

City of Lawton Safety Guidelines for reopening Barber and Cosmetology Salons

Based on guidelines provided by the Oklahoma State Board of Cosmetology and Barbering Advisory Board on Massage Therapy

It is acknowledged that all services within the Professional Beauty Industry (Cosmetology, Barbering, Nails and Esthetics) carry some risk in this viral environment due to the nature of the services provided and the inability to maintain social distancing. There is some associated risk in all human touch service environments, for example even medical surgical services are not 100% risk free of possible complications related to the service. With that said, all licensed professionals in the Cosmetology and Barber industry have been trained to a national standard to mitigate these risks significantly through the use of proper infection control standards required by the Oklahoma State Board of Cosmetology and Barbering regulatory licensing rules and regulations.

The following recommendations and requirements, therefore, are enhancements to those existing rules and they address the unique scenario presented by the COVID-19 pandemic. In all professional Cosmetology and Barber related educational curriculums, students are taught the definition of Universal Precautions. Therefore, in this environment we are going to follow all Universal Precautions and assume that everyone is COVID-19 positive and take all the precautions necessary to mitigate the risk of the spread while still performing a service that is needed and that provides economic and psychosocial benefits to the population.

In light of the COVID-19 pandemic, the City of Lawton, in accordance with the State of Oklahoma's Open Up and Recover Safely plan is providing for the reopening of cosmetology and barbering related establishments with the following strict guidelines in order to protect the safety of clients and employees. The recommendations and requirements shall be used in conjunction with the Boards established rules and regulations that are currently in place. Upon inspection, if any establishment is found in violation of these guidelines, they may be immediately closed to the public by the OSBCB Board, Public Health Officials, or Law Enforcement until such time that the guidelines are met.

Salon/shop owners and managers shall use the OSHA "[Guidance on Preparing Workplaces for COVID-19](#)" as a guide for reopening, at a minimum, plus additional measures as listed herein:

- **Appointments** - Establishments should see clients by appointment only and should consider using telephone, text messaging, or online scheduling to establish appointments. It is required that clients wait outside the establishment until the licensee is ready to serve them. There is to be no waiting inside the establishment. Clients are required to maintain social distancing guidelines while waiting outside by either remaining in their vehicle or keeping the recommended spacing of six feet. Advise clients that the salon/shop is limiting guests inside the establishment to only those individuals that are receiving services, all other individuals are required to wait outside the establishment.
- **Establishments that work with walk-in traffic only** - These establishments are required to establish a number system or some type of check-in system for customers. The establishment

can have numbers available for clients to pick up at the door or just inside the establishment so clients can maintain social distancing guidelines while waiting outside by either remaining in their vehicle or keeping the recommended spacing outside. Customers can be notified by displaying the next number being served when the licensee is ready. Employers will be held accountable for allowing their employees to have enough time for proper disinfection without repercussion between appointments.

- **Temperature Checks/Thermometers** - The use of a thermometer for temperature scanning is not optional. It is recommended that any employee or client who has a temperature above 99F should be sent home immediately and not allowed to return to the establishment until they have no fever and no evidence of COVID-19 symptoms. However it is a requirement that any employee or client who has a temperature above 100.4F must be sent home immediately and not allowed to return to the establishment until they have no fever and no evidence of COVID-19 symptoms. The goal is to treat all patrons (many of whom may be asymptomatic or mildly symptomatic) as though they are sick. Records of each employees' temperature must be kept in a log, and initialed by the employee.
- Ask each client entering the establishment the following questions:
 - Have you had a cough?
 - Have you had a fever?
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Are you living with anyone who is sick or quarantined?
- **Distancing** - It is acknowledged that social distancing recommendations of 6 feet cannot be met while administering services to a client, however, the following distancing measures shall be instituted to reduce risk:
 - Spacing between clients in the salon at all applicable stations should be at least 6 feet at all times. Establishments shall consider additional spacing between booths, if needed, divider shields, and/or alternate work schedules to accomplish this.
 - There should be no more than 10 people grouped together within any confined or semi-confined area within an establishment at any time (including staff). Social distancing must be maintained in break rooms and any applicable shopping areas.
 - No persons shall wait inside of the establishment for appointments. Please see details on this in the "Appointments" and "Establishments that work with walk-in traffic only" bullets above.
- **Personal Protective Equipment**
 - **Masks** - Establishment employees/workers/booth renters etc. shall be required to wear masks at all times. Clients shall wear face masks to the extent possible while receiving services and/or shall be supplied with a clean towel to hold over their mouth and nose.
 - **Face Shields or Safety Glasses** - If available, it is recommended that employees wear face shields or safety glasses when servicing clients.
 - **Gloves** - It is not recommended that employees wear disposable gloves when servicing clients, however they must adhere to the existing rules regarding hand washing before and after each service and any other time necessary.

