



# HYGIENE GUIDELINES FOR HAIRDRESSERS



# HYGIENE GUIDELINES FOR HAIRDRESSERS

The purpose of this document is to provide a Hygiene Guideline for Hairdressers in order to help with the resumption of activity, in the Covid-19 context: which should be guided by the principle of minimizing risks.

In those establishments, 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 OMS/WHO recommendations.

\*This is a guide so never forget to follow your Local Authorities' and your occupational risk prevention service recommendations.

## 01 MODIFICATION OF THE SALON ORGANIZATION

- ✔ Respect Social Distancing
- ✔ Adapt the Rules of the Salon

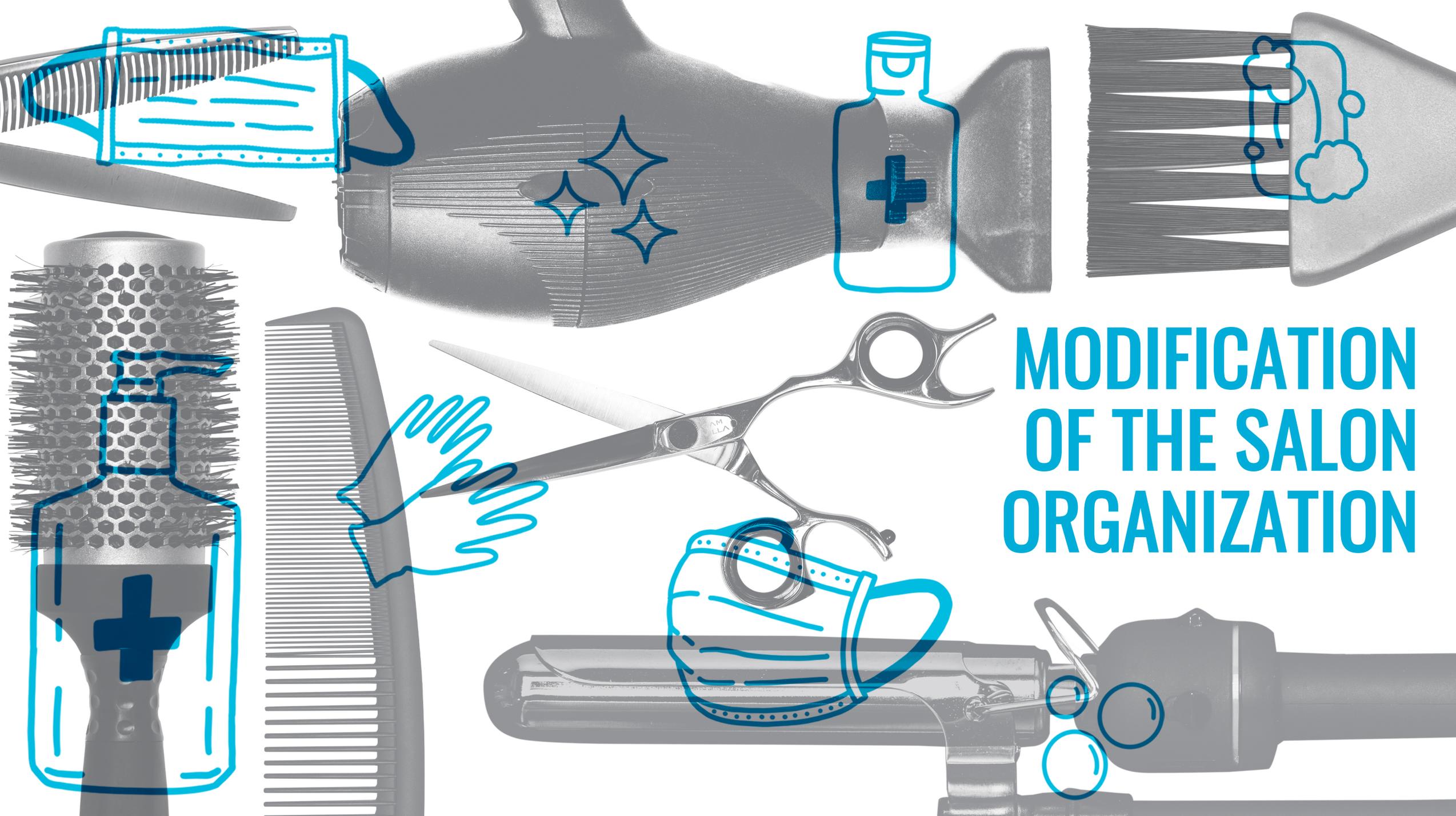
## 02 NEW GUIDELINES FOR PEOPLE HYGIENE

- ✔ Promote Hand Hygiene
- ✔ Repeat & Promote Hand Hygiene
- ✔ Use Gloves
- ✔ Removing Gloves
- ✔ Use a Mask
- ✔ Make Your Own Mask
- ✔ Clothing/Towels/Fabrics

