



# **SALON SAFE SANITIZATION**

*April 2020*







# HYGIENE GUIDELINES FOR PROFESSIONAL SALONS

The purpose of this document is to collect governmental and health authority recommendations and create a Hygiene Guideline for salons and salon employees in order to help with the resuming of activities, in the context of COVID-19. Our guiding principle is to minimize any risks that can affect the health of our salons and that of their clients.

As such establishments are open to the public, measures must be implemented to minimize contact between people (like staff, customers/clients...), and to increase the hygiene habits in place.

The recommendations in the documents are based mainly on Canadian governmental and World Health Organization recommendations as of the date that this document was issued.

*\*This guide is meant to be a supplement to government and local authorities and occupational risk prevention service recommendations.*



## RECOMMENDATIONS SUMMARY

### **MODIFY THE SALON ORGANIZATION**

- RESPECT SOCIAL DISTANCING
- ADAPT THE RULES OF THE STORE
- ADAPT RETAIL AREA AND CREATE SPECIFIC SERVICE MENU

### **NEW GUIDELINES FOR CLIENTS/ STAFF HYGIENE**

- REPEAT AND PROMOTE HAND HYGIENE
- USE A MASK
- USE GLOVES
- WEAR DEDICATED UNIFORM/DEDICATED CLOTHING
- SINGLE-USE FABRICS FOR EACH CLIENT

### **NEW GUIDELINES FOR SALON ENVIRONMENT HYGIENE**

- CLEAN ALL TOOLS AND PRODUCT PACKAGING AFTER EACH CLIENT
- CLEAN THE ENTIRE CASH DESK AFTER EACH CLIENT (I.E. DEBIT/CREDIT MACHINE)
- CLEAN ALL SURFACES MINIMUM 2 TIMES/DAY AND MANAGE THE WASTE
- FOR THE TIME BEING IT IS BETTER **NOT TO OFFER FOOD OR COFFEE. FOR WATER YOU CAN OFFER SMALL BOTTLES.**





# PERSONAL PROTECTION EQUIPMENT BASICS

## HOW TO USE A MASK PROPERLY



[CLICK: HOW TO TUTORIAL](#)

- Before putting on a mask, you must have properly clean hands with alcohol-based hand rub or soap and water.
- Cover mouth, nose and chin with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Don't hang the mask from your neck, and don't put it on your head.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.

**Removal:** remove it from behind (do not touch the front of mask); discard immediately in a closed bin with a plastic bag; clean hands with alcohol-based hand rub or soap and water.

## HOW TO USE A GLOVES PROPERLY



[CLICK: HOW TO TUTORIAL](#)

- Be aware that **wearing gloves should not be used as a substitute for handwashing**.
- Handwashing is a greater protective barrier to infection than wearing disposable gloves.
- For some work where you are already using disposable latex or vinyl gloves, take into account that gloves may be used but must be changed frequently and hands must be washed when gloves are removed.
- You can also use disposable gloves for cleaning the facility, tools, during waste or laundry management, when the purpose of using gloves is to reduce the risk of direct contact with potential contaminated surfaces.
- Gloves must be changed after carrying out other activities, such as opening/closing doors by hand, and emptying bins and after each client.
- You should avoid touching your mouth and eyes while wearing gloves.

## RECOMMENDED: DEDICATED UNIFORMS



- **All Work uniforms/clothing must be washed daily** and kept clean, in a closed place. It is recommended to use them only for work.
- After using, place in a plastic bag until ready to wash. Put it directly into a washing machine with warm water at 60–90°C (140–194°F) and add laundry detergent. The laundry can then be dried in accordance with routine procedures.
- Shoes for workers should be used only at work. Disposable shoe covers may be considered as an additional measure for increased Hygiene in the Salon.

# We Care About You

We care deeply about the health and safety of you and our employees. We would like to share with you all the steps we are taking to navigate the current situation.



## 1. Clean and Sanitized

Cleaned thoroughly all hard surfaces, such as walls, stations, tables, counters, toilettes etc. [with the Health Canada Approved hard surface disinfectants](#). Should you have a ventilation system in your salon, verify that it is properly operational and maintenance has been done based on regulatory requirement for your salon environment.



## 2. Sanitization Center

Salon is equipped with a Sanitization station at the entrance and all clients and guests will be required to disinfect their hands before entering.



## 3. Temperature

A touchless temperature check of every employee and client will be taken before entering the salon.



## 4. Pre-visit Questions

Checking with customers if they have been in contact with anyone that may have COVID-19 or similar symptoms in the past 14 days prior to entering the salon.



## 5. Chair Arrangement

Chairs are arranged in the salon at a minimum of 2 meters (6feet) apart or only occupied in a staggered manner.



## 6. Washing Hands

You MUST wash your hands with soap and water for 20 seconds after every client and as often as needed if touching different surfaces throughout your client appointment.



## 7. Sanitize Tools & Station

After every appointment, all stations and tools must be cleaned using approved disinfectant.



## 8. Mask and Gloves

All salon workers must wear masks and gloves. Client will also be provide masks and gloves when entering the salon

# A PLEDGE FOR A BETTER TOMORROW\*

Dear Valued Guest,

There is nothing more important to us than your safety and comfort when you visit our salon.

That's why we pledge to adhere to the highest standards.

We have taken measures prior to opening that adhere and surpass what is asked by government regulations.

We will only allow entrance into our salons those clients who intend to purchase, book an appointment or who already have an appointment.

No friends, pets or family members are allowed to accompany clients receiving appointments.

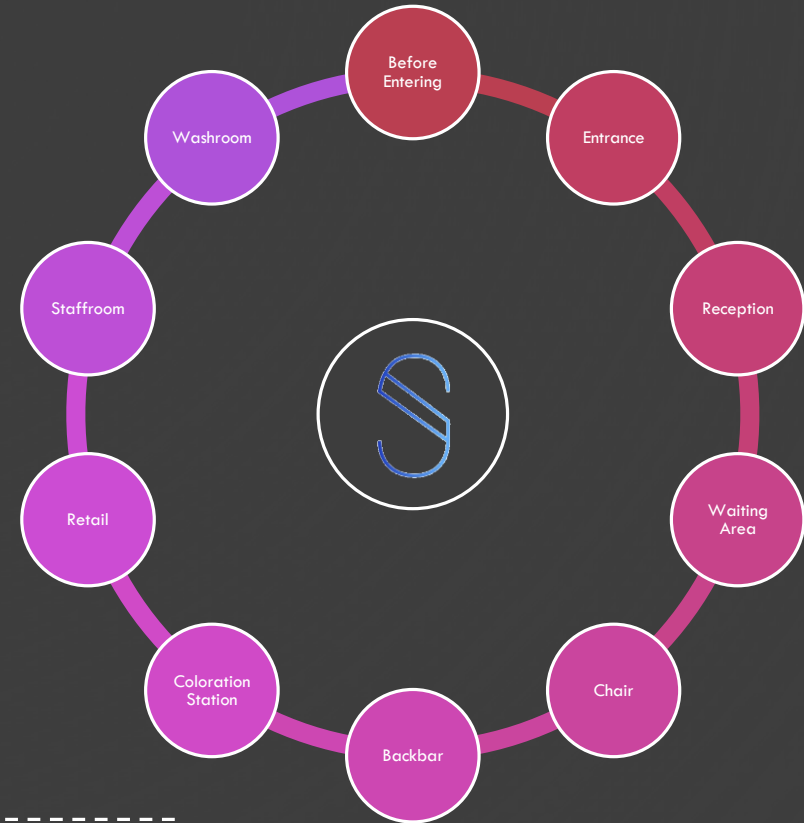
**Elderly needing support or assistant are permitted to be accompanied by their caregiver, but caregivers will have to wait outside of the salon.**

We have taken steps to ensure your safety in all the different areas of our salon, including the entrance, reception desk, waiting room, client chair, backbar, coloring station, retail, washrooms and staff room. Even before you enter, we have taken precautions to safeguard your health all the while having a great experience.

