

PRE-SERVICE CLIENT ORGANIZER AND QUESTIONNAIRE

In order to provide services to a client, the following questions should be asked of a client prior to their entry into your facilities. If the client answers that they exhibit symptoms or are at risk of exposure due to travel or proximity to an infected person, they should not be admitted into the salon. For your protection it is suggested that you retain this form, should a client begin to show symptoms after your performed services.

SYMPTOM & RISK CHECKLIST

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have or have you had a fever of over 100.4 in the last 72 hours? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a cough that is not normal for you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing shortness of breath or difficulty breathing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing body aches? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a sore throat? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing a loss of smell? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you traveled outside of Central Missouri in the last two weeks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been exposed to someone diagnosed with COVID-19 in the last two weeks? |

CLIENT NAME AND DATE OF SERVICE

You should attempt to reduce the amount of unnecessary time that a client is in your facility. It is considered a best practice to prepare your products and materials prior to providing services. The following form was created to help you plan ahead and reduce interaction at your facility.

SCHEDULED SERVICE

PRODUCTS OR SUPPLIES NECESSARY

The following “Best Practices” have been developed by several individuals within the profession as advice on what facilities can do to protect their employees and clients. While not mandatory, we view them as additional measures that can greatly reduce unnecessary interaction between individuals.

Protective Measures

- Employee’s should take their temperature and screen for any signs or symptoms of COVID-19 before beginning each shift.
- Take the temperature of clients and use screening questions prior to entering the building.
- Signs should be posted at each entrance stating that any customer who has a fever or exhibits symptoms of COVID-19 must reschedule their appointment.
- Encourage customers to wash and disinfect their hands before each treatment.
- Remove magazines and any self-serve food or beverages.
- Contactless payment is encouraged; have guests swipe their own credit card, or have customers prepay using a payment service app. Financial equipment should be disinfected after each transaction.
- Have hand sanitizer readily available for use by the general public and your staff.
- Complete your barbicide certification and have barbicide on site.
- Assign restrooms that can be dedicated for staff use.
- Commit to following stay-at-home guidelines, even if not required and limit your unnecessary exposure to excessive people in your personal time.
- Services are encouraged to be by appointment, however, walk ins are acceptable providing social distancing guidelines can be maintained.
- “Double booking” of appointments is discouraged.
- One service provider to a client at a time.
- Allow enough time between services to sanitize and disinfect all work areas and shampoo bowls.
- Employees should maintain a log of appointments with customers’ contact information to assist with contact tracing efforts, should the need arise.
- Launder towels, capes, robes, and aprons between each use. Use laundry machines according to the manufacturer’s instructions. Use the warmest appropriate water settings and dry items completely.

Barber Shop Recommended Guidance

The following “Best Practices” have been developed by several individuals within the profession as advice on what facilities can do to protect their employees and clients. While not mandatory, we view them as additional measures that can greatly reduce unnecessary interaction between individuals. Follow the Recommended Guidance for All Businesses as well.

Protective Measures

- Employee’s should take their temperature and screen for any signs or symptoms of COVID-19 before beginning each shift.
- Take the temperature of clients and use screening questions prior to entering the building.
- Signs should be posted at each entrance stating that any customer who has a fever or exhibits symptoms of COVID-19 must reschedule their appointment.
- Encourage customers to wash and disinfect their hands before each treatment.
- Remove magazines and any self-serve food or beverages.
- Contactless payment is encouraged; have guests swipe their own credit card, or have customers prepay using a payment service app. Financial equipment should be disinfected after each transaction.
- Have hand sanitizer readily available for use by the general public and your staff.
- Barber stations should be separated by at least 6 feet from other stations.
- Complete your barbicide certification and have barbicide on site.
- Assign restrooms that can be dedicated for staff use.
- Commit to following stay-at-home guidelines, even if not required and limit your unnecessary exposure to excessive people in your personal time.
- Services are encouraged to be by appointment, however, walk ins are acceptable providing social distancing guidelines can be maintained.
- Do not “double book” appointments.
- One service provider to a client at a time.
- Allow enough time between services to sanitize and disinfect all work areas and shampoo bowls.
- Employees should maintain a log of appointments with customers’ contact information to assist with contact tracing efforts, should the need arise.
- Launder towels, capes, robes, and aprons between each use. Use laundry machines according to the manufacturer’s instructions. Use the warmest appropriate water settings and dry items completely.