## 03 NEW GUIDELINES FOR ENVIRONMENTAL HYGIENE

- ✔ Clean All the Salon Surfaces
- ✔ Cleaning The Styling Station & Hairwashing Basin
- ✔ Tools & Products
- ✔ Waste & Safety Management

## BEST PRACTICES



# MODIFICATION OF THE SALON ORGANIZATION

# RESPECT SOCIAL DISTANCING

You must ensure everybody is keeping the **minimum safety distance** between staff and clients, during their time in the salon.



**Maintain a physical distance of at least 6 feet** between an individual and other clients/workers. Including in reception area, works stations and backbar/wash station areas. Utilize salon station dividers when possible.



Consider split shifts to stagger stylists and clients. Stagger lunch breaks.



Restrict non-essential physical contact as much as possible. Avoid handshaking, hugs and kisses. Keep as much distance as possible when performing services.



Encourage remote consultations to minimize client time spent in salon.



If possible, create a second color bar to accommodate for color mixing of multiple stylists.

**HOT TIP:** Create waiting area outside if possible. Be sure to establish appropriate distance with taped areas to guide clients to distancing rules.

# ADAPT THE RULES OF THE SALON



## FOR THE CLIENT:

- ✓ Keep the door open to minimize touching the door handle. If possible, assign a person, wearing masks and gloves, responsible for opening the doors for clients to eliminate multiple people touching the surface.
- ✓ Change all email and phone reminders to include specific rules such as canceling if they have symptoms and inform your client that their appointment will be rescheduled if they display any symptoms while in salon.
- ✓ Ask your client to put their coat, umbrella, etc. in the cloakroom. Respect distance or provide plastic cover.
- ✓ Refrain from offering multi-use food or beverage items, offer small bottles of water for client.
- ✓ Modify client services to adhere to time limit contact as defined by state.



## FOR THE WAITING AREA:

- ✓ Remove all easy touchable items like magazines, tablet, written information, etc...



## FOR THE RETAIL AREA:

- ✓ Clean, **disinfect all shelving**; establish a cleaning or disinfection routine.
- ✓ Assign someone to be responsible for the waiting area and **ask** your clients to **not touch products**.
- ✓ **Remove testers from retail area.**



## FOR THE RECEPTION DESK/CHECKOUT:

- ✓ Ask for contactless methods of payment. If credit card is used, disinfect the payment machine with a sanitization wipe.



# NEW GUIDELINES FOR PEOPLE HYGIENE

# PROMOTE HAND HYGIENE

It is recognized as **one of the most important things** to prevent COVID-19 from spreading is to **keep your hands clean and disinfect them frequently.**



## FOR THE STYLIST:

- ✓ Always before and after of working with a client
- ✓ After touching money/credit cards, door handles
- ✓ Before touching your mouth, nose or eyes
- ✓ When your hands are contaminated with respiratory secretions, such as after coughing, sneezing...
- ✓ Always before and after using the bathroom, breaking room, eating, drinking
- ✓ After touching garbage
- ✓ Don't touch your face, nose...(if you do it, please disinfect your hands again)
- ✓ 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 rubber bag, and then clean your hands thoroughly



## FOR THE CLIENT:

- ✓ Perform hand hygiene in front of your client to show them that hygiene is a priority
- ✓ Offer your clients the opportunity to clean their hands with different hand disinfection points:
  - Front door: mandatory upon arrival and at departure
  - In the counter/working area
  - At the working station
- ✓ Encourage the use of hand disinfection solution even if they are wearing their own gloves

# REPEAT & PROMOTE HAND HYGIENE



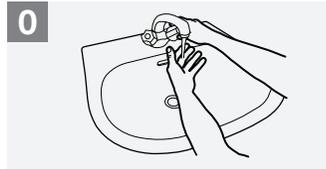
## HOW TO CLEAN/DISINFECT YOUR HANDS PROPERLY:

- ✓ Wash your hands frequently with liquid soap and water, scrubbing, and then dry them with paper towels and throw them into a trash bin with a rubber bag
- ✓ Alcohol-based hand rub must be used frequently when there is not visual dirt
- ✓ Follow the visual instructions on the next page

# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

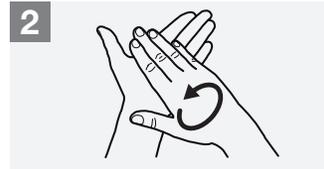
 Duration of the entire procedure: 40-60 seconds



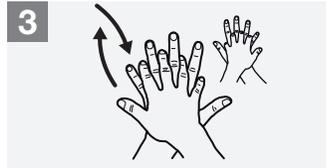
0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



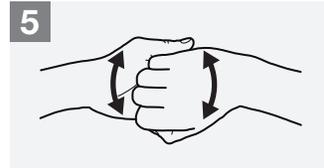
2 Rub hands palm to palm;



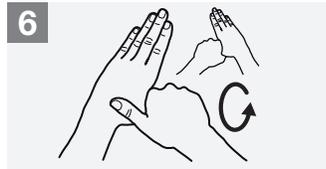
3 Right palm over left dorsum with interlaced fingers and vice versa;



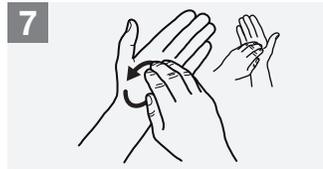
4 Palm to palm with fingers interlaced;



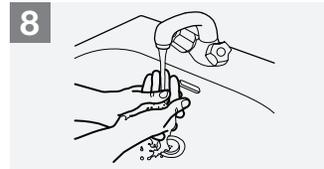
5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



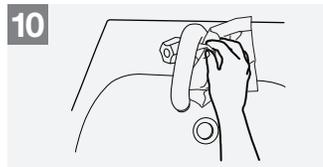
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



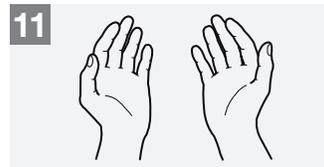
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.

# How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

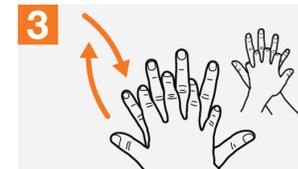
 Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



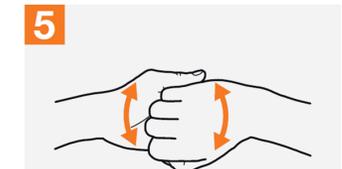
2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.

# USE GLOVES

- ✔ Be aware that **wearing gloves should not be used as a substitute for handwashing.**
- ✔ Wearing disposable gloves can give a false sense of security and may result in staff not washing hands as frequently as required.
- ✔ For some works 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 place, 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, after each client...
- ✔ You should avoid touching your mouth and eyes while wearing gloves.

**DID YOU KNOW?** Handwashing is a greater protective barrier to infection than wearing disposable gloves

# REMOVING GLOVES

## STEPS:



1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2. Peel the glove away from your body.



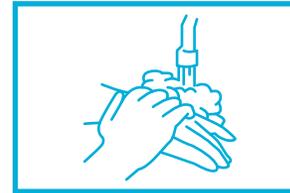
3. Hold the glove you just removed in your gloved hand.



4. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



5. Dispose of the gloves safely. Do not reuse the gloves.



6. Clean your hands immediately after removing gloves.

# USE A MASK



## FOR THE STYLIST:

- ✔ **Wear masks to prevent infection**, please follow advice from local health authorities. Currently the OMS/WHO recommendations are:
  - If you are healthy, you only need to wear a mask if you are taking care of a person with suspected COVID-19 infection
  - Wear a mask if you are coughing or sneezing
  - 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



## FOR THE CLIENT:

- ✔ You may provide mask also to your clients to increase level of protection

# USE A MASK



## HOW TO WEAR & TO TAKE OFF A MASK PROPERLY:

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



## MASK GUIDELINES

- ✔ Cloth facemask should:
- ✔ Fit snugly but comfortably against the side of the face
- ✔ Be secured with ties or ear loops
- ✔ Include multiple layers of fabric
- ✔ Allow for breathing without restriction
- ✔ Be able to be laundered and machine dried without damage or change to shape