We welcome you back!

*\*To be shared on salons social pages*

In each area of the salon you will notice some changes:



SEAL OF  
SALON SAFE  
SANITATION





## RECOMMENDATIONS: BEFORE OPENING

- **REGULAR CLEANINGS:** SALONS ARE TO DO A TOP TO BOTTOM CLEAN TO DISINFECT/SANITIZE ALL SURFACES WITH [HEALTH CANADA APPROVED HARD SURFACE DISINFECTANTS](#). ALL FLOORS WILL BE SWEEPED **THROUGHOUT THE DAY** AND SHALL BE WASHED WITH A CLEANING AGENT [AS APPROVED BY HEALTH CANADA](#)
- **SANITIZATION STATIONS:** SALONS ARE TO SET UP A SANITIZATION STATION AT THE ENTRANCE OF THE SALON **AS WELL AS ESTABLISH A TEMPERATURE TEST AREA**
- **DEVICE DISINFECTION:** SALONS MUST ASK CLIENTS TO DISINFECT WITH A WIPE THEIR CELLULAR DEVICE AND/OR ELECTRONIC DEVICE THAT THEY WISH TO BRING IN THE SALON
- **REMOVE PROBLEM ITEMS:** SALONS ARE TO REMOVE ALL MAGAZINES, FABRIC ITEMS (LIKE DECORATIVE PILLOWS) **AND ANY OTHER ITEM THAT CANNOT BE SANITIZED**
- **WORK STATIONS:** SALONS ARE TO PROVIDE EACH WORKING STATION WITH PROPER DISINFECTANT/SANITIZING AGENTS FOR STYLISTS TO USE AFTER EACH USE OF ALL TOOLS.
- **TOOLS:** SALONS MUST HAVE PRE-SANITIZED TOOL KITS ( EXAMPLE: STYLING/BARBERING: DETANGLING BRUSH, COMBS, CLIPS, CAPE, TOWEL, NECK STRIP) PERSONALIZED FOR EACH OF THEIR CLIENTS **BEFORE ARRIVAL**. UPON **DEPARTURE OF THE CLIENT** THE STYLIST SHOULD IMMEDIATELY **DISINFECT/CLEAN THE TOOLS AND CHAIR, IN KEEPING WITH A 15 MINUTE WAIT TIME BETWEEN CLIENTS**, ADDING A CLEAN CAPE AND TOWEL. SALONS TO INCREASE AMOUNT OF CAPES OR THE PURCHASE OF DISPOSABLE CAPES TO ENSURE THAT CAPES ARE SINGLE USE. **ALL REUSABLE CAPES ARE TO BE WASHED DAILY.**
- **RETAIL AREA:** **ENCLOSE/LOCK RETAIL IF APPLICABLE SO TOUCHING OF PRODUCTS IS LIMITED.** LIMIT QUANTITIES OF EACH SKU ON SHELVES. PROVIDE QR CODES TO HAVE CLIENTS READ THE INFO ON THEIR SMART DEVICES TO AVOID THEM TOUCHING PRODUCT.
- **HOURS:** **ADJUST HOURS TO MINIMIZE HOW MANY STYLISTS ARE IN A SALON AT ONE TIME, ENSURING THAT EVERYONE IS AT LEAST 2 METERS (6 FEET) APART.**
- **SHARED AREAS:** STAFF TO PREPARE PROPER CLEANING SCHEDULE OF ALL ESSENTIAL SHARED AREAS (WASHROOM, COLORING AREA, STAFF ROOM, WAITING AREA, ETC) **AS WELL AS SCHEDULING OF BREAKS AND MEAL TIMES TO ENSURE SOCIAL DISTANCING AMONGST THE STAFF IS RESPECTED**





## RECOMMENDATIONS: CLIENT MANAGEMENT

- **DISTANCING:** SALONS TO HAVE A MINIMUM AMOUNT OF CLIENTS BOOKED AT ONE TIME TO ALLOW FOR SOCIAL DISTANCING IN THEIR SPACE. ALLOW ONLY CLIENTS THAT HAVE AN APPOINTMENT, ARE BOOKING AN APPOINTMENT, OR PLANNING TO PURCHASE PRODUCTS IN SALON, NO ACCOMPANYING GUESTS. CAREGIVERS OF ELDERLY CLIENTS TO WAIT OUTDOORS UNTIL THE SERVICE IS FINISHED. SALONS TO PROVIDE SOCIAL DISTANCING MEASURES AT CASH OUT
- **PRECAUTIONS:** SALON TO ENSURE AT TIME OF BOOKING THROUGH THE QUESTIONNAIRE THAT CLIENT HAS NO SYMPTOMS BEFORE BOOKING AN APPOINTMENT. SALONS TO ALLOW 15 MINUTES BETWEEN CLIENTS TO ALLOW TIME TO CLEAN STATION PROPERLY AND ALSO GREET NEXT CLIENT BEFORE ENTERING. STYLISTS TO ENSURE THAT CLIENTS ARE PRACTICING PROPER SANITARY MEASURES
- **TAKING TEMPERATURE:** RECOMMEND CLIENTS TO TAKE TEMPERATURE BEFORE COMING IN FOR AN APPOINTMENT. IF TESTED POSITIVE FOR FEVER OR ANY SIGNS OF ILLNESS, THE CLIENT WILL BE ASKED TO REBOOK AT A LATER DATE. IF TEMPERATURE IS TAKEN ONSITE AND CLIENTS SHOW SIGNS OF ILLNESS, THEY SHOULD BE INSTRUCTED TO LEAVE THE PREMISES, FOLLOW GOVERNMENT INSTRUCTIONS AND CALL 811.
- **EXPRESS SERVICES:** SALONS TO OFFER A QUICK SERVICE MENU THAT WILL ALLOW FOR SHORTER SERVICES BUT STILL DELIVER RESULTS CLIENTS ARE LOOKING FOR. BLOW DRYING SERVICES WILL NOT BE PROVIDED FOR ANY HAIRCUT OR COLOR SERVICES. SALONS CAN DO VIRTUAL CONSULTATIONS TO LIMIT THE TIME CLIENTS SPEND IN SALON.

