



**GOVERNOR REYNOLDS CLOSED ALL SALONS THROUGH
MAY 15th WATCH for UPDATES FROM HER OFFICE
CHECKLIST FOR ESTABLISHMENTS PREPARING
TO REOPEN SALONS & SCHOOLS**

PRIOR TO REOPENING CHECK THE GOVERNOR'S WEBSITE <https://governor.iowa.gov/newsroom>

The Board of Cosmetology Arts & Sciences recommends establishment owners complete all items in this section of the checklist prior to reopening to help prevent the spread of any virus and ensure the safety of consumers and licensees.

1. Clean all non-porous surfaces and furniture. This includes floors, baseboards, walls, windows, cabinets, reception counter, chairs, etc.
2. Wipe down all soft surfaces (chairs, couches, styling chairs, and treatment tables) with water and a clean towel. Cloth chairs cannot be properly cleaned and disinfected, consider using a plastic cover.
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 establishment.
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 client.645—63.14(157)
10. Store clean tools and implements in a disinfected, dry, covered container.
11. Clean and disinfect all equipment (facial steamers, nail dryers, hair dryers, etc.) and use EPA-registered disinfectant.
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 establishment.
17. Wash all capes.
18. Store all clean linens in a clean, dry storage area.
19. Clean and disinfect all pedicure bowls following the required procedures, even if they were cleaned and disinfected prior to closing the establishment. 645—63.25(157)
20. Clearly label receptacles for "used" items to keep separate from clean, disinfected items.
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 client.

More Information on Preparing Workplaces for COVID-19 Infection Control can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

ONGOING SAFETY CONSIDERATIONS

- | | |
|---|--------------------------|
| 23. Ensure everyone who works in the establishment 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 establishment washes their hands properly and often. Wash hands after eating, using the restroom, blowing your nose, smoking, completing a transaction, and completing a service, including gloved services. | <input type="checkbox"/> |
| 25. Consider wearing face masks and gloves during all services. | <input type="checkbox"/> |
| 26. Encourage licensees, students and clients to bring and wear a mask. Have hand sanitizer available at stations and the reception counter. | <input type="checkbox"/> |
| 27. Use text/call check in to avoid having clients 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. Clean and disinfect high contact surfaces/items daily (telephones, door knobs, reception counter, etc.). | <input type="checkbox"/> |
| 32. Remind everyone who works in the establishment and clients to stay at home if they are sick or not feeling well. | <input type="checkbox"/> |

DISINFECTION AND STERILIZATION PROCEDURES 645-63.13(157)

Iowa Administrative Code Section 645 Chapter 63 Rule 13 (Iowa Code Chapter 157)

1. Remove all visible debris from non-porous surfaces, tools and implements.
2. Clean with soap or detergent and water.
3. Rinse the surface, tool or implement thoroughly.
4. Cleaning must occur before disinfection can begin.
5. Completely dry surfaces, tools and implements with a new, clean paper towel.
6. Totally immerse in an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity (used according to the manufacturer's instructions).
7. Use gloves or clean tongs when removing tools from the disinfectant.
8. Store in clean, covered and labeled drawer.

Esthetic and Electrology Tools & Treatment Rooms

1. Clean and disinfect any surface, implement, tool or appliance used.
2. Clean and disinfect any treatment table with approved product between each use.
3. Ensure that multi-use product containers have adequate single use applicators available to safely remove product without contaminating remaining product.
4. Wear gloves for all services. 645—63.24(157)

Cosmetologist & Nail Technician Tools & Implements

All non-porous items on a pedicure or nail station must either be new, never used, or cleaned and disinfected then stored in a closed and disinfected container.

1. All pedicure bowls fully cleaned and disinfected before EACH client. 645 IAC 63.25(157)
2. All removable parts removed and thoroughly cleaned and disinfected.
3. Bowl scrubbed with brush and detergent/soap, and then thoroughly rinsed.
4. Removable parts replaced.
5. Properly concentrated disinfectant in bowl and allowed to sit or run (jets) for full contact time listed on the disinfectant label.
6. Bowl drained and rinsed again.
7. Wear gloves for all services when you are touching the customers skin.

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 the 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.

