



MADISON COUNTY BOARD OF SUPERVISORS

John M. Becker, Chairman
Mark Scimone, County Administrator
Cindy Urtz, Clerk

138 N. Court St., PO Box 635
Wampsville, NY 13163
Phone: 315/366-2201
Fax: 315/366-2502

Minimum Standard Health Protocols

Checklist for Barbershops, Hair & Nail Salons

The 2019 Novel (New) Coronavirus is a virus that causes a disease called COVID-19. The virus is spread person-to-person, either in close contact (within about 6 feet) or through respiratory droplets produced when an infected person talks, coughs, or sneezes. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms or a combination of these symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Older adults (60 years and older) and people of all ages with underlying medical conditions, such as heart disease, diabetes, lung disease, and weakened immune system. Pregnant women have had a higher risk of severe illness when infected with viruses similar to COVID-19 and may be more vulnerable.

The close personal contact required in personal service situations makes it especially challenging yet critically important to accommodate the necessarily social distancing and sanitation in this time. The following are the recommended health protocols for personal service providers, including barbershops and hair and nail salons choosing to operate in Madison County, NY. Barbershop and salon owners may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, independent contractors, and customers.

NOTE: Public health guidance cannot anticipate every unique situation. Shop owners should stay informed and take actions based on new information about COVID-19 that will protect health and support economic revitalization. Furthermore, owners should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Getting ready to open:

- Start by first offering less complex and time-consuming services such as haircutting and shaving services
- Notify employees and contractors of all COVID-19 processes and procedures and require them to sign a statement acknowledging they understand and will adhere to the guidelines
- Screen employees and contractors before coming into the shop:
 - Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - 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 measure temperature greater than or equal to 100.4°F
 - Known close contact with any suspected or confirmed case of COVID-19
 - Do not allow employees or contractors with new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work after they are released from isolation from the health department
 - Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until they are released from 14-day quarantine by the health department
- Consider implementing a similar policy for clients.
 - For temperature checks, the preferred method is a no-contact thermometer such as a forehead thermometer, if possible.
 - Do not use a contact thermometer on multiple persons without disposable guards or disinfection between persons
- Provide resources and a work environment that promote personal hygiene. For example, provide tissues, hand soap, alcohol-based hand sanitizers containing at least 60 percent alcohol, disinfectants and disposable towels for licensees to clean their work surfaces
 - Disinfectants must come from this list: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Provide a place to wash hands with both hot and cold water with hand soap, disposable towels, and a no-touch trash can

Before an appointment:

- Appointments should be scheduled to limit the amount of people in the shop
- Walk-in clients should wait either in their own cars or outside with at least six feet separation individuals
- Do not allow clients to bring extra people to the appointment, such as children
- Only schedule the number of clients that will allow for social distancing of at least six feet from others
- A sign should be posted at the entrance to the shop with a phone number that clients should call to schedule an appointment when they arrive outside the shop
- Only bring clients into the building when the licensee is ready for them to eliminate multiple people in the waiting area
- Remove all unnecessary items that are difficult to disinfect, such as magazines, from the lobby or waiting area
- Contactless payment is encouraged. Where not available, contact should be minimized
- Signs should be posted at each entrance and eye-level at stations notifying clients that people with symptoms of COVID-19 or who have recently been exposed to someone with symptoms must reschedule their appointment
- If possible, provide face coverings for clients or ask them to wear one if services can be provided with it on

At appointments:

- Do not let client touch/handle retail supplies
- Require all clients to wash their hands upon entering the shop and before each treatment
- Take measures to ensure that clients do not interact with each other in the shop
- Face masks or fabric face coverings should always be worn by employers, employees, contractors and clients while inside the shop, even if individuals are practicing social distancing
- Clients receiving services for which a mask may not be worn should wear a mask or face covering before and after they receive the service

Providing services:

- If gloves cannot be worn for a service, then hands must be washed with soap and water prior to providing services. Hands must be washed for a minimum of 20 seconds
- If at any time an employee or contractor touches their face, nose, eyes, cell phone, door, credit card machine or any surface they have not sanitized, they must immediately change their gloves or rewash hands with soap and water
- Use disposable supplies to keep from having to handle and disinfect multi-use supplies
- Use disposable towels when possible and dispose of them after use

Continue to service clients with the cleaning and sanitation you already practice:

- If gloves are worn, they must be removed and properly disposed of immediately upon completion of the service
- All surfaces must be wiped down and sanitized between use including computers, landline phones, etc.
- Full sanitization of workstations, shampoo bowls, chairs, etc., must occur after each client. This includes a complete wipe down with disinfectant cleaners or wipes of all surfaces touched and products used
- Multi-use equipment and tools must be cleaned and disinfected before use on each client
- Single-use equipment and tools must be discarded after use on a single client
- Electrical equipment that cannot be immersed in liquid shall be wiped clean and disinfected before use on each client
- All clean and disinfected tools and materials shall be stored in a clean, dry, debris free environment when not in use
- Clean and disinfected tools and materials must be stored separate from soiled tools and materials. Ultraviolet electrical sanitizers are acceptable for use as a dry storage container. Non-barbering or shaving related supplies must be stored in separate drawers or locations
- Shampoo bowls and manicure tables shall be disinfected prior to use for each client
- Floors shall be thoroughly cleaned each day. Hair cuttings must be swept up and deposited in a closed receptacle. Barbers need to sweep up after each haircut
- All trash containers must be emptied daily and kept clean by washing or using plastic liners
- Non-disposable towels used during services must be immediately removed and placed in a disposable laundry receptacle (such as a bag that is discarded after use) at the conclusion of the service
- If the shop uses a laundry basket or reusable bag, it must be sanitized between uses and should never be used for clean towels/capes
- Towels must be washed in hot water and chlorine bleach and only clean towels shall be used on clients
- Clean towels should only be handled by someone who has cleaned their hands immediately before touching the towels or someone who has a fresh pair of gloves
- All on-site laundry rooms or laundry storage rooms must be fully sanitized daily

Additional Items:

- If an employee or contractor tests positive for COVID-19, immediately report that to the Madison County Health Department. The health department will provide further guidance.