**FOR CUT SERVICES** –CLIENTS SHOULD COME INTO THE SALON WITH ALREADY PRE-WASHED HAIR, IN ORDER TO REDUCE TIME IN SALON. IF A CLIENT COMES IN WITHOUT PRE-WASHED HAIR, IT IS RECOMMENDED TO DO A QUICK WASH BEFORE SERVICE BEGINS.

**EXPRESS HIGHLIGHTS** – THIS WILL CONSIST OF HIGHLIGHTING ONLY WHERE VISIBLE (I.E. NAPE)

**NO BLOW-DRY** – SKIP THE BLOW-DRY AND GET A TREATMENT OR CUT (BLOW-DRYING TIME CAN BE 50% OF A “CUT AND BLOW-DRY” APPOINTMENT)



# CLIENT & STAFF SALON JOURNEY

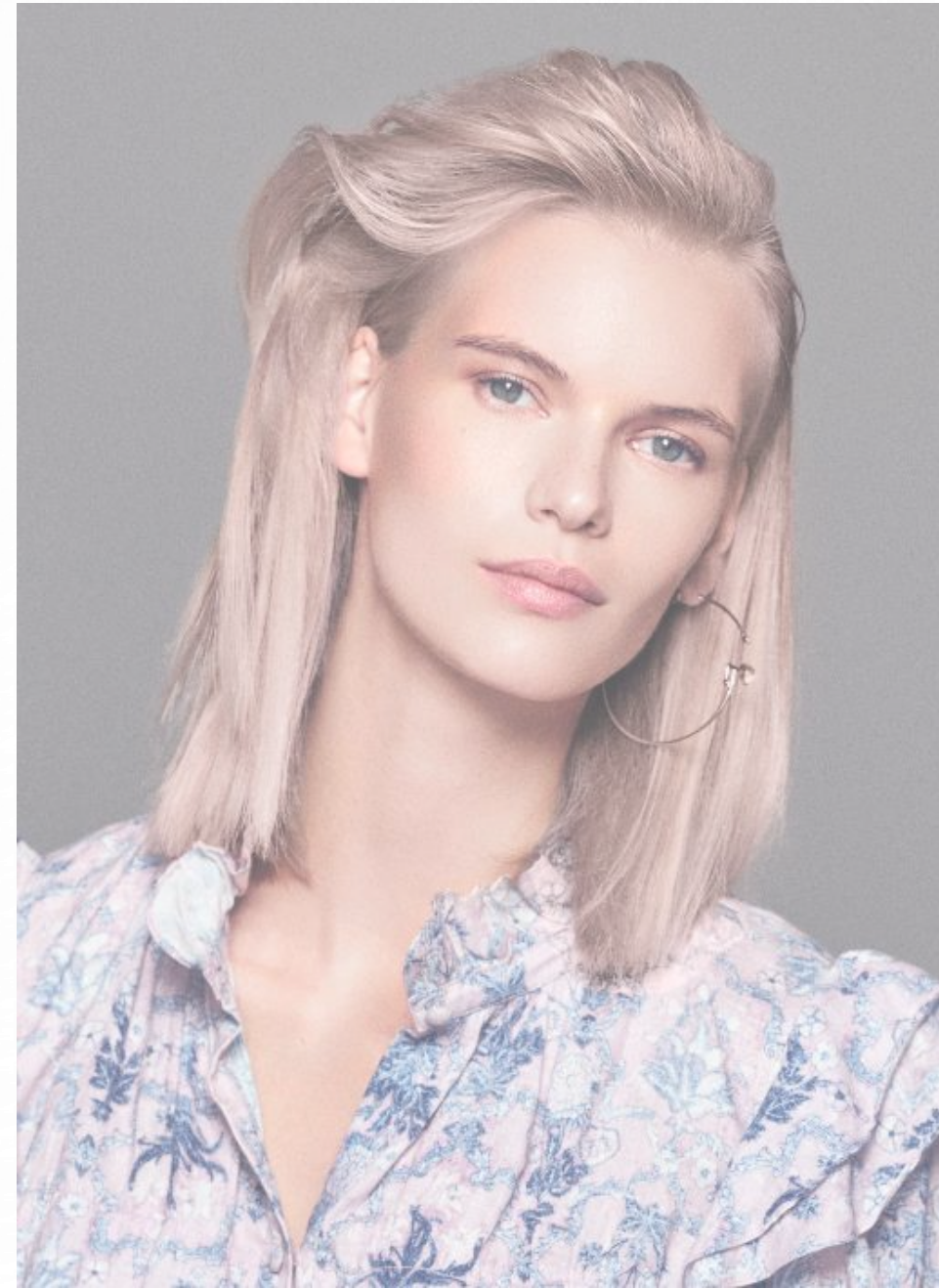


# BEFORE ENTERING SALON

- ONLY BOOKED CLIENTS WILL BE PERMITTED IN THE SALON, WITH THE EXCEPTION OF ELDERLY CLIENTS WHO NEED ASSISTANCE, THEIR CAREGIVER IS RECOMMENDED TO WAIT IN THEIR CAR OR OUTDOOR WAITING AREA UNTIL CLIENT'S SERVICE IS FINISHED.
- CLIENTS ARE TO HAVE THEIR TEMPERATURE TAKEN. IF THEY HAVE A HIGH TEMPERATURE THEY WILL BE TURNED AWAY.
- CLIENTS ARE TO ANSWER QUESTIONS ASKED BY SALON TEAM MEMBER.
  - DO YOU HAVE OR HAVE YOU HAD ANY SYMPTOMS IN THE PAST 14 DAYS?
  - HAVE YOU BEEN IN CONTACT WITH ANY INDIVIDUAL WITH SYMPTOMS OF COVID-19 OR WHO CURRENTLY HAS COVID-19?

IF CLIENTS ANSWER YES TO ANY OF THE ABOVE QUESTIONS THEY WILL BE TURNED AWAY. IF TESTED POSITIVE FOR FEVER OR ANY SIGNS OF ILLNESS, THE CLIENT WILL BE ASKED TO LEAVE THE PREMISES, FOLLOW GOVERNMENT INSTRUCTIONS AND CALL 811.

- IF CLIENTS RESPOND NO TO THE ABOVE QUESTIONS THEY WILL BE ASKED TO PROCEED TO SANITIZE HANDS AT THE SANITIZATION CENTER AT THE ENTRANCE OR TO THE BATHROOM/CLOSEST SINK THAT RESPECTS THE SOCIAL DISTANCING MEASURES) TO WASH THEIR HANDS AND THEN BE GIVEN A MASK AND GLOVES TO PUT ON TO WEAR IN THE SALON AND ARE TO BE ADVISED TO KEEP THE MASK AND GLOVES ON AT ALL TIMES.
- SALONS MUST ASK CLIENTS TO DISINFECT WITH A WIPE THEIR CELLULAR DEVICE AND/OR ELECTRONIC DEVICE THAT THEY WISH TO BRING IN THE SALON
- ENCOURAGE THE USE OF HAND DISINFECTION SOLUTION EVEN IF THEY ARE WEARING THEIR OWN GLOVES.
  - MASKS ARE EFFECTIVE ONLY WHEN USED IN COMBINATION WITH FREQUENT HAND-CLEANING WITH ALCOHOL-BASED HAND RUB OR SOAP AND WATER.
  - IF YOU WEAR A MASK, THEN YOU MUST KNOW HOW TO USE IT AND DISPOSE OF IT PROPERLY.





