

PUBLIC HEALTH REOPENING PROTOCOL PERSONAL CARE SERVICES

Recent Updates (Changes highlighted in yellow):

4/1/2021:

- Added other individuals to be reported to the health department if requested

Personal care services including esthetic and skin care services, electrolysis, nail services, body art (tattoo, permanent makeup, microblading, and body piercing), and massage therapy may operate indoors and must complete and follow this protocol checklist. Operating capacity is restricted to the number of individuals that can safely occupy the space while adhering to physical distancing requirements. Clients must be booked by appointment only, one at a time, on a staggered schedule to allow for cleaning and disinfection between appointments, and are advised not to bring others if possible. Personal care services that require the client to remove their face mask, such as facials and shaves, are now allowed with additional masking requirements for the practitioner, but are strongly discouraged. Personal care services that require the practitioner to remove his or her mask, such as threading, are not allowed.

OUTDOOR OPERATION

Esthetic and skin care services, nail services, and massage are strongly encouraged to continue offering services outdoors when possible. Prior to providing services outdoors, the applicable city outdoor use [permit or approval](#) must be obtained. Personal care services provided outdoors must be in compliance with the requirements of the local permitting agency and local, county and/or state regulations or laws, the [California Board of Barbering and Cosmetology](#), and compliant with this protocol checklist.

PROTECTING CLIENTS AND STAFF FROM COVID-19

In the midst of the COVID-19 pandemic, establishments must take steps to reduce the risk of an outbreak occurring among clients and staff. Depending on the situation, public notification of an exposure to COVID-19 may be required. Help ensure staff are enrolled in health insurance and have an established relationship with a primary care doctor prior to reopening. Staff can call 211 for information on health insurance and primary care physicians.

- **Establishments are required to make an immediate report to the Pasadena Public Health Department any time a client or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the establishment while sick or up to 48 hours before showing symptoms or receiving a positive test (if asymptomatic).** Establishment operators must call (626) 744-6089 or email nursing@cityofpasadena.net and provide all information requested by the Health Department. The operator is expected to provide or ensure testing for all staff who have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the facility. Testing resources can be found through the staff member's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.

- **Educate staff to contact their supervisor if a staff member or client is feeling sick.** The supervisor should send the ill staff person home immediately, taking care to maintain that individual’s privacy and observing physical distancing. If the person cannot leave the premises right away, utilize a safe, designated space for isolation (6 feet or more away from others). If the illness is work-related, the employer should facilitate appropriate care for the staff person, the worker’s compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
- **Work with the Pasadena Public Health Department to investigate any COVID-19 illness.** Prepare visitor and personnel records, facility floor plans, and shift/attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all visitors and staff who were in contact within 6 feet of the infectious person for a cumulative 15 minutes or more in a 24-hour period, **and other individuals as specified by the Health Department.** Implement measures recommended by the Health Department.

Key Practices



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH A HIGH QUALITY MASK



PERFORM DAILY HEALTH SCREENINGS

Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist.
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and conduct education.
- ✓ Post a copy of Public Health Reopening Protocol in a conspicuous location that is visible to staff and clients and post to your website.

Helpful Contact Information

- If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.
- Additional resources, including a printable COVID-19 Business Toolkit Signage, is available at <https://www.cityofpasadena.net/covid-19/#info-for-businesses>.

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

PERSONAL CARE SERVICES

REDUCING RISK OF COVID-19 TRANSMISSION

Establishments must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the facility. All policies described in this checklist, other than those related to terms of employment, are applicable to delivery staff, independent contractors, and other third party companies on the premises.

Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to a City Department is not required unless explicitly requested.

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOL	
Establishment Name: <input type="text"/>	
Person in Charge: <input type="text"/>	
Title: <input type="text"/>	
Phone Number: <input type="text"/>	Date: <input type="text"/>

ADDITIONAL PROTOCOLS IN ORDER TO REOPEN (if applicable)

Additional protocols relevant to operations must also be followed:
<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>

- Retail – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Hair Salons – Public Health Reopening Protocol

MEASURES THAT ENSURE EQUITABLE ACCESS TO SERVICES

- Where possible, accommodations have been made for vulnerable populations to be able to access services (e.g., senior-only hours).
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for clients who have mobility limitations and/or are at high risk in public spaces.