Social Distancing & Customer Interactions

05/16/2020

The following recommendations reduce the number of patrons in a salon or school at a single time and limit interactions that could expose people to COVID-19.

Only schedule the number of clients that will allow for social distancing of at least six feet between chairs and stagger chairs to maintain a minimum of 6 feet between employees/students.

Encourage clients to wait in their cars to limit exposure.

Implement reasonable measures to ensure social distancing of employees /students and clients, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19.

Appointments: All services must be scheduled with adequate time in between appointments to properly clean and disinfect. Employers and school owners will be held accountable for allowing their employees/students to have enough time to allow for proper disinfection without repercussions. Only allow clients to bring one support person per client such as one adult per minor client. Additional family may not enter.

- ❖ Customers should be screened upon reservation and arrival as to whether he/she is positive for COVID-19, has any symptoms, is under quarantine, or has been exposed to COVID-19.
- ❖ Post signage on entrance doors that no one with a fever of 100+ or symptoms of COVID-19 will be permitted in the salon. Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, Loss of taste or smell, Diarrhea, Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, Known close contact with a person who is lab confirmed to have COVID-19.

Waiting Areas: Discourage walk-in customers with signage and by scheduling appointments. Encourage customers to wait in vehicles until you have invited them in to the salon. Waiting area chairs should be removed or spaced in such a manner to accommodate social distancing requirements.

Establishments that work with walk in traffic only: Establish a number system or some type of check in system for customers. They can have numbers available for clients to pick up at the door or just inside the establishment so clients can maintain social distancing guidelines while waiting outside by either remaining in your vehicle or keeping the recommended spacing. Stylists can notify customers by displaying or notifying the waiting customers of the next number being served when the licensee is ready.

Reducing Contact: Use technological solutions where possible to reduce person-to-person interaction (e.g. mobile scheduling, mobile waiting system, text on arrival for appointments, contactless payment options).

High Risk Consumers: Consider offering appointments to any at risk clients, for example elderly clients, either before normal operating hours or after normal closing hours to minimize the chance of other clients coming into the establishment and school. Another option is to have clients wait in their car and call them in once the previous client has left and the establishment and school have been disinfected.

Double Booking: This should not be done during the pandemic. If you proceed, a client must be left in a single chair throughout the process and distancing measures maintained. Limiting the movement of patrons throughout the business reduces risk to both patrons and staff. Universal precautions must be observed.

Payments: Cashless payment systems are preferred, but not required. If Point of Sale (POS) equipment is used and a client must sign or enter PIN, the equipment must be disinfected after each use.

Signage: Signage should be posted that states services will not be offered to or given by anyone who is sick or exhibiting signs of illness. Patrons should be asked prior to a service if they have been sick or exposed to someone who is sick. If so, services should be deferred for 10-14 days. See sample signage at the end of this document.

Hands Off/Social Distancing: During this time, shaking hands or giving hugs to your clients and co-workers is not a good idea. Rather, tell your client that you are practicing good hygiene and following "social distancing" protocol to help keep everyone healthy. Also, keep your hands away from your face, as that is an easy path for transmission. Workstations should allow 6 feet between patrons and licensees/students.

Physical Distancing: It is acknowledged that social distancing recommendations of 6 feet cannot be met in the actual service itself. However, the following distancing measures can be instituted to reduce risk:

- ❖ If chairs are situated such that the patrons are closer than 6 feet – every other chair should be used or chairs staggered if possible.
- ❖ There should be no more than 10 people or up to 50% of the building capacity in the business at any time (including staff) until those recommendations have been lifted by the governor.
- ❖ Designate with signage, tape, or by other means appropriate social distancing spacing for employees and customers.
- ❖ If possible, assign an employee each shift to monitor social distancing, sanitation, and hygiene protocols.
- ❖ Notify customers by signage to report concerns of social distancing infractions to the salon manager.
- ❖ Educate consumers on where to find information about COVID-19 and the importance of staying home when sick to protect your employees and the community.
- ❖ Stay Informed: Follow the IDPH COVID-19 Resource Center for the latest information as the situation evolves. <https://coronavirus.iowa.gov/>

Salon/School Protocols to Support Licensees/Students & Maintain a Healthy Work Environment 05/16/2020

LICENSEES/STUDENTS

Capes: Each client should be draped with a clean cape. Capes should be laundered following the fabric recommendations between each client, or salons/shops may consider using disposable capes and dispose of the cape after it is used.