# ENTRANCE AREA

- CLEAN FREQUENTLY TOUCHED SURFACES (TABLES, COUNTERS, TOILETS, TELEPHONES, COMPUTER ACCESSORIES, ETC.) MINIMALLY EVERY 2 OR 4 HOURS, AND EVERY HOUR FOR DOOR HANDLES AND FAUCETS WITH HEALTH CANADA [APPROVED HARD SURFACE DISINFECTANTS](#).
- SALON WINDOWS ARE WASHED AND CLEANED DAILY ON BOTH SIDES WITH USUAL CLEANING PRODUCTS
- ALL GARBAGE & RECYCLING BINS ARE EMPTIED & REMOVED USING GLOVES AT THE END OF EACH DAY.
- GARBAGE & RECYCLING BINS ARE SPRAYED WITH DISINFECTANT PRIOR TO PLACING NEW BAGS IN THEM



# RECEPTION DESK

- CLEANING OF RECEPTION COUNTER BETWEEN EACH CLIENT WITH USUAL SURFACE CLEANING PRODUCTS
- DURING PHONE BOOKINGS, CLIENTS WILL BE GIVEN A QUESTIONNAIRE TO ENSURE THAT THEY WILL BE ALLOWED TO ENTER THE SALON.
- ONLY BOOKED CLIENTS WILL BE PERMITTED IN THE SALON WITH THE EXCEPTION OF ELDERLY CLIENTS WHO NEED ASSISTANCE, THEIR CAREGIVER IS RECOMMENDED TO WAIT IN THEIR CAR OR OUTDOOR WAITING AREA UNTIL CLIENT'S SERVICE IS FINISHED.
- SCHEDULING WILL BE REVIEWED IN ORDER TO AVOID CLIENTS IN THE WAITING AREA WITH LESS THAN 2 METERS (6 FEET) DISTANCE. CLIENTS WILL BE ADVISED NOT TO SHOW UP TOO EARLY (NO MORE THAN 15 MINUTES) FOR THEIR APPOINTMENTS.
- RESTRICT UNNECESSARY NON ESSENTIAL PHYSICAL CONTACT; TAPLESS PAYMENT IS RECOMMENDED. SALONS WILL ONLY BE TAKING DEBIT/CREDIT TO AVOID HANDLING CASH AND GERM TRANSMISSION. IF CASH IS USED YOU CAN USE A TRAY/BOWL TO EXCHANGE MONEY AND IT MUST BE PLACED IMMEDIATELY IN A PLASTIC BAG AND WILL BE SANITIZED
- DEBIT MACHINE IS TO BE CLEANED WITH DISINFECTING PRODUCTS AFTER EACH USE.
- PLEXI-GLASS AT CASH IS RECOMMENDED





# WAITING AREA & COAT CHECK

- SALON WILL ENSURE SEATING IN WAITING AREA COMPLIES WITH THE 2 METER (6 FEET) DISTANCE BETWEEN SEATS
- STAFF WILL DISINFECT SEATING AREA AND COAT RACK DAILY WITH [CLEANING AGENT APPROVED BY HEALTH CANADA](#)
- RETAIL ITEMS IF NEAR WAITING AREA WILL BE HANDLED BY CLEAN SANITIZED HANDS ONLY AND WILL BE COMPLETELY WIPED DOWN WITH PROPER CLEANING AGENT ON A WEEKLY BASIS.
- ANY ITEMS IN THE WAITING AREA THAT MAY HOLD BACTERIA AND ARE NOT EASILY DISINFECTED SHOULD BE REMOVED. EXAMPLE: DECORATIVE PILLOWS.
- SALON WILL SHARE WIFI PASSWORD TO ALLOW CLIENTS TO USE THEIR PERSONAL DEVICES. **ALL MAGAZINES WILL BE REMOVED.**
- SALONS CAN OPT FOR IPADS/SMART DEVICES AND WIPE THESE AFTER EVERY USE WITH A DISINFECTANT IN PLACE OF MAGAZINES



# TOOLS & CHAIR

- STYLISTS WILL ENSURE THAT ALL TOOLS ARE DISINFECTED AND SANITIZED AFTER EVERY SINGLE CLIENT. **ALL MUST BE WASHED IN WATER AND SOAP, [THEN DISINFECT](#)** AS APPROVED BY HEALTH CANADA
  - COMBS/BRUSHES
  - SCISSORS/RAZORS & CLIPPERS/TRIMMERS AS WELL AS ANY GUARDS
  - HOT TOOLS
  - CLIPS
- STYLISTS WILL ENSURE THAT THEY HAVE A CLEAN WORKSTATION READY BEFORE EVERY CLIENT.
  - HAIR SWEEPED OFF OF FLOOR AND CHAIR
  - STYLING CHAIR TO BE WIPED DOWN WITH A [DISINFECTANT APPROVED BY HEALTH CANADA](#)
  - TROLLEY AND TOOLS TO BE CLEANED BEFORE EACH NEW CLIENT
- STYLISTS WILL ENSURE THAT BETWEEN EVERY CLIENT THEY PRACTICE PROPER SANITIZATION OF THEMSELVES AS WELL.