# MAKE YOUR OWN MASK

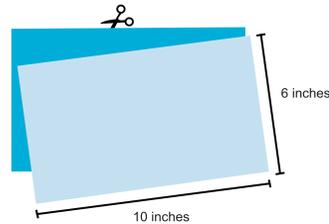
## THE SEW METHOD

### MATERIALS:

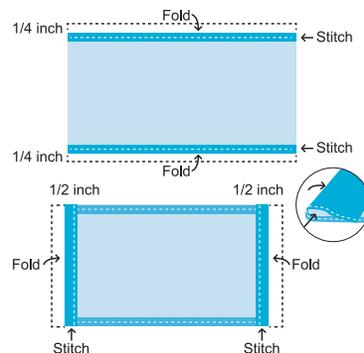
- Two 10 in. x 6 in. rectangles of cotton fabric
- Two 6 in. pieces of elastic (or rubber bands, string, cloth strings or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

### STEPS:

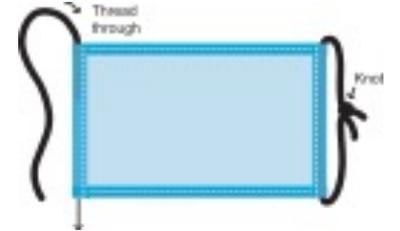
1. Cut out two 10 in. x 6 in. rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



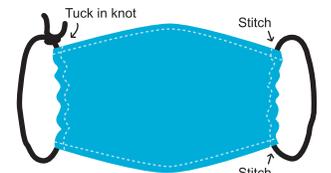
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



# MAKE YOUR OWN MASK

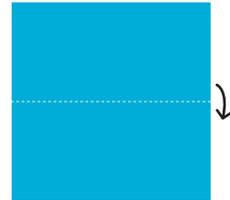
## THE BANDANA METHOD

### MATERIALS:

- Bandana (or square cotton cloth approximately 20 in. x 20 in.)
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

