



RESTARTING MAINE'S ECONOMY

COVID19 Prevention Checklist Industry Guidance

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is one of many industry guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on [maine.gov/DECD](https://www.maine.gov/DECD).

Please note: This document may be updated as additional information and resources become available.

Phase 1: Cosmetology and Barbering Establishments, Cosmetologists, and Barbers *Released April 29, 2020*

All existing safety, sanitation and infection control standards established by the Barbering and Cosmetology Licensing Program are still in effect and enforced. Reference, Program Rule Chapters 20 and 26, which is available at <https://www.maine.gov/sos/cec/rules/02/chaps02.htm#041>

Client Services for Cosmetology and Barbering

- Services: At this time, this guidance applies only to hair services.
- Appointments
 - Schedule appointments with adequate time in between appointments to reduce the number of clients in the establishment at a single time and to allow time to properly clean and disinfect in between clients.
 - Employers should be held accountable for allowing their employees to have enough time to allow for proper disinfection without repercussions.
- Signage
 - Post a sign that states services will not be offered to or given by anyone who is exhibiting signs of COVID-19 virus.

- Ask each client the following questions: ahead of time, when they set up the appointment and again when they are entering the shop
 - Have you had a cough or sore throat?
 - Have you had a fever or do you feel feverish?
 - Do you have shortness of breath?
 - Do you have a loss of taste or smell?
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Are you living with anyone who is sick or quarantined?
 - Have you been out of state in the last 14 days?
- Limit people in the establishment
 - See clients by appointment only.
 - Schedule by telephone or online only.
 - Maintain physical distancing in waiting areas or consider closing them entirely.
 - Ask clients to wait outside in their vehicle or if not possible, at the entrance of the business with at least 6 feet between clients until their scheduled appointment.
- Maintain physical distancing at all times.
 - Spacing between persons within the establishment salon should be at least six feet, except when staff are servicing clients.
 - Consider additional spacing between work stations, divider shields, and/or develop alternate work schedules to accomplish this.
 - At this time, discontinue hand relief treatments as well as scalp, neck, and shoulder massages.

Personal Protective Gear, Supplies, and Clothing (all practitioners)

- Wearing masks – not face coverings
 - Establishment employees, including practicing owners must wear face masks at all times (as long as there is not a face mask shortage situation for healthcare). Cloth coverings are not acceptable.
 - Provide workers with up-to-date COVID information and training on safe donning, doffing, and disposal of personal protective equipment such as gloves and masks.
- Require clients to wear face masks at all times (as long as there is not a face mask shortage situation for healthcare). Consider providing masks to clients, in particular looped masks that go over the ears.
- Face Shields
 - Employees should wear face shields when servicing clients, if available. If face shields are not available, in order of preference, use goggles, or eye glasses.

- Gloves
 - Employees should wear disposable gloves when servicing clients and change gloves between each client and must wash hands thoroughly for 20 seconds between clients
- Capes
 - Drape each client with a clean cape.
 - Launder capes between each client, or consider using disposable capes and dispose of the cape after it is used.
- Smocks
 - Employees should wear a clean smock between each client.
 - Launder smocks between each client, and consider using disposable smocks and dispose of the smock after each client.
- Neck strips
 - Place protective neck strips or a clean towel between the client's neck and cape or smock when hair service is performed.
- Personal Protective Equipment
 - Change gloves, gowns, drapes, linens and eye coverings between each client.
 - Clean and disinfect reusable items or discard in a closed container.
 - In accordance with Barbering and Cosmetology Program Rule Chapter 26, all tools, implements and equipment must be cleaned and sanitized in accordance with required standards.

Cleaning and Disinfection

- Wash hands with soapy, warm water, for a minimum of 20 seconds between every client service.
- Ensure that soap and paper towels are available at all sinks.
- Each establishment shall be thoroughly cleaned and disinfected prior to reopening and then daily.
- Disinfect all surfaces, tools, implements, equipment, and linens, even if cleaning occurred prior to the closing of the establishment.
- Disinfectant for immersion of tools must be mixed daily and replaced sooner if it becomes contaminated during the day.
- Disinfectant only works on a clean surface so clean all surfaces and tools with hot soapy water, Ship-shape or cleaning wipes (if using wipes, be sure to cover surface thoroughly) before disinfecting.
- Contact time refers to how long the disinfectant is visibly wet on the surface allowing it to destroy the pathogens.