# TOOLS CLEANING 101

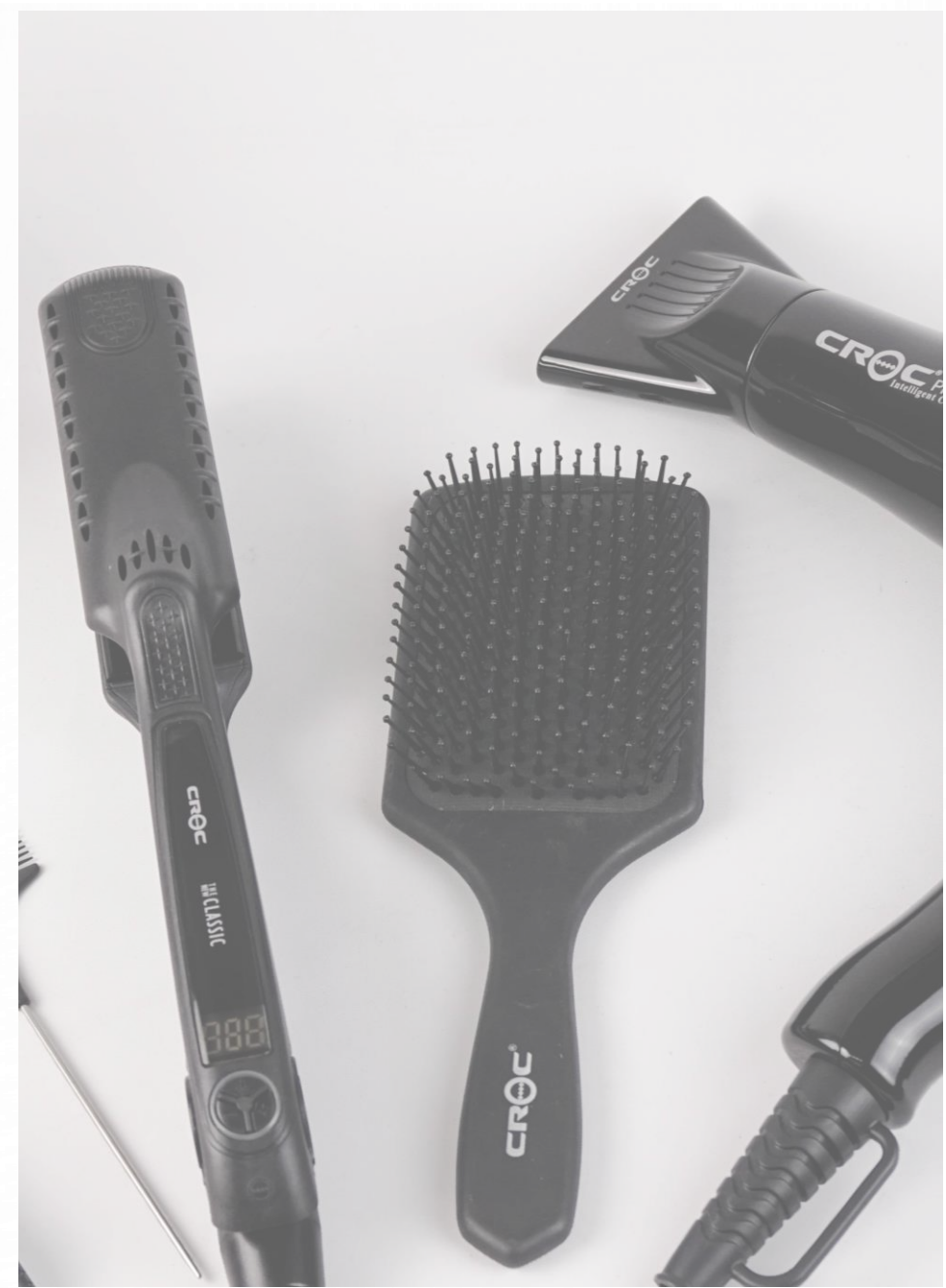
**CLEAN ALL THE TOOLS AND PRODUCT PACKAGING AFTER EACH CLIENT. AVOID SHARING TOOLS OR PRODUCTS IF POSSIBLE.**

## PRODUCTS:

- For multi-dose products, always clean **with in water and soap**, then disinfect as approved by **Health Canada**, the external packaging frequently after it has been opened and after every use/with a client (pay attention to easily touchable parts such as applicators)
- Shampoo, Conditioner, Mask, Styling paste and/or gel : clean hands before using and applying a product or use as much as possible disposable tools like spatulas for taking product from a mask or even from a tube, prevent touching the product and the applicator.

## HOW TO WASH/DISINFECT TOOLS/PACK:

- With soap and water, then disinfect as approved by Health Canada only works on a clean item, so cleaning before disinfecting is always the first step.
- WHO recommends using the following products for disinfection after cleaning:
  - 70% ethyl alcohol to disinfect small areas between uses, such as reusable equipment or tools (for example, combs, scissors, clips...).
  - Sodium hypochlorite at 0.5% (equivalent to 5000 ppm) for disinfecting larger surfaces
- You can use immersion, spray or wipe versions of the product but it is important to follow the manufacturer's instructions and respect contact time to achieve effectiveness of the product



# BACK BAR

- SHAMPOO SINK AND CHAIR NEED TO BE DISINFECTED AFTER EVERY USE AND CONFIRMED WITH THE SEAL OF SALON SAFE SANITATION.
- ALL TOOLS NEEDED FOR SERVICE HAVE BEEN WASHED IN SOAP AND WATER PRIOR TO CLIENT COMING TO THE CHAIR
  - BOWLS / BRUSHES / APPLICATOR BOTTLES / COMBS / CLIPS
- STYLISTS WILL ENSURE THAT BETWEEN EVERY CLIENT THEY PRACTICE PROPER SANITIZATION OF THEMSELVES AS WELL.
- STYLIST SHOULD ALWAYS WEAR A CLEAN CAPE/APRON AND A NEW PAIR OF DISPOSABLE GLOVES FOR EACH NEW CLIENT
- STYLIST WILL APPLY A DRY CLEAN TOWEL AROUND THE NECK OF THE CLIENT AS WELL AS A CLEAN CAPE PRIOR TO HAVING THE CLIENT LEAN BACK INTO THE SHAMPOO SINK OR GET THEIR COLORING DONE.