Masks: Require employees and students with direct client contact to wear cloth or other mask that is laundered or replaced between customers. Encourage customers to wear a mask to the extent possible while receiving services and/or should be supplied with a clean towel to hold over their mouth and nose. Discourage conversation during services that don't allow use of a mask (any service on the face such as facials, waxing, electrology, chemical peels, steaming, microdermabrasion, etc...).

Face Shields: If available, it is recommended that employees and students wear face shields when servicing clients.

Gloves: Licensees and students shall wear disposable gloves during esthetic and nail technology services, wash hands before and after and change gloves between clients. If you leave the field of service, remove the gloves and wash hands. Before returning to service, wash hands and put on clean gloves. Gloves shall only be used on a single client and shall be disposed of after the client's service. Anytime gloves are used during a service, licensees and students shall wash hands both before gloves are worn and after they are removed.

Facials: Discontinue use of facial steamers and in place use a hot towel with a dry towel over it. This will protect the licensee and student.

Nasal hair waxing: The practice of nasal hair waxing is discouraged since the nose is the first line of defense for the body.

Maintain a Healthy Work Environment

Screen all employees each shift before entering the salon for symptoms (i.e., fever of 100°F or higher, cough, shortness of breath, runny or stuffy nose, sore throat, muscle aches, fatigue, diarrhea, or vomiting).

Immediately exclude anyone with symptoms from entering.

- ❖ Actively encourage sick employees to stay home. Implement flexible sick leave and supportive policies and practices.
- ❖ Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
- ❖ Identify where and how workers might be exposed to COVID-19 at work.
- ❖ Separate sick employees immediately if someone becomes ill.
- ❖ Educate employees about how they can reduce the spread of COVID-19.
- ❖ Where possible, workstations should be staggered to avoid employees standing directly opposite one another or next to each other, and maintain six feet of social distance.
- ❖ Frequently monitor employee handwashing and ensure no bare hand contact with client skin.
- ❖ Clean and disinfect chairs, pens and other commonly-touched items between each client use.
- ❖ Implement the recommended enhanced cleaning/disinfecting schedule for all contact surfaces, and cleaning/disinfecting between customers.
- ❖ Disinfect commonly-touched surfaces throughout entire salon such as door handles, credit card machines, bathrooms, break rooms, etc., after each use.
- ❖ Enhance employee safety training, emphasizing employee health, handwashing, and personal hygiene practices.
- ❖ Have hand sanitizer and sanitizing products readily available for employees and customers.
- ❖ Eliminate magazines, brochures and public use testers.
- ❖ Disinfect chairs after each client use.
- ❖ Educate employees providing face-to-face services, cleaning, doing laundry, and trash pick-up to recognize the symptoms of COVID-19.
- ❖ Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- ❖ Develop policies for employee protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
- ❖ Provide instructions on what to do if employees or their family members develop symptoms within 14 days after their last possible exposure to the virus.
- ❖ Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Additional Resources for Employers to reduce transmission among employees and patrons to maintain healthy business operations are outlined at the bottom of this webpage

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

If an employee or contractor tests positive for COVID-19, immediately report that to the local health authority and provide notification to employees, contractors, and clients. The notification may be made via phone call, e-mail, or text. The notification to the local health authority and to employees, contractors, and clients must occur no later than 24 hours of receiving information of a positive test result.

A public hotline has been established for Iowans with questions about COVID-19.

The line is available 24/7 by calling 2-1-1 or 1-800-244-7431.

ATTENTION CLIENTS

ALL CLIENTS ARE ENCOURAGED TO
WAIT IN THEIR VEHICLES

**FOR THE PROTECTION OF YOUR
HEALTH AND OURS
CALL ON ARRIVAL**

NO CLIENTS or EMPLOYEES with a
FEVER of 100+ or Symptoms of
COVID-19 will be Permitted in the Salon

UPON ENTERING THE SALON

PLEASE

**Practice Social Distancing
& Wear a Mask**

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TO KEEP OUR COMMUNITY SAFE***

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