



RESTARTING MAINE'S ECONOMY

COVID-19 Prevention Checklist Industry Guidance

The State of Maine has adopted a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many industry guidance documents 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.

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

Phase 2: Tanning Services *Released May 20, 2020*

Client Services for Tanning

- Appointments
 - Schedule appointments with adequate time between appointments to reduce the number of clients in the establishment at a single time and to allow time to properly clean and disinfect 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 the number of 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 should be at least six feet, except when staff are servicing clients.
 - Consider additional spacing between workstations, divider shields, and/or develop alternate work schedules to accomplish this.

Personal Protective Gear, Supplies, and Clothing

- 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.
- Wear masks – not face coverings
 - Establishment employees must wear facemasks at all times (as long as there is not a facemask shortage situation for healthcare workers).
 - Require clients to wear facemasks at all times (as long as there is not a facemask shortage situation for healthcare workers). Consider providing masks to clients. Clients receiving services for which a face covering may not be worn should wear a face covering before and after they receive the service, as well as during as much of the service as possible.
- Face Shields
 - Employees should wear face shields in addition to facemasks when servicing clients, if available. If face shields are not available, other eye covering is advised. Recommended eye coverings include, in order of preference, goggles or eyeglasses.
 - Particularly for spray tanning services, face shields are an important additional layer of protection to prevent the user from introducing respiratory droplets into the airflow.
- Gloves
 - Employees should wear disposable gloves when servicing clients and change gloves between each client.
 - Employees must also wash hands thoroughly for 20 seconds between clients.
- Personal Protective Equipment
 - Clean and disinfect reusable items or discard in a closed container.

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.
 - Clean all surfaces and tools with hot soapy water 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.
 - 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.
- Launder all linens 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.
- Refer to the following resources for additional guidance on general cleaning, disinfecting, and sanitizing:
 - [COVID-19 Prevention Checklist General Guidance](#) (State of Maine)
 - [Cleaning and Disinfecting Your Facility](#) (CDC)
 - [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)

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, tablets, 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 prevent 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 bins for disposal.
- Consider floor stickers and signage that provide guidance for maintaining 6-foot physical distance.
- Place visible and appropriate signage to communicate to the client that thorough sanitation procedures are in place.
- Consider providing physical barriers to protect customers and staff such as partitions or plexiglass barriers.

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

- Limit face-to-face contact with clients as much as possible.
- In tanning areas, clean and disinfect tanning beds and booths, spray booths, seating, door handles, and any other high-touch surfaces after each use.
- If establishment provides tanning supplies (i.e., eye protection, hair caps, sandals/foot protectors, lip balm), use of disposable, single-use items is encouraged. If a reusable item can be disinfected, then disinfect appropriately (see Cleaning and Disinfection). Clients may use their own supplies, but all supplies must be appropriate for the service (e.g., eye goggles brought from home must be appropriate for indoor tanning).
- Disinfect all reusable tools, implements, and items and store in an airtight closed container.
- Clean and disinfect all appliances and any other items used in connections with servicing clients.
- Clean and disinfect all linen hampers and trash containers daily and only use closeable containers with disposable linings.

- Provide hand sanitizer at all work locations for employees and clients.
- Spray booths made of porous materials should not be used. Booths should be cleaned and disinfected between use.