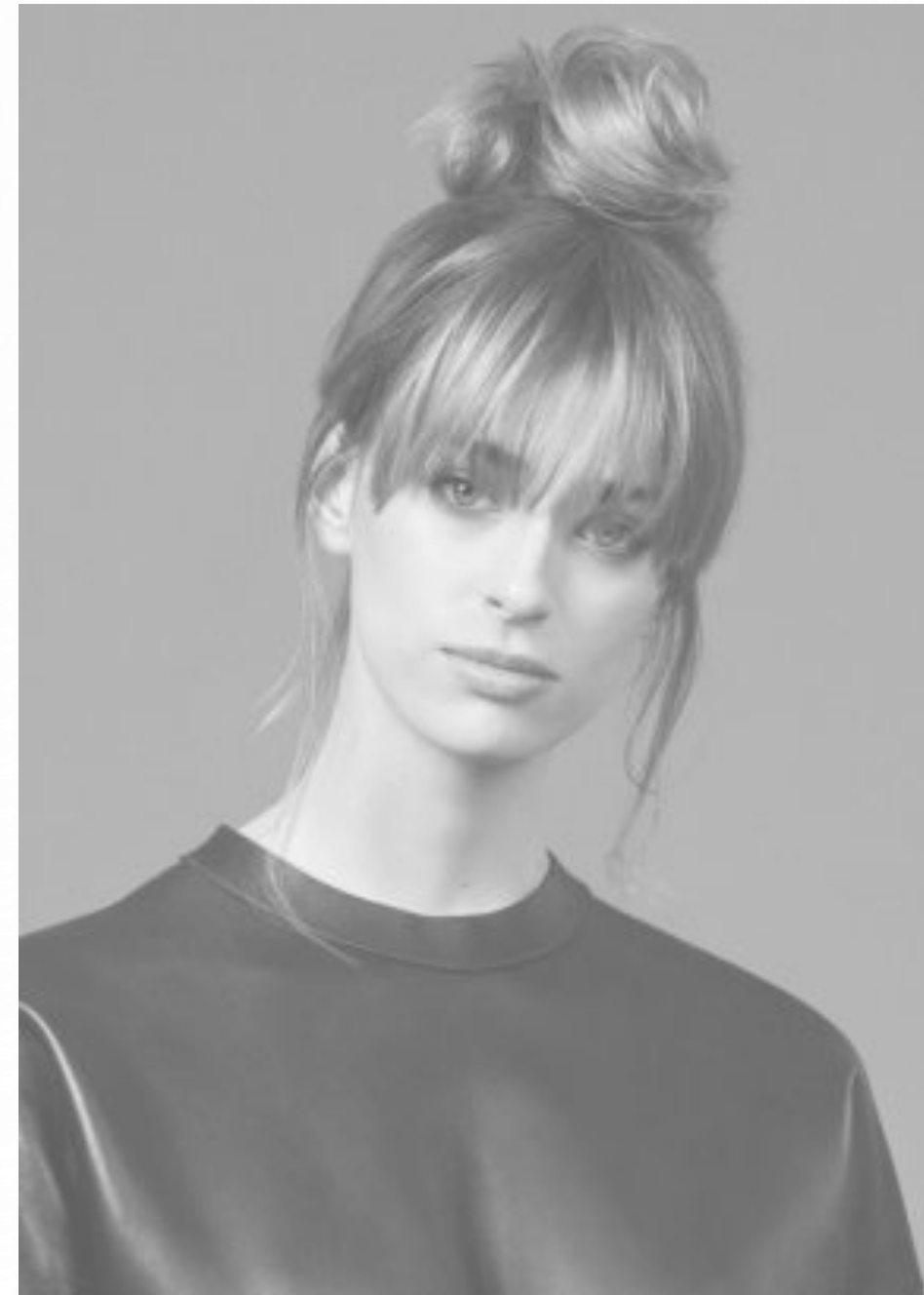
## CLEAN THE STYLING STATION & HAIRWASHING BASSIN AFTER EACH CLIENT

### HAIR BASSIN:

- Stylists should clean and disinfect chair and sink after each use.
- All products at the sink should be washed and disinfected after each use.

### HAIR STATION:

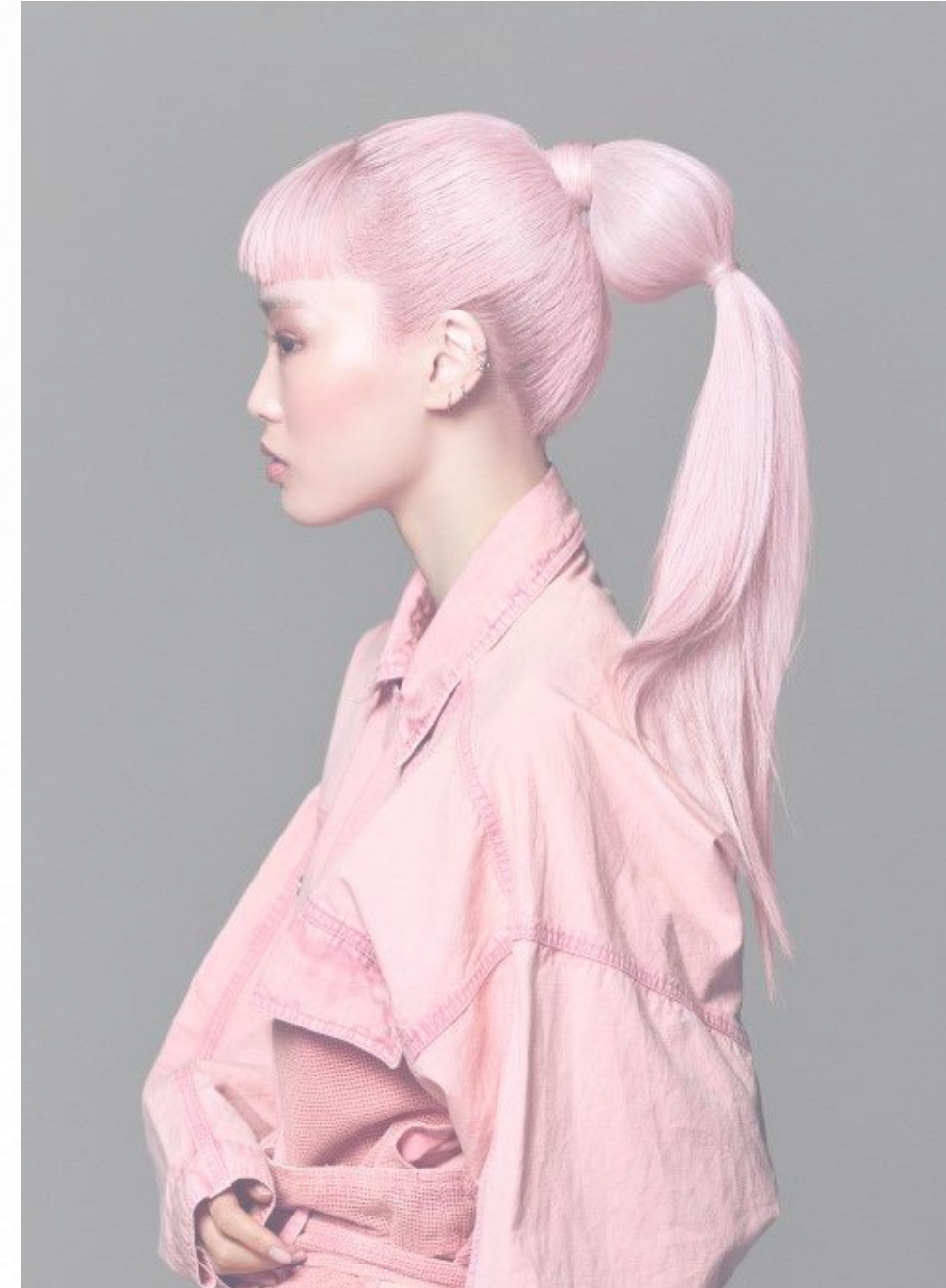
- Disinfect after every use with a client.
- This includes the stylist chair (seat and arm rests), surfaces that tools may sit on, and trollies.





# COLORATION AREA

- NEW CLEAN CAPE AND TOWEL ARE READY TO BE DRAPED ON CLIENT
- ALL TOOLS NEEDED FOR SERVICE HAVE BEEN SANITIZED AND CLEANED PRIOR TO CLIENT COMING TO THE CHAIR
  - BOWLS / BRUSHES / APPLICATOR BOTTLES / COMBS / CLIPS
- NEW DISPOSABLE GLOVES ARE USED FOR EACH CLIENT
- STYLISTS WILL ENSURE THAT BETWEEN EVERY CLIENT THEY PRACTICE PROPER SANITIZATION OF THEMSELVES AS WELL.
- ENSURE ALL CHAIRS ARE CLEANED AFTER EVERY CLIENT AND CONFIRMED WITH THE SEAL OF SALON SAFE SANITATION



# RETAIL

- ENSURE ALL RETAIL ITEMS, TOPS OF DOOR FRAMES, AND ANY HARD-TO REACH AREAS WHERE DUST MAY ACCUMULATE ARE ALWAYS CLEAN AND RUBBED DOWN WITH [CLEANING AGENTS APPROVED BY HEALTH CANADA](#)
- ALL RETAIL AREAS WILL HAVE SANITIZER FOR CLIENTS TO USE BEFORE HANDLING ANY PRODUCT.
- RETAIL AREAS WILL HAVE SIGNAGE ASKING CLIENTS TO AVOID HANDLING PRODUCTS UNLESS INTERESTED IN POSSIBLY PURCHASING.
- SALONS CAN GO DIGITAL (QR CODE) WITH THEIR PRODUCT INFO TO AVOID CLIENTS HANDLING PRODUCT.