### STEPS:

1. Fold bandana in half



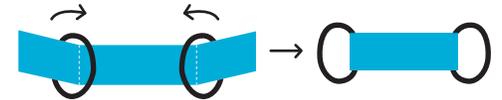
2. Fold top down. Fold bottom up



3. Place rubber bands or hair ties about 6 inches apart



4. Fold side to middle and tuck



5. Wrap bands around the ear, avoiding touching the mask as you put it on



# CLOTHING/TOWELS/FABRICS



## FOR THE STYLIST:

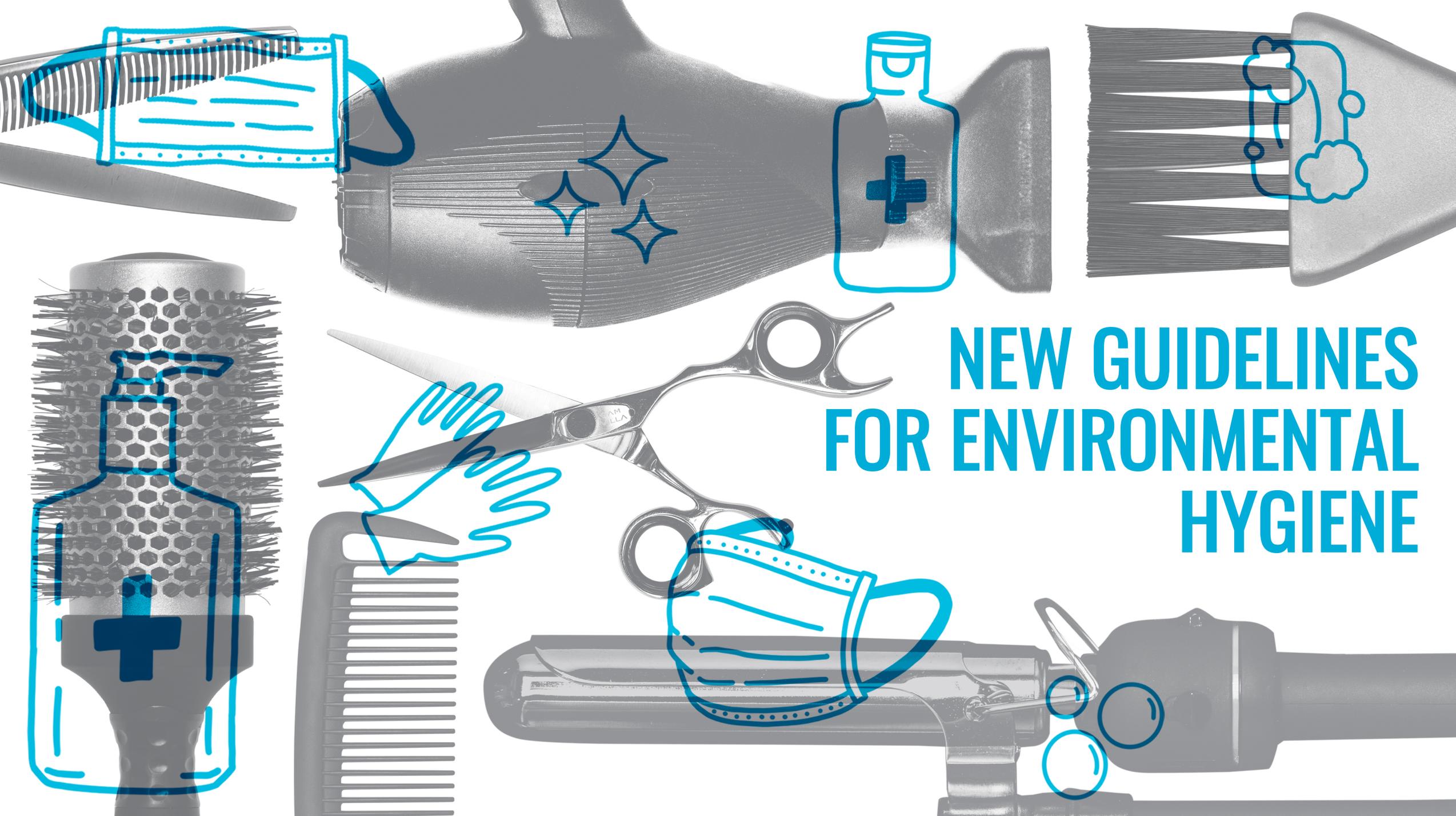
- ✔ Select clothing to be used for work purposes only
- ✔ All work uniforms/clothing must be washed daily and kept clean
- ✔ After using, remove clothing and place either in plastic bag until washing or directly into a washing machine
- ✔ Wash with warm water at 60-90°C (140-194°F), laundry detergent is recommended. The laundry can then be dried in accordance with routine procedures
- ✔ Keep a pair of shoes dedicated specifically for work
- ✔ For longer hair, it's better to **have your hair in a ponytail**, and **avoid wearing fancy nails** or **jewelry around your wrists**

**HOT TIP:** Try to avoid shaking the towels or robes before washing.  
Wash with regular detergent at 60-90°C (140-194°F).



## FOR THE CLIENT:

- ✔ Provide disposable plastic covers for jackets/clothing to be hung in coat closet
- ✔ Utilize one cape per client and have plastic lined laundry basket for immediate placement post service
- ✔ Use disposable or disinfectable neck protection between cape and client's neck
- ✔ Use disposable fabrics (single-use hairdressing bathrobe, single-use technical collars, towels...) whenever possible in order to prevent contamination, one new for each client
- ✔ Disposable shoes-cover may be considered as an additional measurement for increase hygiene in salon
- ✔ Provide masks if your client does not have one



# NEW GUIDELINES FOR ENVIRONMENTAL HYGIENE

# CLEAN ALL THE SALON SURFACES

MINIMUM 2 TIMES/DAY



## GENERAL SALON SURFACES:

- ✓ Increase the level of general daily cleaning—be sure you clean all surfaces 2 times per day. For more touchable surfaces, 3–5 times per day
- ✓ First, clean visual dirt from all surfaces and floors as many times as necessary, then wash/wipe the general surfaces with disinfectant
- ✓ Leave the surface wet with disinfectant for as many minutes as the product instructions require
- ✓ Periodic ventilation tasks must be carried out in the salon
- ✓ It is recommended to reinforce the cleaning/maintenance of the air conditioning units and to increase the ventilation level of the air conditioner to create more airflow in the salon