The following “Best Practices” have been developed by several individuals within the profession as advice on what facilities can do to protect their employees and clients. While not mandatory, we view them as additional measures that can greatly reduce unnecessary interaction between individuals. Follow the Recommended Guidance for All Businesses as well.

Protective Measures

- Employee’s should take their temperature and screen for any signs or symptoms of COVID-19 before beginning each shift.
- Take the temperature of clients and use screening questions prior to entering the building.
- Signs should be posted at each entrance stating that any customer who has a fever or exhibits symptoms of COVID-19 must reschedule their appointment.
- Remove magazines and any self-serve food or beverages.
- Contactless payment is encouraged; have guests swipe their own credit card, or have customers prepay using a payment service app. Financial equipment should be disinfected after each transaction.
- Have hand sanitizer readily available for use by the general public and your staff.
- Assign restrooms that can be dedicated for staff use.
- Services are encouraged to be by appointment, however, walk ins are acceptable providing social distancing guidelines can be maintained.
- Allow enough time between services to sanitize and disinfect all tanning equipment and client contact surfaces with an EPA-hospital grade disinfectant.
- Employees should maintain a log of appointments with customers’ contact information to assist with contact tracing efforts, should the need arise.
- Use gloves to gather all unwashed towels or wash hands for at least 20 seconds with soap and water after handling the unwashed laundry.
- Launder towels between each use. Use laundry machines according to the manufacturer’s instructions. Use the warmest appropriate settings and dry items completely.

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Protective Measures

- Employee’s should take their temperature and screen for any signs or symptoms of COVID-19 before beginning each shift.
- Take the temperature of clients and use screening questions prior to entering the building.
- Signs should be posted at each entrance stating that any customer who has a fever or exhibits symptoms of COVID-19 must reschedule their appointment.
- Limit the number of customers in the salon to one per technician at a time. Technicians should not switch between customers during service.
- Technicians should be separated by at least 6 feet from other stations.
- Remove magazines and any self-serve food or beverages.
- Contactless payment is encouraged; have guests swipe their own credit card, or have customers prepay using a payment service app. Financial equipment should be disinfected after each transaction.
- Have hand sanitizer readily available for use by the general public and your staff.
- Assign restrooms that can be dedicated for staff use.
- Any tools designed for one-time use will be discarded after use.
- All equipment and workstations shall be cleaned and disinfected between customers.
- Employees should maintain a log of appointments with customers’ contact information to assist with contact tracing efforts, should the need arise.
- Use gloves to gather all unwashed towels or wash hands for at least 20 seconds with soap and water after handling the unwashed laundry.
- Launder towels between each use. Use laundry machines according to the manufacturer’s instructions. Use the warmest appropriate settings and dry items completely.

Please refer to the Recommended Guidance for All Businesses for General Protective measures that every business shall follow. Specific Measures for your business are below:

Protective Measures

- Follow the Recommended Guidance for All Businesses.
- Implement mobile messaging, phone, or other system to communicate curbside drop off and pickup that will allow customers to wait in their cars until their session is ready.
- All instructions for specific requests of your client should be done by phone, if possible. Social distancing recommendations are encouraged.
- One appointment per groomer at a time.
- Groomer stations should be separated by at least 6 feet from other stations.
- All groomers are encouraged to wear face coverings when social distancing from others and/or pets is not possible.
- All collars/leashes should be removed by the client before grooming.
- Contactless payment is encouraged; have guests swipe their own credit card, or have customers prepay using a payment service app. Financial equipment should be disinfected after each transaction.
- Have hand sanitizer readily available for use by the general public and your staff.
- All equipment and workstations shall be cleaned and disinfected between animals.
- Employees should maintain a log of appointments with customers' contact information to assist with contact tracing efforts, should the need arise.
- Use gloves to gather all unwashed towels or wash hands for at least 20 seconds with soap and water after handling the unwashed laundry.
- Launder towels between each use. Use laundry machines according to the manufacturer's instructions. Use the warmest appropriate settings and dry items completely.