# STAFF & STAFF ROOM

- STYLISTS SHOULD WASH THEIR HANDS BEFORE AND AFTER EACH CLIENT. AVOID TOUCHING THEIR FACE, EYES, MOUTH, ETC., DURING SERVICES.
- STAFF MEMBERS SHOWING SYMPTOMS OR FEELING SICK WILL BE ASKED TO STAY HOME
- NO FACE-TO-FACE STAFF MEETINGS OR GATHERINGS ARE TO BE HELD
- STAFF SHOULD NOT EXCHANGE CUPS, GLASSES, PLATES, UTENSILS AND SHOULD AVOID SHARING ANY TOOLS OR OBJECTS.
- DOOR HANDLES TO BE SANITIZED EVERY HOUR AND WINDOWS TO BE WASHED AND CLEANED (BOTH SIDES) ONCE A DAY
- STAFF ROOM TABLE AND COUNTERS ARE WIPED WITH [A DISINFECTANT APPROVED BY HEALTH CANADA](#); EMPTY TRASH RECEPTACLES DAILY OR AS NEEDED THROUGH OUT DAY.
- SWEEP/MOP FLOOR DAILY
- SANITIZE THE SALON WASHING MACHINE BY CLEANING WITH DETERGENT AND WATER, RINSING, REFILLING, AND ADDING BLEACH. ALLOW BLEACH AND WATER TO SIT FOR 10 MINUTES BEFORE DRAINING.
- ENSURE THAT A MEAL AND BREAK SCHEDULE FOR STAFF IS SET SO AS TO RESPECT THE SOCIAL DISTANCING STANDARDS
- IDEALLY WEAR HAIR IN A PONYTAIL AND AVOID WEARING ARTIFICIAL NAILS OR JEWELRY ON YOUR HANDS
- AVOID THE TOUCHING OF ONES FACE. IF DONE DISINFECT HANDS.
- COVER COUGHS AND SNEEZES WITH THE INSIDE OF YOUR ELBOW OR UPPER ARM.
- COVER YOUR MOUTH AND NOSE WITH A TISSUE OR PAPER TOWEL WHEN SNEEZING OR COUGHING.
- DISPOSE OF USED TISSUES OR PAPER TOWELS IN A COVERED TRASH BIN WITH A PLASTIC BAG, AND THEN CLEAN YOUR HANDS THOROUGHLY.



# SAFETY

## SAFETY MANAGEMENT

- ALWAYS FOLLOW THE MANUFACTURER INSTRUCTIONS. DO NOT USE FULL STRENGTH PURE ALCOHOL, USE HYDROALCOHOLIC SOLUTIONS OF 70%.
- DO NOT USE ALCOHOL SOLUTIONS/WIPES ON HOT SURFACES, DON'T USE LIQUID SOLUTION DIRECTLY ON A SURFACE, USE IT WITH A WIPE. DO NOT SPRAY ALCOHOL DIRECTLY ON ELECTRONIC TOOLS.
- DISPOSABLE WIPES, OR TISSUES WITH ALCOHOL MUST BE DISPOSED OF AFTER CLEANING IN A SPECIFIC RUBBER BIN WITHOUT OTHER MATERIALS. **ATTENTION:** ALCOHOL CAN REACT WITH OXIDANTS/H<sub>2</sub>O<sub>2</sub>.
- DISPOSE OF THE EMPTY CLEANING/ALCOHOL PACKAGING SEPARATELY AND ENSURE IT IS CLOSED.
- ALWAYS STORE PRODUCTS AWAY AND TIGHTLY CLOSED, AND KEEP AWAY FROM HOT SOURCES (RADIATORS, HEATING ....), ALWAYS FOLLOW MANUFACTURES INSTRUCTIONS.

MAKE A PLAN IF STAFF OR A CLIENT FEEL SYMPTOMS OF COVID-19 (DRY COUGH, FEVER, MALAISE) DURING THEIR TIME AT THE SALON. AGREE ON A PLAN IN ADVANCE WITH YOUR RISK PREVENTION TEAM. FOR ANY SERIOUS INQUIRIES YOU MUST ADVISE YOUR LOCAL HEALTH AUTHORITIES.





# WASTE MANAGEMENT & WASHROOM

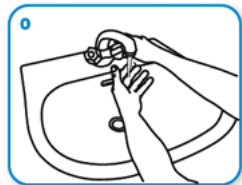
## WASTE MANAGEMENT

- ALL GARBAGE BINS SHOULD HAVE AN INNER PLASTIC BAG AND OPEN BY FOOT PEDAL OR SENSOR.
- ALL GARBAGE BAGS SHOULD BE REMOVED DAILY OR MORE OFTEN THROUGH OUT DAY IF REQUIRED.
- GARBAGE SHOULD BE REMOVED FROM BUILDING AND DISPOSED IN PROPER OUTDOOR CONTAINERS/BINS UNTIL PICKED UP.
- NEW PLASTIC BAGS SHOULD BE REPLACED IN CLEAN BINS THAT HAVE BEEN DISINFECTED THOROUGHLY.
- AFTER HANDLING GARBAGE BINS AND/OR WASTE BAGS YOU SHOULD WASH YOUR HANDS WITH SOAP AND WATER AND USE AN ALCOHOL BASED HAND SANITIZER.

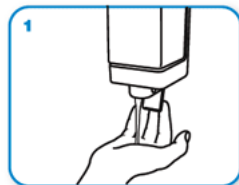
## WASHROOMS

- WASHROOMS MUST BE CLEAN AND FUNCTIONAL
- WASHROOM FACILITIES MUST CONTAIN LIQUID SOAP, BATHROOM TISSUE, AND DISPOSABLE HAND TOWELS AND/OR PAPER TOWEL.
- SINKS, TOILETS AND ANY OTHER FIXTURES MUST BE PROPERLY SANITIZED INSIDE AND OUT DAILY.
- DOOR HANDLES TO BE WIPED DOWN EVERY HOUR THROUGH OUT THE DAY
- ALL FLOORS MUST BE SWEEPED AND WASHED DAILY.
- SALONS SHOULD CONSIDER MOVING TO CONTACTLESS DISPENSARIES (SOAP, HAND DRYER)
- SIGNAGE OF PROPER METHOD TO WASH HANDS WILL BE DISPLAYED.
- **REMOVE ANY PRODUCTS THAT DO NOT BELONG IN THE RESTROOM – NOTHING SHOULD BE STORED IN A RESTROOM.**





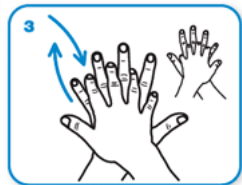
Wet hands with water



apply enough soap to cover all hand surfaces.