EXTERNAL COMMUNICATION

- Post signage reminding clients to maintain a distance of at least six feet at all times. If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing staff/clients/the public to wear a face mask at all times, and to remain at home if experiencing any symptoms including fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Communicate the establishment's new protocols by posting information on your website and social media pages regarding new protocols, including physical distancing measures, use of smaller, consistent groups of visitors, and the use of face masks.
- Post a copy of this Protocol in a conspicuous location that is easily visible to staff, clients, and the public.
- Provide copies of the Protocol to all staff.

INTERNAL COMMUNICATION, TRAINING AND RECORDS

- Provide training to staff on all sections of the public health protocol including:
 - Information on [COVID-19](#).
 - How to identify [symptoms](#) of COVID-19 and how to self-screen and conduct symptom checks.
 - The importance of not coming to work if staff are experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face masks ([CDC guidance on masks](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the staff member may be entitled to receive that would provide financial support to stay at home while ill. Provide additional information on [government programs](#) supporting sick leave and workers' compensation for COVID-19, including staff member's sick leave rights under the [Families First Coronavirus Response Act](#), the staff member's rights to workers' compensation benefits, and presumption of the work relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).
- Maintain records of each staff member's schedule and work area or assignment.
- Maintain records of all clients' contact information (name, date, time of visit, address, phone and email).
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

PROTECTION OF STAFF AND CLIENT HEALTH

Health Screening

- Conduct daily symptom checks (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or

smell, congestion or runny nose, nausea, vomiting, or diarrhea) before or upon arrival. Prior to arrival, the screening must include asking if the employee has had contact with a person known to be infected COVID-19 in the last 14 days, and whether the employee is currently under isolation or quarantine orders. Consult the CDC website for the most current list of COVID-19 [symptoms](#).

- Send staff home immediately if they arrive sick or become sick during the day. Encourage sick staff to contact their medical provider. Staff who need information on health insurance or providers can call 211.
- Notify staff that they are not to come to work if sick or if they are exposed to a person who has COVID-19. Staff who are [fully vaccinated](#) for COVID-19 (2 or more weeks after a 2-dose vaccine series OR 2 or more weeks after a single dose vaccine) do not need to quarantine after exposure to someone with COVID-19 if asymptomatic, and may come to work if asymptomatic. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19. It also requires individuals to self-quarantine for 10 days from last contact with someone with COVID-19, unless fully vaccinated. Anyone who is a close contact with someone with COVID-19 must check for symptoms for 14 days regardless of vaccination status. The employee must isolate from others immediately if symptoms develop within 14 days of exposure. Quarantine must be maintained for 10 days, even if test results are negative (no virus detected).
- Require a sick staff person to stay home for at least 10 days, or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- Review and modify workplace leave policies to ensure staff are not penalized when they stay home due to illness.
- Institute a plan in the event that one or more employees is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the staff person at home and self-quarantine of everyone that came into contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with the ill employee, except fully vaccinated individuals who are asymptomatic. The plan should also include options for all staff identified as contacts to be tested for COVID-19 with an FDA-approved PCR test (not a blood test) if they are not fully vaccinated. However, contacts must still maintain quarantine for 10 days, even with a negative test, if they are not fully vaccinated.
- Screen clients for symptoms upon arrival, ask whether the client is currently under isolation or quarantine orders, and ask them to use hand sanitizer and to wear a face mask.

Scheduling Staff

- Limit the number of staff who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- Allow employees who can carry out their work duties from home to continue to work from home, especially those at higher risk (65 or older or with underlying medical conditions). Reconfigure work processes to the extent possible.
- Stagger staff breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.

Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

- ❑ When operating outdoors, consider implementing a schedule that allows employees to avoid working during the hottest time of the day or implementing a schedule that allows for frequent breaks to help prevent employees from becoming overheated.