- Typical contact time for immersion/sprays is 10 minutes, for disinfectant wipes is 2-4 minutes.
- Observe contact time on label to allow disinfectant to work properly.
- Change disinfectants used for immersion daily or sooner if it becomes contaminated (ex: hair/debris floating in solution or cloudy solution.)
- Disinfection is for hard non-porous surfaces, glass metal and plastic.
- Porous/soft surfaces cannot be disinfected and must only be used once and then discarded (tools such as cardboard files, buffers, drill bits etc.)
- Launder all linens, towels drapes, and smocks in hot soapy water and dry completely at the warmest temperature allowed and store in a closed cabinet. Store all used/dirty linens in an airtight container.
- Provide Barbicide® or EPA disinfectant wipes, liquid disinfectant containers, and Barbicide® concentrate/or EPA approved disinfectant for disinfecting technical implements and work areas.

Reception area

- Ask clients to wait outside in their car or at least 6 feet apart outside the entrance door until their appointment
- Discontinue all beverages and snacks.
- Remove all unnecessary items such as magazines, newspapers, service menus, any other unnecessary paper products and decor. Wipe down all seats and tables; since cloth chairs are difficult to properly clean and disinfect, consider plastic covering.
- Wipe reception desk with disinfectant. Consider discontinuing use of paper appointment books or cards, and replace with electronic options.
- Employees should frequently wash their hands after the using the phones, computer, cash register and/or credit card machine. Wipe these surfaces between each use. Plastic shields on keyboards and other high-touch devices can help with ease of cleaning.
- Avoiding the exchange of cash can help greatly in preventing spread of virus, but if this is unavoidable, be sure to wash and sanitize hands well after each transaction. The use of credit/debit transactions is preferred, using touch/swipe/no signature technology. Keep six feet away during transactions and remain masked
- Clean and disinfect all retail areas, daily, including products. Place a sign prohibiting clients from self-serving in the retail area and to ask for assistance. Remove and discard all "Test" products.
- Clean and wipe all door handles and other surfaces that are regularly touched by clients and staff with disinfectant wipes.
- Provide hand sanitizer and tissues for employees and clients and trash bin for disposal.
- Consider floor stickers and signage that provide guidance for maintaining 6-foot physical distance.

- Placement of visible and appropriate signage to communicate to the client that thorough sanitation procedures are in place.

Restrooms

- Clean and disinfect ALL restroom surfaces including floors, sinks and toilet bowls.
- Place trashcan by door. Remove anything that does not have to be in the restrooms.
- Post handwashing signs in the restrooms for both employees and clients.

Work Areas

- Shampoo Bowls
 - Clean and disinfect all bowls, hoses, spray nozzles, foist handles, shampoo chairs and arm rests. Wipe down all back-bar products and shelves. Discard and replace any products that have not been stored in a closed container.
 - If available, wrap shampoo bowls in plastic and discarded between each client, or cover the area of the shampoo bowl where the client rests their neck either with a clean towel or a disposable plastic cover. If using a towel, immediately place in the dirty towel receptacle or discard if using a plastic cover.
 - Consider asking clients to wash their own hair before arriving to the establishment. .
 - Limit as much as possible face-to-face contact with clients. Face shields need to be worn throughout entire duration of the hair wash service
 - Place a clean towel over the face of your client while at the sink in a good way to protect their mouth, nose and eyes. Minimize to the greatest degree possible, up-close, direct face-to-face contact with clients.
 - Laundered capes, towels, and smocks should be stored in covered or closed cabinets or containers.
- Work Stations
 - Clean and disinfect all work area surfaces and inside open compartments.
 - Clean and disinfect chairs, headrest, armrests (the use of harsh disinfectants can damage leather chair, and cloth chairs are difficult to effectively disinfected, so please use a plastic covering).
 - Wipe down chair and headrest between clients and consider disposable covers that may be discarded.
 - Clean and disinfect all reusable tools, implements and items and store in an airtight closed container.
 - Clean and disinfect all appliances, sheers, clippers, clipper guards, clippies, rollers, combs, brushes, rolling carts and any other items used in connection with servicing clients.

- Clean and disinfect all linen hampers and trash container daily and only use closeable containers with disposable linings.
- Provide hand sanitizer at all work locations for employees and clients.
- Consider station barriers between workstations.