

## Some advice on how we can make our workplace safe for re-opening

### West Norwood/Tulse Hill community of hair & beauty salons

We don't yet know exactly when our industry will be allowed to re-open. According to central Government the hair and beauty industry is set to return within phase 3 of the lockdown easing, this is estimated to be early July 2020 (dependent on the R rate staying low and Government guidelines). In the meantime we can take control of what we can, making sure as business owners that we minimize the risks of spreading the virus by preparing for the safest way to re-open.

We face a large responsibility and duty of care towards ourselves, our family, our Team and our customers. We can now start to take steps to prepare for re-opening by thinking about how our businesses operate and may need to adapt. In order to ensure the highest level of safety in our businesses we will need to allocate funds to purchase the correct PPE supplies.

If we unite to become a high street full of businesses that show that we are responsible and informed about this crisis we will honor the support of our community and residents. Working together we can support one another and hopefully thrive in the future. Keeping our lines of communication open between each other can help us anticipate customer behaviour and problems we may face.

If you would like a representative to visit your salon or therapy centre for advice on how to operate safely, please contact us:  
[info@stationtostation.london](mailto:info@stationtostation.london)

Below you will find some information on the best practice in a Hair and Beauty business to avoid spreading COVID 19.

## SALON DESIGN CHECKLIST

### **ENTRANCE**

- Signs and notices on front door to let your customers know that you are aware of COVID 19 safety
- Keep doors closed or locked (do not allow walk in customers)

### **RECEPTION AREA**

- If appropriate have a clear plastic shield installed
- Payment methods should all be contactless
- Avoid marketing materials like price lists and vouchers
- Telephone/computer/music systems should have a dedicated operator and be cleaned regularly with bleach or alcohol wipes
- Alcohol gel dispenser should be available for customers use
- Booking system encourage all customers to book on line or by telephone, not walk ins
- Have tissues available and a bin for them to be disposed in

### **WAITING AREA**

- Avoid having any waiting clients
- Only the customer should attend the appointment no companions or children
- Do not have magazines available, remind customers to bring their own reading material

### **WORKING STATIONS**

- Must be at least two meters apart
- If it's possible and practicable install plastic shields between workstations
- If it's possible install hooks for bags and coats that customers use them selves, these should be wiped down after each use
- Tools should be stored in barbicide
- Minimize the risk of cross contamination between customer and work tools by cleaning equipment thoroughly after each customer
- Have alcohol hand gel available for customers and staff at each station
- Have tissues available at each station

### **TREATMENT ROOMS**

- Keep the room minimal
- Single use tools where possible
- Hooks on the door for belongings
- Have bed couch rolls that are either disposable or wash after each customer at 60°
- Use disposable towels or wash after each customer at 60°
- Ensure you have closed bins
- Methods of sterilization include bleach based cleaning products or steam cleaners
- Use non latex Gloves
- Ensure the use of disposable masks for each client and staff members
- Have tissues available for staff and customers

- Use disposable aprons
- Have alcohol hand gel available in each room

## **WASHROOM**

- Ask customers and staff to clean hands using antibacterial wipes or spray
- Clean regularly using bleach
- Have alcohol hand gel available
- Make sure that you have hand washing and drying facilities, disposable paper towels or washing after each use at 60°
- Clean the soap dispenser after each customer or staff member uses the washroom
- additional waste disposal

## **STAFF ROOM**

- Minimize the area and reduce the use of this space as much as possible
- Have separated dedicated areas for staff belongings
- Disposable food and drinks making facilities

## **CLOAK ROOM**

- Avoid storing customers belongings and if necessary put inside a disposable plastic covering

## **CLIENT GOWNS**

- Disposable if available or one use per client only
- Wash these after each customer has used at 60

## **REFRESHMENT**

- Disposable take away cups and spoons, sealed bottled water/water cooler

## **PPE**

- The guidelines are not yet clear, but Masks, Visors, non latex gloves, disposable aprons ,neck protectors etc can be worn by yourself and customer.

## **NOTES**

A clear pathway should be visualized anticipating the route a customer and worker will need to use, making pathways clear, avoiding close proximity to other workers or customers. This may need route options dependent on the scenarios which your business faces.

A clear cleaning routine should be organized and cleaning supplies to be researched.

Supplies may take a while and be low in stock, so be prepared.