Scheduling Clients

- ❑ Offer services by appointment only.
- ❑ Stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each client. Consider scheduling fewer clients each day or expanding operating hours to allow for more time between clients.
- ❑ Contact clients before the appointment to confirm and to ask the following:
 - Bring and use a face mask (preferably with ear loops) during the visit.
 - Do not bring others to the appointment.
 - If the customer is exhibiting any symptoms, has been sick, or has been exposed to someone who has been sick, the appointment is rescheduled at least 14 days in the future.
- ❑ Encourage clients to wait in their car until it is time for their appointment.

Outdoor Safety

- ❑ Outdoor operations may be conducted under a canopy, or other sun shelter with the sides of the canopy or sun shelter open to allow for sufficient outdoor air movement.
- ❑ The establishment must comply with the Cal/OSHA standard for heat illness prevention for outdoor workers, including having an effective heat illness prevention plan with written procedures. See the [Cal/OSHA heat illness prevention](#) page for resources, including FAQs, a webinar and a sample written plan. Elements of a heat illness prevention plan include:
 - Access to water
 - Access to shade
 - Cool down breaks
 - Emergency procedures for heat illness cases
 - Monitoring of employees who are acclimatizing during a heat wave
 - Training on heat illness prevention and symptoms
- ❑ Encourage employees who are working outdoors to use sunblock and offer breaks to encourage regular application of sunblock during a shift.
- ❑ Note that moving work outdoors creates additional hazards including:
 - Rewiring and the use of electrical extension cords can increase the likelihood of electrical hazards, including fire and electrocution. Ensure that outdoor operations comply with Cal/OSHA and all Pasadena Code requirements. See [Cal/OSHA's Guide to Electrical Safety](#) for more information.
 - Ensure there are no tripping hazards from cords or other equipment in work areas.
 - Stop operations, move away from electrical wiring and equipment, and seek indoor shelter if there is lightning within 6 miles of your location (see "[30/30 rule](#)").

Reduced Contact

- Leverage technology to conduct consultations remotely rather than in person.
- Require staff not to use handshakes and similar greetings that break physical distance.
- Provide no-contact methods of payment.
 - For counter transactions, utilize a customer-facing credit card terminal, or instruct clients to place cash or card on the counter rather than directly onto the employee's hand. Provide the credit card receipt or change using the same process. Ask clients if they would like to use their own pen to sign. Disinfect the counter, credit card terminal, check presenter, and shared pen after each use.
 - Staff must avoid touching their face when handling credit cards and cash.
 - Offer any transactions or services that can be handled remotely online.
- Equip the front desk area with Plexiglas or other impermeable barriers to minimize the interaction between reception staff and clients. Implement virtual, touchless check-in tools, if possible, so that clients do not have to utilize the reception space.
- Store all clean linens in a clean covered place.
- Cover treatment tables with either a treatment table paper, a clean towel, or a clean sheet after each use.
- Provide a hard-surfaced, non-porous chair or a large, hard-surfaced, plastic basket for clients to store their clothes. Disinfect after each use.
- Assign each staff member individually-assigned tools, equipment, and defined workspace, and minimize or eliminate shared, held items.
- Install hands-free devices wherever possible such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- Remove all unpackaged food and beverages that may be offered to staff and clients.
- Prop doors and gates open where possible and applicable to reduce touching of handles, consistent with fire codes and accessibility standards.
 - Body art facilities must maintain exterior doors closed.
- Remove and discard test products and discontinue this practice to reduce contamination.
- Remove amenities, including magazines, books, self-serve water stations (unless touchless), and other items typically available for clients.

Face Masks*

- Provide, at no cost, a 2-or more layer cloth face mask and/or disposable masks for all employees who have contact with the public or other employees, and instruct staff to wear a clean (washed daily), cloth face mask over the nose and mouth at all times during the workday. Employees who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, to be in compliance with [State directives](#), as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves may not be used. Face masks are optional when alone in a room or private office.
- [Double masking](#), as described by the CDC, can increase protection if it improves the seal and filtration, so one option is wearing a multi-layer disposable mask with a multi-layer, well-fitting cloth mask that pulls the edges of a disposable mask against the face.