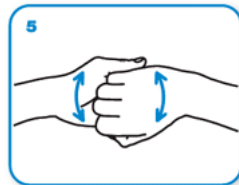
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



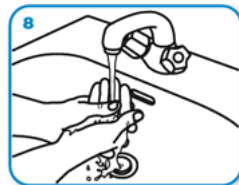
backs of fingers to opposing palms with fingers interlocked



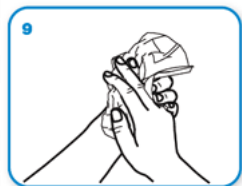
rotational rubbing of left thumb clasped in right palm and vice versa



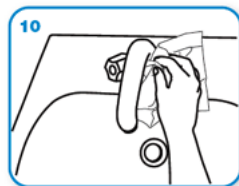
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



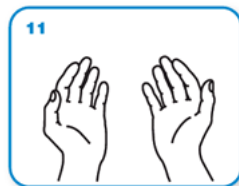
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet

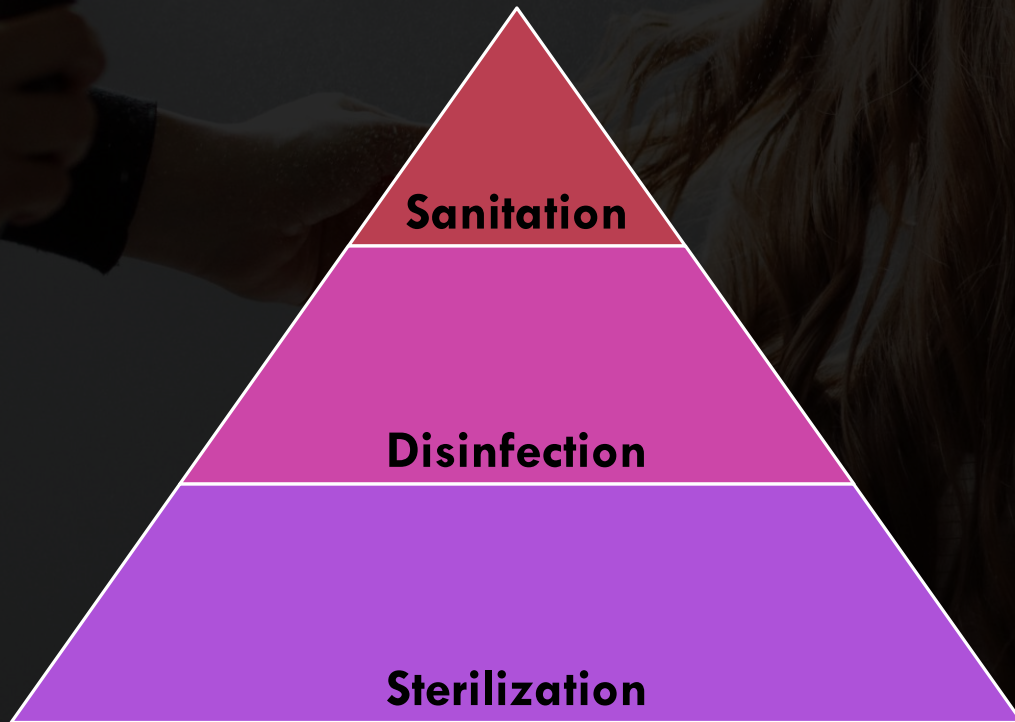


...and your hands are safe.

[https://www.who.int/gpsc/clean\\_hands\\_protection/en/](https://www.who.int/gpsc/clean_hands_protection/en/)



# WHAT IS THE DIFFERENCE BETWEEN SANITATION, DISINFECTION, AND STERILIZATION?



## **Sanitization**

Another word for cleaning. Both words have the same meaning; removing visible contamination and debris and dramatically lowering the number of germs on the surface.

## **Disinfection**

Disinfection is the destruction of viruses, bacteria, and fungi on surfaces that have come in contact with a client's skin. Proper disinfection leaves a surface highly unlikely to transmit infection or cause disease. Disinfection is only for non-living surfaces because disinfectants are damaging to living skin and may lead to irritation or allergic reactions.

## **Sterilization**

Sterilization is the complete destruction of all microscopic life on a surface. Hospitals use sterilization on surgical tools. Chemical sterilization is too hazardous for salons

# CLEANING TIPS\*

Clean tools are crucial for optimal performance, but even more importantly, it can help prevent infection when accidents occur. Tools such as [professional razors](#) and [professional shears](#) can accidentally penetrate skin and cause infection. Cleaning tools reduces the risk for both clients and stylists.

## ESSENTIAL CLEANING SUPPLIES FOR SALON

Liquid hand sanitizer  
Liquid antibacterial soap  
Disinfectant spray  
[Liquid disinfectant](#)  
Bleach  
Alcohol  
Floor cleaner/polish  
Glass/ window cleaner  
Microfiber cloths /paper towel  
Rubber gloves/ disposable gloves

### Razors: Clean Every Day

1. Carefully remove the used blade and discard.
2. Use rubbing alcohol and a cotton ball to remove styling aid and/or cutting lotion residue from all metal parts of the razor, including finer tangs and finger holes.
3. Carefully insert new blade.

### Brushes: Remove Hair, Clean and Sanitize Everyday

Use a brush cleaner designed with hard, wide-spaced, angled teeth on one end and longer bristles or wire on the other end.

1. Use the denser longer bristled end of the cleaning brush and *clarifying shampoo* to help cleanse away styling aid residue.
2. Store in dry sanitizer to maintain the fine wood finish of the brushes, **do not soak in harsh liquid sanitizers.**

### Combs: Clean and Sanitize Everyday

Note: Combs do not need to be left in liquid sanitizer overnight, it can actually breakdown the materials some combs are made from.

1. Use the denser longer bristled end of the cleaning brush (or even a toothbrush) and *clarifying shampoo* to wash away styling aid residue.
2. Soak in liquid sanitizer for **no longer than 10 minutes.**

### Shears: [Clean and Oil Everyday](#)\*

1. Use rubbing alcohol and a cotton ball to remove styling aid residue - minding the edges of the blade to avoid injury.
2. Hold shears with tips pointing down with the blades open about at a 45°, put a couple drops of shear or clipper oil at the pivot point, open and close shears and let sit over night.
3. In the morning, hold the shears in a downward position and open and close open and close the shears. The oil from the night before will flush out the hair that gets built up in the pivot point of the blades.
4. Wipe blade clean.

### Thermal Tools: Clean After Every Use

Iron plates are made of many different substances and it's imperative to keep them all clean for smooth, shiny hair. Hardened styling or cutting aid residue on plates snags and pulls hair compromising it and roughening up the cuticle.

#### Irons

1. Start with iron at room temperature.
2. Use a towel moistened with water to wipe plates clean. A Q-tip may be used to get into smaller crevices. For stubborn buildup, use rubbing alcohol and then wipe clean with a damp towel.