## BATHROOMS:

- ✓ Clean and disinfect all surfaces
- ✓ Consider using single-use items as much as possible (toilet paper, paper towels, wc protectors), remove automatic hand air dryers
- ✓ Consider upgrading to touchless faucets/taps, soap and paper towel dispensers. In addition, consider adding touchless, automatic hand sanitizer dispensers in bathrooms and other places
- ✓ Instructions for using bathroom and how to disinfect hands could be useful
- ✓ Place a closed trash bin container with an inner plastic bag
- ✓ Remove any products that do not belong to the restroom—nothing should be stored in a restroom

# CLEANING

## THE STYLING STATION & THE HAIRWASHING BASIN



### CHAIRS:

- ✓ Disinfect after every use
- ✓ You can use barrier method such as using disposable sheets and changing them after each use
- ✓ Don't forget to clean/disinfect arm/head rest



### STYLE STATION:

- ✓ Disinfect after every use
- ✓ Floor around the chair in the styling station in addition to increase hygiene, may be also be cleaned using for example a mop with disinfectant after each client

**HOT TIP:** Get Barbicide Certified!

**GENERAL RULE:** 1 Hairdresser, 1 Client, 1 Dedicated Styling Station, 1 Dedicated Hair Washing Basin



### HAIRWASHING BASIN:

- ✓ Always clean when there is visual dirt and disinfect after every use with a client



### HOW TO WASH/DISINFECT SURFACES PROPERLY?

- ✓ Disinfection only works on a clean item, so cleaning before disinfecting is always the first step
- ✓ Currently, WHO/OMS recommends using 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 surfaces could be used
- ✓ You can use the solution immersion, spray or wipe; it's important to follow the manufacturer instructions, respect contact time to achieve effectiveness of the product

# TOOLS & PRODUCTS

Require stylists to have their own personal tools and enforce proper disinfection standards and to properly clean and disinfect after every client.



## TOOLS:

- ✓ Stop the use of communal tools like tint brushes and curling irons and require stylists have their own
- ✓ Each station should have its own Barbicide jar
- ✓ Store all your tools in closed, label containers
- ✓ Assess which of your current tools are damaged/porous and need replaced
- ✓ Follow your state's guidelines for disinfection of each tool
- ✓ Give yourself enough time between clients to properly disinfect your equipment
- ✓ Don't forget to disinfect tools such as blowdryers, curling irons and straight irons
- ✓ Remember, clean before disinfection!
- ✓ Disinfect using 70% ethyl alcohol solution for small surface tools



## PRODUCTS

- ✓ Clean and disinfect external packaging after being opened and after each client
- ✓ Use disposable spatulas to take product from a container
- ✓ Have your own personal products to use instead of using a communal back bar

# WASTE & SAFETY MANAGEMENT



## WASTE MANAGEMENT:

- ✓ All trash bins should have an inner plastic bag
- ✓ You should have closed bins for disposable items, preferably one that opens without the need to use hands (using a pedal for example)
- ✓ Remove all the plastic bags daily or even more if its required, close the bag taking care with the inner part and the content, close the bag and throw them away properly
- ✓ Install new plastic bags in each one, clean the bins and disinfect at least the touchable parts
- ✓ Do not forget to wash hands with soap and water, scrubbing and use an alcohol-based hand sanitizer, always after managing waste tasks (please always follow the instructions for properly hand washing/disinfection)



## SAFETY MANAGEMENT

- ✓ Always follow the manufacturer instructions. Do not use pure alcohol, use Hydroalcoholic solutions about 70%
- ✓ Do not use alcohol solutions/wipes on a hot surface
- ✓ Do not spray alcohol on electronic parts directly
- ✓ Disposable wipes or tissues that contain alcohol must be thrown away in a dedicated trash bin
- ✓ Attention: Alcohol can react with oxidants/H2O2
- ✓ Dispose of the empty detergent/alcohol packaging separately
- ✓ Store reactive products in closed, away from hot sources (radiators, heating...), following manufacturing instructions
- ✓ Make a plan if someone (staff/clients) feels symptoms of COVID-19 (dry cough, fever, malaise) during their time at the salon



## BEST PRACTICES

- ✔ Host a virtual salon meeting prior to re-opening to share with the team the new guidelines
- ✔ Have stylists get Barbicide Certified
- ✔ Create personal checklists for each stylist to outline their daily responsibility
- ✔ Advise clients of new guidelines via all communication methods
- ✔ Encourage remote consultation to determine time needed per visit
- ✔ Discuss any concerns or stressors with stylists to address prior to re-open
- ✔ Show gratitude to stylists and clients once re-open for their dedication and patience during the unusual times