- Require clients to wear face masks over the nose and mouth. Provide disposable, clean face masks if the client does not have their own.
- Prohibit staff from eating or drinking anywhere inside the workplace other than designated break areas (staying at least 6 feet apart) to ensure face masks are worn consistently and correctly.
- Provide face shields for workers, and instruct workers to wear a clean, disinfected face shield when consistently within 6 feet of customers or coworkers. The face shield must be long enough to extend to the chin. The face shield is to be worn by the worker in addition to the face mask. Face masks protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- Face shields are to be used, cleaned and disinfected per manufacturer's directions.
- Face masks do not replace the need for physical distancing and frequent handwashing.

** Individuals with chronic respiratory conditions, or other medical conditions that make use of a face mask hazardous are exempted from this requirement. Children under age 2 years should not wear a face mask. Refer to the [CDC guidance on masks](#) for additional information on use and care of the face mask.*

Hand Hygiene

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles.
- Instruct staff to wash hands upon arrival and at departure, before and after eating, and as otherwise necessary or required.
- Allow staff time during their shift to wash their hands frequently.
- Provide hand sanitizer effective against COVID-19 (at least 60% alcohol) in client areas, and also in employee areas where a hand sink is not available. Hand sanitizer, tissues, and trash cans must be made available to the public at or near the entrance.

Gloves and Protective Equipment

- Provide disposable gloves to staff handling items used by clients, to workers using cleaners and disinfectants, for staff who handle commonly touched items, and for staff who provide temperature screenings.
- Workers are required to wear face masks at all times. A face shield that extends to the chin must be worn in addition to a face mask when providing services that require clients to remove their face masks.
- Disposable gloves are to be worn during the procedures and while performing cleaning and disinfection of all implements and surfaces after each client session.
- Workers must be provided with clean, launderable or disposable smocks which are replaced after each client.

Restrooms

- Place trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.

- Increase frequency of cleaning and disinfection of restrooms.
- Designate a staff person to ensure restrooms stay operational and stocked at all times.

PHYSICAL DISTANCING

Physical distancing must be observed and enforced by the establishment.

- Implement measures to physically separate workers and clients by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where individuals should stand).
- Rearrange or remove chairs to allow for physical distancing between clients.
- Reconfigure office spaces, workstations, break rooms, reception counters, etc., to allow for at least six feet of physical distancing between employees.
- Limit the number of individuals riding in an elevator.
- Enlist and support workers as peer educators, reinforcing instructions around physical distancing and infection control.

Additional Considerations for Esthetic and Skin Care Services

- Esthetic and skin care services that require the client to remove their mask may occur, but are strongly discouraged. Business operators must provide each practitioner a fit-tested N95, a KN95, or a double mask to wear in addition to their face shield. The practitioner must wear either a fit-tested N95, KN95, or double mask in addition to their face shield while providing any service that requires the client to remove their mask. Review the CDC guidance for [double masking](#) for information on the correct way to double mask.
- Estheticians are strongly encouraged to continue providing outdoor services when possible.
- Workers must wear a face mask over the nose and mouth at all times. Services that require the practitioner to remove his or her mask, such as threading, are not allowed.
- Clients must wear face masks during the entirety of the service, except when clients are receiving service on parts of the face that do not enable them to wear a mask.
- Disposable gloves should be worn throughout the entire esthetic service and while performing cleaning and disinfection of all implements and surfaces after each client session.
- Before leaving the treatment area, remove and dispose of gloves, apply proper hand sanitizer or wash hands with soap and water, and use a previously readied disposable barrier, such as a paper towel or sanitizer wipe, to open and close the treatment room door while leaving.
- Single use applicators must be disposed of immediately after use in a trash bin that is lined with a disposable plastic bag.
- Workers are required to wash their hands immediately upon finishing services.

Additional Considerations for Electrology Services

- Electrology services that require the client to remove their mask may occur, but are strongly discouraged. Business operators must provide each practitioner a fit-tested N95, a KN95, or a double mask to wear in addition to their face shield. The practitioner must wear either a fit-tested N95, KN95, or double mask in addition to their face shield while providing any service

that requires the client to remove their mask. Review the CDC guidance for [double masking](#) for information on the correct way to double mask.

