), periodically checking for answer phone messages throughout the day.
- Client to notify staff after use of w/c facilities so the area can be cleaned.
- Staff to change into and out of uniform/shoes when arriving/leaving work each day. Uniform washed every day.



Cleaning schedule

Cleaning your work area after every client

- Clean and disinfect all non-porous equipment
- Clean back wash (seat and sink) immediately after each use. Timer to be placed on chair once cleaned to allow sufficient drying time.
- Store properly disinfected equipment used in your service
- Clean and disinfect chairs and hand rests, couches, tables.
- Clean and disinfect trolley, stations, draws and containers used for storage
- Clean door handles on treatment rooms and other areas clients have touched
- Always wash tools with warm soapy water and then soak in Barbicide
- Clean customer/staff toilet after every use.

Daily clean

- Change disinfectant daily. Wash tools before entering disinfectant
- Disinfect door handles, stair rails and staff/client touch areas every 1-2 hours
- Restock toilet paper, hand towels, hand wash and hand sanitizer
- Once towels are used, put them straight into the washing machine/dryer. Wash at 60degree with Dettol antibac laundry cleaner
- Sweep and vacuum floors
- Mop floors
- Polish all glass surfaces
- Empty and disinfect bins daily
- Clean and disinfect wash basins and toilets (2-3 times a day)
- Anything that can't be disinfected, clean with hot soapy water.