This checklist is intended to help limited services employers without close customer contact implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Hair Salons and Barbershops. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

**Contents of Written Worksite Specific Plan**
- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

**Topics for Employee Training**
- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings.
- Information on leave and workers’ compensation benefits.

**Individual Control Measures & Screening**
- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Consider providing gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Make available disposable gloves for services that require them.
- Require face covers when providing haircutting and other close contact hair services.
- Post signage to remind the public to wear face coverings and practice physical distancing.

**Cleaning and Disinfecting Protocols**
- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
COVID-19 GENERAL CHECKLIST FOR HAIR SALONS AND BARBERSHOPS

- Regularly clean and sanitize shared equipment when transferred to a new customer or employee.
- Provide time for workers to implement cleaning practices during their shift.
- Remove amenities, including magazines, books, coffee, water, self-serve stations (unless touchless), and other items for customers.
- Routinely and frequently clean workstations, including between each customer appointment. Clean and disinfect the station counters, rolling carts, drawers, hand mirrors, hair care and other products.
- Provide new mock or cape for each customer.
- Ensure all dirty linens, including towels, smocks, and reusable capes, are placed in a closed container and not used again until properly laundered.
- Clean all electrical tools, such as clippers, by removing all visible debris and disinfecting with an EPA-registered disinfectant spray or wipe that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19.
- Clean and disinfect all handles, hoses, spray nozzles, and other equipment before and after use on a customer. Chairs, headrests, shampoo bowls, and other items should also be thoroughly cleaned and sanitized between each use.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Post signs in workplace and common areas emphasizing basic infection prevention measures, including posting hand-washing signs in restrooms.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Discontinue use of shared food and beverage equipment in employee breakrooms.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing by at least six feet between and among workers and customers, using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Use Plexiglas or other barriers where physical distancing cannot be maintained.
- Use an appointment system, stagger appointments, and reduce walk-ins.
- Clearly mark areas where customers or employees queue to maintain physical distancing, or use alternative entry requirements.
- Implement strategies to have customers wait outside where possible, such as “no-contact” pick-up or delivery or curbside payment.
- Designate drop-off and pick-up locations away from high traffic areas.
- Clearly designate entrances and separate exits if possible.
- Prop doors open if they do not open and close automatically.
- Stagger shifts, split or rotate work schedules, and stagger employee breaks, in compliance with wage and hour regulations, to minimize employee overlap and maintain physical distancing protocols.
Reconfigure reception and waiting areas, lobbies, workstations, and employee breakrooms, if possible, to allow for at least six feet of distance between customers and employees.

Establish directional hallways and passageways for foot traffic, if possible, to eliminate customers and employees from passing by one another.

Adjust any staff meetings to ensure physical distancing and use phone or webinars if possible.

Limit the number of workers in enclosed areas.

Close break rooms and provide alternative where physical distancing can be practiced, such as outdoor break areas.