

Re-opening Guidelines for Salons and Barbers

Document scope

This non-exhaustive document describes the steps that Hair salons and Barber shops should take in order to prevent the spread of Covid-19. It provides advice on the measures recommended by Government to reduce the spread of Covid-19 in the community.

Employers and employees should keep up to date with the latest measures introduced by Government and any advice issued as a result. For more general matters related to occupational health and safety requirements, please refer to the relevant legislation, guidance and advice available from the health and safety authority.

Implementation of information outlined in this document is supplied for the purpose of guidance only. It is vital that **all final guidance** is taken from **official government sources and legislation**.

Information in this booklet has no legal standing, nor do they imply or incur any liability to the authors, organisations or member involved in the development of this roadmap.

Additionally, the health and safety authority has compiled a guide of frequently asked questions that should be checked regularly. Covid-19 advice for employers and employees.

Please note: for the purposes of this document, the term 'employee' refers to all personnel working within the premises at any given time.

Assuming the government guidelines are in place such as social distancing, sanitation, no groups, PPE / face coverings and respiratory and hand hygiene, we have compiled a list with some further tips to help everything run smoothly.

- ✚ Do not take walk-in appointments where possible. Taking clients by appointment only allows you to control the number of clients in the salon at any one time and allows for the correct cleaning and sanitation protocols
- ✚ Do not allow clients to wait in the salon where feasible – clients should arrive on time and be seated as quickly as possible
- ✚ Allowing 15 minutes in between appointments should be implemented so there is enough time to sanitise the station and equipment before the next client
- ✚ It is advisable that employers assess their salon situation and try to seat customers 2 metres apart. This may result in having to take less clients at a time or removing chairs / units. Where physical distance cannot be maintained, other protective measures should be implemented
- ✚ Employees should not share tools where possible and if necessary, sanitise any tools which must be shared
- ✚ Reception areas should be monitored at all times to avoid crowds or queues
- ✚ The reception area should be regularly sanitised and cleaned along with high touch points such as handles, stair rails and light switches
- ✚ Shared equipment such as payment devices and screens / monitors should be regularly sanitised
- ✚ Employees should wear PPE where possible and clients should wear a face covering throughout the appointment
- ✚ Employers are also reminded to review their occupational health and safety risk assessments to include Covid-19, and to take account of any changes to the work activity that may arise following implementation of the public health recommendation.
- ✚ Each workplace should have a Covid-19 representative worker who will monitor the situation constantly, ensure adequate hygiene measures throughout the day and ensure the new protocols are strictly followed.
- ✚ It is advisable to train all staff before their return to work advising them of new protocols and measures which have been implemented. All employees should sign a Return to Work screening form prior to their return to work date
- ✚ Each client should provide a mobile number and / or email address and these should be retained for up to one month in the event of Contact Tracing becoming necessary.
- ✚ Each client should be screened by Covid-19 questionnaire
- ✚ Signage should be displayed throughout the salon advising and reminding customers of the guidelines which are in place
- ✚ Sanitiser should be placed at entrances along with signage advising clients they must use it before entering.
- ✚ It is advisable to allow clients book online or over the phone only to avoid unnecessary footfall on the premises.
- ✚ With each booking, an email should be sent to the client prior to their appointment advising them of the necessary precautions and protocols in place.

- ✚ Employees and employers should engage in correct hand washing guidelines and the correct respiratory etiquette
- ✚ Employees should also demonstrate hand sanitation beside the client when beginning the appointment or restarting the appointment with the client
- ✚ All employees and clients should stay at home if feeling unwell
- ✚ Only the responsible employees and respective client should approach each other for the duration of the service.
- ✚ Social distancing should be observed in lunch rooms / canteens and breaks should be staggered where possible
- ✚ All salon laundry must be laundered at minimum temperature of 60c before and after each client or a disposable towel is used for each individual client and all wash basins will be sanitised between each service.
- ✚ The salon should be thoroughly cleaned before re-opening and implement a plan to ensure a deep clean is done regularly.
- ✚ The water system should be flushed out in order to prevent the spread of Legionella. This should also be done regularly thereafter. Further advice on the prevention of Legionnaires' disease after the COVID-19 Pandemic is available on the Health and Safety Authority Website.
- ✚ It is recommended to ventilate the premises as much as possible by opening doors and windows to refresh the air being circulated ***
- ✚ There should be specific protocols for elderly clients such as priority over others, a specific area which may be out of the way or near the door etc.
- ✚ Implement a no touch greeting policy
- ✚ Remove product testers and if possible place retail products in a closed unit until required
- ✚ Contactless and cashless payments should be advised and if cash is passed over, the employees' hands should be cleaned thoroughly after the transaction.
- ✚ If disposable gowns and towels are used in salon they should be disposed of directly into a waste bin. Where disposable gowns and towels are not used, regular towels and gowns should be used once and laundered.
- ✚ Reading material such as books / magazines / newspapers should not be available
- ✚ The bathrooms should be regularly checked and cleaned, ensuring there is always adequate liquid soap available