- Electrologists must wear face masks at all times and use disposable gloves during the entire treatment.
- Clients must wear face masks during the entirety of the service, except when clients are receiving service on parts of the face that do not enable them to wear a mask.
- Tweezers, rollers, and needle holder caps must be properly cleaned and sterilized between each client.
- Use disposable probes that do not require a probe tip or can, when possible. If not using disposable probe tips or caps, clean and disinfect the removable tip or cap of the epilator needle/probe holder after each client.
- Needles used for electrolysis must be single-use, disposable, prepackaged, and sterile and must be disposed of in an approved sharps container immediately after use. Sharps containers must be discarded in accordance with biomedical waste regulation.
- Ultrasonic cleaning units, forceps, and all containers, including their removable parts, must be cleaned and disinfected between each client according to the manufacturer's instructions.

Additional Considerations for Nail Salons

- Nail salons are strongly encouraged to continue providing outdoor services when possible.
- Workers must wear face masks at all times, or a respirator where required. Respirators are required where ventilation is insufficient to reduce exposure below permissible exposure limits established in [title 8 section 5155](#). In cases of chemical exposure, only elastomeric respirators with the correct chemical cartridge combined with a particulate filter are appropriate for use.
- During procedures, workers should consider wearing a face shield that extends to the chin (in addition to a face mask).
- Instruct clients to use hand sanitizer before beginning the service.
- Clients must wear face masks over the nose and mouth during the entirety of the service.
- Disposable gloves should be worn throughout the entire service, and while performing cleaning and disinfection of all implements and surfaces after each client. Once cleaning is finished, remove and dispose of gloves and apply proper hand sanitizer or wash hands with soap and water.
- Pedicures done outside shall be limited to portable tubs/bowls and must be cleaned and disinfected with an EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. Refer to manufacturer's instruction on mixture. The disinfection should occur inside the nail salon and not in the temporary outdoor setting. Foot-spas, basins and pedicure bowls must be properly cleaned and disinfected after each client even if a disposable plastic liner is used.
 - For whirlpool foot spas, air-jet basins or pipeless foot spas, disinfectant must be circulated for at least 10 minutes.
 - For non-whirlpool foot basins and tubs, soak disinfectant in the basin or tub for at least 10 minutes.
- Nail salons should use disposable supplies whenever possible. Non-disposable supplies must be disinfected between clients according to the [California Board of Barbering and Cosmetology](#) guidelines.

- All single use items, such as cardboard files, sand-bands for drills and buffers, disposable sandals, toe separators, and applicators must be used once and immediately thrown away in a lined trash can.
- To reduce the number of touchpoints, remove the nail polish displays. In the absence of a nail polish display, use a color palette, which is to be cleaned and disinfected after each client use. If the nail polish display is not removed, nail polishes should be cleaned and disinfected before being returned to the display.
- Consider installing a plastic partition between the worker and client with ample space cut out where hands or feet can be slid underneath to conduct the manicure or pedicure.
- Allow only one manicurist to work at each station and do not allow clients to get multiple services at the same time, such as a manicure and pedicure.
- If fans, such as pedestal fans or hard-mounted fans, are used, steps have been taken to minimize air from fans blowing directly from one person toward another. If fans are disabled or removed, monitor possible heat hazards and take steps to mitigate them.
- Salons should consider upgrading existing ventilation to include locally exhausted nail tables.

Additional Considerations for Massage

- Massage services that require the client to remove their mask may occur, but are strongly discouraged. Business operators must provide each technician a fit-tested N95, a KN95, or a double mask to wear in addition to their face shield. The technician must wear either a fit-tested N95, KN95, or double mask in addition to their face shield while providing any service that requires the client to remove their mask. Review the CDC guidance for [double masking](#) for information on the correct way to double mask.
- Massage establishments are strongly encouraged to continue providing outdoor services.
- Instruct clients to wash their hands before any services are provided.
- Clients must wear face masks during the entirety of the massage service, except when clients are receiving treatment on parts of the face that do not enable them to wear a mask.
- Use disposable face cradle covers. Use pillowcases over table warmers, bolsters, and other items. Remove and replace between clients.
- Use non-latex gloves if facial massages are provided.
- Hand treatments should be provided as the last part of the service.
- Workers must wash their hands immediately upon finishing massage services.

