



# NAIL SALONS, HAIR SALONS, BARBER SHOPS, SPAS

## Planning Guide for Reopening

---

To help prevent the spread of COVID-19 when reopening your business, operators should start planning now. There are requirements for all businesses in Dane County, as defined in the current [Dane County Order](#) and outlined in [Forward Dane](#) along with any additional [CDC requirements](#). Our [website](#) will be updated as Dane County moves to new phases.

One of the most important keys to stopping the spread of COVID-19 is physical distancing. It is important to note that maintaining physical distancing in the absence of effective hygiene practices may not prevent the spread of this virus. All facilities should be more attentive to their hygiene practices, including frequent and proper hand-washing and routine cleaning of all surfaces. PHMDC has some best practice recommendations for physical distancing, effective hygiene practices, and other practices that may be helpful to implement at your facility.

- To the greatest extent feasible, comply with Physical Distancing Requirements between all individuals on the premises, including but not limited to employees, customers, and members of the public. Workers must comply with the following Physical Distancing Requirements as follows:
  - Maintain 6 feet between people.
  - Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer.
  - Cover coughs or sneezes into sleeve or elbow (not hands).
  - Regularly clean high-touch surfaces (door knobs, handles, table tops) using [CDC cleaning guidelines](#).
  - Do not shake hands.
- Restrict the number of workers present on premises to no more that is strictly necessary to perform the essential operation.
- Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

Although salons are already familiar with many safety and hygiene protocols set forth by Wisconsin Administrative codes for their establishments, there are other public health best practices that can be put in place when reopening to help prevent the spread of COVID-19. Some of these safety protocols and recommendations are as follows:

### Client Screening, Employee Illness, & Hygiene

- Implement an [employee illness policy](#). See [Employee Illness Agreement](#) template.
- Have employees self-monitor for COVID-19 symptoms prior to working.
- Pre-screen clients for COVID-19 symptoms or exposures prior to appointment.

- Take customer temperatures upon entry. Reschedule clients experiencing symptoms or exposed to COVID-19.

### Staff Precautions

- Develop a [personal protective equipment \(PPE\) policy](#). Employers are responsible for having a written policy and for training staff.
- All staff members should wear a [mask, a cloth face covering](#) and/or face shield to minimize face to face contact with clients at all times.
- Wash hands frequently including when arriving at work, between each client, after touching mask, using restroom, sneezing, coughing, blowing nose and prior to leaving work.
- Regularly sanitizing work stations and implements in-between client interactions with EPA required disinfectants.
- Freshly laundered or disinfected capes, aprons, towels, and implements should be used for each client.
- When not actively performing services, staff should maintain 6 ft distance from clients.

### Client Precautions

- Clients experiencing COVID-19 symptoms or recently exposed to COVID-19 should reschedule or cancel their appointments.
- Client must use hand sanitizer, or have access to hand washing sink upon entry
- Clients should bring a cloth face covering to their appointment, or the salon may provide them.
- Clients are encouraged to wear cloth face covering when entering on premises. Considerations should be made for clients unable to wear cloth face covering.
- Clients should remain in vehicle until notified by facility that they are ready to start their appointment.
- Clients should attend their appointment alone. Children should not be allowed to roam freely through the salon. If a child is getting the service than one adult may be allowed to be in facility during that time.
- Tanning clients may remove cloth face covering while tanning but must replace it before leaving tanning area.

### Physical Distancing

- Develop a [physical distancing policy](#). Employers are responsible for having a written policy and for training staff.
- Minimize salon occupancy to levels dictated by current orders.
- Only clients getting services should be allowed inside salon.
- Break-rooms may be open, if frequently cleaned and six feet of physical distancing can be maintained.
- Waiting areas can be open. Ensure six feet of physical distancing can be maintained to prevent customers from congregating.
- Work areas to be spaced 6 feet apart, or station usage staggered, or working staff in split shifts.

- Salons no longer must operate on an appointment only basis. Limit group appointments, to reduce the number of total clients in the salon.
- Walk-in salon should develop a waiting system to eliminate in salon waiting.
- Allow clients to wait in their cars until they have been notified to come into the salon.

## Facility Precautions, Cleaning & Disinfection

- Ensure protocols and policies are in place for proper disinfection methods including for sanitizing work stations, cutting tools and other implements, and nail tools in-between client interactions with EPA required disinfectants.
- Implement [policy for hand washing](#) when arriving at work, between each client, after touching mask, after using restroom, and prior to leaving work.
- Educate employees about washing hands with soap and water for at least 15-20 seconds as frequently as possible or using hand sanitizer.
- Have a written policy about [cough and sneeze etiquette](#) and training staff.
- Provide education and training to employees on using PPE, physical distancing, employee illness, cleaning and disinfection.
- Have hand sanitizer readily available for staff and customers throughout establishment.
- Make sure bathrooms and other handwashing sinks are fully stocked with soap and single-use towels. Increase cleaning frequency.
- Wipe the register, counters, tables, chairs, and credit card readers frequently.
- Wash surfaces that appear dirty with soap and water prior to disinfecting.
- Designate an employee for each shift to ensure all cleaning and disinfection is occurring as scheduled.
- Establish a cleaning schedule and checklist using approved cleaners. [CDC cleaning guidelines](#)
- Minimize the sharing of work tools and equipment. If sharing is necessary, disinfect the equipment in-between.

## Service Restrictions

- Consider restricting during early phases any services where clients can't wear cloth face coverings or there is an increased potential of spreading the virus during performance of service
  - No lip or chin waxing/removal services.
  - No facial hair grooming.
  - No facials, masks, peels, or other skin treatments requiring mask removal.
  - No blowdrying, towel dry hair only.

## Other Public Health Best Practices

- Consider using a log to track employee training on policies and procedures.
- Use social media and other forms of communication to educate clients on steps being taken for their protection and what they need to do to protect staff.
- Consider asking clients to wash their hair prior to arrival.
- Prepay or contactless methods for customer payments are encouraged. Discourage the use of cash.

- Remove all unnecessary touchpoints, especially those that cannot be sanitized including all magazines, newspapers, service menus, and unnecessary salon decor.
- Move salon retail products to a less accessible location.
- Clients will be allowed to self-serve drinks from beverage stations. This includes coffee, soda, and water. However, self-dispensing of cups, lids, and straws is still prohibited. Employees must dispense all single-use items where the virus could be spread by customer's contact.
- Have HVAC system evaluated. If possible consider increasing ventilation rates and percent of outside air.

### Resources:

- Public Health Madison & Dane County [Business Toolkit](#)
- [CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again](#)
- The [Wisconsin Economic Development Corporation](#), has developed guidelines for Hair and Nail Salons along with [general information](#) that can be applied to your facility.
- American Industrial Hygiene Association guidance for hair and nail salons: [Back to Work Safely webpage](#)

We here for you as we all travel this unpaved road together. Our website has lots of information that is regularly updated as the Orders change; for this reason, we encourage all our business operators in Dane County to [visit our website](#) frequently to stay current.