COVID-19 Return to Work Safely Protocol – Client Journey Sample Checklist

No	Topic	Yes/No	Action Required
A	Pre Arrival		
A1	Have you communicated and posted new salon procedure online?		
A2	Have you communicated to customers and advised them to stay home if they are feeling symptomatic and follow HSE guidelines on self-isolation?		
A3	Have you updated your appointment booking protocol?		
A4	Have you made provision for a walk-in client protocol in line with physical distancing recommendations?		
A5	Have you developed a provision for elderly or vulnerable clients?		
B	Salon/ Barbershop Point of Entry		
B1	Have you displayed any relevant COVID-19 screening question at the entrance?		
B2	Have you displayed your hygiene and salon protocol at the building entrance?		
B3	Have you established hand sanitation Zones at the entry and exit?		
C	Reception/ Retail area		
C1	Have you placed a physical barrier screen at reception if applicable?		
C2	Have you developed a policy asking clients, relevant COVID-19 screening questions?		
C3	Have you developed a policy that ensures that a contact log can be maintained?		
C4	Have you placed metre marking and any relevant signage to remind clients of physical distancing?		
C5	Have you developed a no touch greeting policy?		
C6	Have you developed a policy around managing any retail areas?		
C7	Have you established a cleaning and sanitation policy for all high touch area's and surfaces?		
D	Sanitisation Zones		
D1	Have you established hand sanitation Zones throughout the salon/barber shop? <ul style="list-style-type: none"> • all entry/exit points • high traffic areas 		
D2	Have you developed a protocol to ensure clients preform hand		

	hygiene?		
E	Gowns and Towels		
E1	If required, have you revised your laundry policy?		
E2	Have you a protocol for the use and disposable of single use gowns/towels?		
F	Consultation and Service delivery		
F1	Have you risk assessed and adjusted your standard operational procedures (SOP's) to account for any new measures required to carry out the service that are reasonable and practicable.		
G	Shared Reading Material		
G1	Have you removed all shared reading material?		
H	Implements and Equipment		
H1	Have you a policy in place to ensure all implements and equipment are cleaned and sanitised before and after each use.		
I	Restrooms		
I1	Establish a protocol for cleaning and sanitise high touch surfaces regularly		
I2	Ensure there is always soap or hand sanitiser available		
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Appendix 1: Client/ Visitor COVID-19 Questionnaire – Sample

Visitor/Contractor Covid-19 Questionnaire	
Name:	
Address/ Eircode:	
Mobile No.:	
Stylist/ Barber:	
Date:	

To ensure the Safety & Health of all people interacting with (insert Salon Name), clients and visitors must complete this declaration form prior to entering or on arrival our salon. If you indicate to us you have symptoms of COVID-19 OR you have been abroad in the last 14 days with exception to Northern Ireland you will be required to either restrict your movements or self-isolate.

Where this is the case, you are prohibited from entering the salon/barber shop and advised to seek professional medical help/ assistance in line with HSE Guidelines.

		Yes	No
1.	Have you visited any of the countries outside Ireland excluding Northern Ireland?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are you suffering any flu like symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are you experiencing any difficulty in breathing, shortness of breath?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are you experiencing any fever/temperature symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did you consult a Doctor or other medical practitioner?	<input type="checkbox"/>	<input type="checkbox"/>
6.	How are you feeling Health wise?	Well <input type="checkbox"/>	Unwell <input type="checkbox"/>
7.	Have you been in contact with someone who is confirmed to have COVID-19 has visited an affected region in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
<p>NOTE: When in salon, please adhere to our in-salon standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette?</p>			
Signature:		Date:	

(Sample forms taken from www.irishhairfed.com)