- **Capes** - Each client should be draped with a clean cape. Capes should be disinfected between every use, using a disinfectant spray or disinfectant wipe or a clean disinfectant saturated towel and allow to set according to recommended contact time of the product used. Disinfectants can be mixed according to directions and put in a spray bottle for use. Technicians should have several clean/disinfected capes available at all times. Capes should be laundered at the end of the day following the fabric recommendations.
- **Neck Strips/Towel** - Employees should use protective neck strips/towels around the neck and under the cape of each client.
- **Smocks** - There are no recommendations to wear smocks/ gowns at this time. Due to the nature of the transmission, this does not offer additional significant protection.
- **Hand Hygiene** - Proper hand hygiene is documented to be an essential action to reduce the spread of viral illness. Washing hands with soapy, warm water, for a minimum of 20 seconds will be required by employees between every client service and as frequently as possible, but always after eating, smoking and using the restroom.
- **Employee Clothing** - Employees shall arrive at the salon/shop showered and wearing clean clothing. Employees recommended to change clothes before leaving the salon/shop each day.
- **PPE** - The items such as gloves, gowns, drapes, linens, towels etc. when used shall be cleaned and disinfected or discarded in a closed container immediately after use.
- **Disinfection**
 - All salons/shops shall be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces, tools, and linens, even if they were cleaned before the salon/shop was closed.
 - Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal. No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on the label or available on their website. The EPA has approved any product that has tested as effective against human coronavirus. If in doubt of the effectiveness, check the EPA website.
 - Disinfectant for immersion of tools, must be mixed daily and replaced sooner if it becomes contaminated throughout the workday. Disinfectant only works on a clean surface so clean all surfaces and tools with hot soapy water, or cleaning wipes (if using wipes, be sure to cover the surface thoroughly) before disinfecting.
 - Contact time on label must be observed for disinfectant to work. Contact time refers to how long the disinfectant is visibly wet on the surface allowing it to thoroughly destroy all the pathogens.
 - Disinfectants used for immersion must be changed 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 be used only one time and then discarded (tools such as cardboard files, buffers, drill bits etc.)

- Launder all linens, towels, drapes, capes and smocks in hot soapy water and dry completely at the warmest temperature (till they are hot to the touch) allowed. Store clean linens in an enclosed cabinet or closed container. Store all used/dirty linens in an enclosed container.
- The use of a face mask is mandatory. Placing a clean towel over the face of your client while at the shampoo sink is a good way to protect their eyes, nose, and mouth. Avoid up-close unprotected direct face-to-face contact with clients.
- **Reception Area**
 - There is to be no waiting inside the establishment.
 - Remove all unnecessary items such as magazines, newspapers, service menus, any other unnecessary paper products and decor. Remove public water or coffee stations, candy dishes, product samples, etc.
 - Wipe down all seats and tables. Cloth chairs cannot be properly cleaned and disinfected, using a plastic cover should be considered.
 - Disinfection of high-touched areas including, but not limited to:
 - Door handles on main entrance and restrooms
 - Restrooms
 - Reception desk
 - Point of sale equipment
 - Stations (including foot/nail drying station)
 - Displays and display products
 - Discourage clients from touching products that they do not plan to purchase
 - Employees shall wash their hands after using phones, computers, cash registers and/or credit card machines. Wipe these surfaces between each use.
 - Clean and wipe all door handles and other surfaces that are regularly touched by clients and staff with disinfectant wipes.
 - Make hand sanitizer and tissues available for employees and clients.
- **Restrooms**
 - Clean and disinfect ALL restroom surfaces including floors, sinks and toilet bowls. Store paper products in a closed cabinet. Place trash can near to the door or within reach of the door. Remove anything that does not have to be in the restrooms. Restroom must be supplied with liquid soap and paper towels. No cloth towels.
- **Shampoo Bowls**
 - Clean and disinfect all bowls, hoses, spray nozzles, faucet 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.
 - Employees shall avoid up-close unprotected direct face-to-face contact with clients while providing shampoo services. Clients shall wear face masks to the extent possible while receiving services and/or shall be supplied with a clean towel to hold over their mouth and nose.
- **Salon/Shop/Clinic Areas**

- Clean and disinfect all work area surfaces. Clean and disinfect chairs, head rest, and armrests. Clean and disinfect all reusable tools and store in an airtight closed container. Clean and disinfect all appliances, sheers, clippers, clipper guards, clippers, rollers, combs, brushes, rolling carts and any other items used in connection with servicing clients.
- Check to make sure all products such as lotions, creams, waxes and scrubs have always been in a closed container, if not you must discard and replace.
- Remove and discard all single use tools such as paper files, drill bits and buffers, that have already been used.
- Clean and disinfect all linen hampers. Clean and disinfect trash containers and replace trash liners daily or more often as needed. Trash containers should have a lid that can be closed.
- Make hand sanitizer and tissues available within the salon/shop/clinic area for all employees and clients.
- **Pedicure Bowls**
 - Remove all parts that can be removed.
 - Clean all removed parts with soap and water, rinse in clear water and then immerse into properly diluted disinfectant for full recommended contact time.
 - Scrub bowl with soap and water and replace removed parts to bowl.
 - Rinse in bowl with clean water.
 - Fill bowl again with clean water and proper amount of disinfectant and let stand for proper contact time requirements.
 - If the bowl has jets, allow the jets run for a full 10 minutes with disinfectant solution.
- **Treatment Rooms**
 - Clean and disinfect all surfaces such as, chairs, tables, electrical appliances (don't forget the cords).
 - Clean and disinfect all linens and store in a closed container/cabinet.
 - Clean and disinfect all linen hampers. Clean and disinfect trash containers and replace trash liners daily or more often as needed. Trash containers should have a lid that can be closed.
 - Empty all wax pots and disinfect before refilling them with new wax. Single use applicators must be used only one time and then discarded after each use (do not double dip).
- **Administrative Controls**
 - Employees who are sick will be required to stay home.
 - Salon/shop owners/managers shall provide training, educational materials, and reinforcement on proper sanitation, hand washing, cough and sneeze etiquette, using PPE, and other protective behaviors.
 - Post handwashing signs in the restrooms.
 - Be flexible with work schedules/salon hours to reduce the numbers of people (employees and clients) in salons/shops at all times in order to maintain social distancing.

These are the minimum requirements at this time; establishment owners/managers may implement other safety protocol procedures to support these requirements.

If you have questions or concerns, you may contact the Oklahoma State Board of Cosmetology and Barbering 405-521-2441 or visit its website for more information, www.cosmo.ok.gov.