Additional Considerations for Body Art Facilities (Tattoo, Piercing, Permanent Makeup, Microblading)

- Permanent makeup, tattoo, and piercing services that require the client to remove their mask may occur, but are strongly discouraged. Business operators must provide each practitioner a fit-tested N95, a KN95, or a double mask to wear in addition to their face shield. The practitioner must wear either a fit-tested N95, KN95, or double mask in addition to their face shield while providing any service that requires the client to remove their mask. Review the CDC guidance for [double masking](#) for information on the correct way to double mask.
- Practitioners must wear a face mask at all times.
- Clients must wear face masks during the entirety of the service, except when clients are receiving service on parts of the face that do not enable them to wear a mask.
- Disposable gloves are required throughout the service, and while performing cleaning and disinfection of all implements and surfaces after each client session.

- Consider additional divider shields or other impermeable barriers where appropriate.
- Provide body art services for only one client at a time.
- Update the Infection Prevention Control Plan to include additional cleaning, disinfection and other measures including:
 - Increased cleaning and disinfection of body art procedure areas and equipment
 - Documentation logs of disinfection activities

Deliveries and Vendors

- Review workflows and make changes if needed to permit physical distancing during pickups and deliveries.
- When other parties (truck drivers, delivery agents, vendors) play a role in the work flow, instruct them to wear face masks and to comply with symptom checks and physical distancing.

SANITIZATION AND CLEANING

- Develop a sanitization plan that identifies the surfaces to be disinfected, the frequency, and the person assigned to the task.
- Perform thorough cleaning in indoor high traffic areas and shared workspaces. If using a vacuum, use a vacuum with a HEPA filter wherever possible.
- Frequently disinfect commonly touched surfaces. Disinfect equipment that passes between employees and clients, such as pens, credit card machines, after each use.
- Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)](#) list and follow product instructions and Cal/OSHA requirements.
- All appliances at work stations and in treatment rooms must be properly disinfected between clients.
 - For non-porous implements, such as tweezers or scissors, clean the item with hot, soapy water to remove any physical debris. Rinse and dry completely. Follow by immersing in an EPA-registered disinfectant for the full contact time as stated by the manufacturer's directions. Items should be removed at the end of contact time, rinsed, and dried with a clean paper towel.
 - All handles, hoses, spray nozzles, and other equipment must be disinfected and cleaned before and after use on a client.
 - For electrical implements such as magnifying LED lamps, hot towel warmers, and esthetic devices, clean with a spray or wipe to remove any physical debris. Follow with an EPA-registered disinfectant spray or wipe for the full contact time as noted by the manufacturer's directions. Use caution when using a spray and be sure your device is unplugged and do not spray into the motor.
 - For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-

based wipes or sprays containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

- Thoroughly clean any product display areas, including all shelving and display cases. Add signage to this area to let clients know it is cleaned and disinfected daily.
- In addition to the above cleaning and disinfecting protocol, cosmetology, barbering, and electrology businesses must follow the existing [California Board of Barbering and Cosmetology](#) rules, and body art operators must follow the [California Safe Body Art Act](#).

Laundering of Smocks, Towels, Aprons

- All dirty linens, including towels, smocks, and reusable capes, should be placed in a closed container and not used again until properly laundered.
- Launder items either by a commercial service or a laundering process that includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes.
- Ensure workers who handle dirty laundry wear gloves, and avoid shaking unwashed laundry.

BUILDING SAFETY

Water Safety

- Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building, it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).

Ventilation

- Consider HVAC upgrades to improve air filtration (targeted filter rating of at least MERV 13) and increase fresh air ventilation.
- Where possible, install portable high-efficiency air cleaners, upgrade the building's air filters, and make other modifications to increase the quantity of outside air and ventilation in all working areas.
- Consider opening treatment room windows, if feasible, safe, and compliant with Fire Code and ADA requirements.
- If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly at another individual.
- Review and follow the California Department of Public Health's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).

General Building Safety

- Properly dispose of liquid waste inside the establishment in a janitorial sink.
- Store outdoor trash in a container with a liner and properly fitting lid, and dispose of all trash in a secure dumpster at the end of each day or more frequently as needed.