

Here's to Re-Opening!

COVID 19 Hygiene Recommendations for Salons

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Intro



At the heart of TERRE DE COULEUR, we value planet friendly products, health and well being. It is the reason why the company was created 20 years ago. You can count on us to continue providing the highest quality ingredients, clinically tested for their **safety and efficacy**.

Today, we are all dealing with an unprecedented situation and are proudly collaborating with stylists, organic stores and partners such as Matter of Trust .org

The objective of this document is to provide hygiene recommendations to help salon owners and their staff during this pandemic.

Your clients will expect you to have **reliable solutions** and you will want to ensure them that you are taking every precaution.

Please note: This guide is purely for advisory and informational purposes only. It should not replace control measures communicated by federal, state or local health agencies.

It is important to stay up to date on Covid-19 news in order to help protect clients, employees and yourself as much as possible.

Preparing for Re-Opening

1. When cleaning:

- Wear **disposable gloves**
- Wear a **reuseable mask and a cap**
- **Wash your hands** with warm water and soap for at least 20 seconds
- **Laundry your clothes** at the highest temperature immediately after you are finished
- **Use EPA recommended cleaning products** and follow manufacturer's instructions for usage.



2. Set up systems to reduce contact with other people

- For **deliveries**, ideally boxes can be dropped off maintaining distance. If necessary confirm contents via phone or through the door. **Discard outer packaging**, if possible, outside the salon or in a reserved space away from the main area and transfer the contents into clean containers.
- For clients interested in purchasing products from you, set up a **drive-through service or home delivery options**
- Limit each employee to attend to only **one client at a time**
- Schedule client appointments to **limit overlapping** as much as possible, reducing waiting time in salon. Establish **alternating days or extra shifts** that could help reduce the total number of employees in the salon at a given time and allow them to maintain distance while working.
- Set up seating arrangements including for waiting clients **increasing physical space** between people, preferably at 6 feet (2m) or at the officially recommended distance by the authorities in your area.
- If possible, ask people to wait outside the salon
- Discard gloves, cap and mask afterwards in a reserved trash can or in a laundry hamper.
- **Disinfect air conditioners** every day if you use them. If you can, **leave windows and doors** open to allow for air circulation.

Best Practices

3. To reassure clients:

- Ask your clients to bring their own hairbrushes. You can also sell them a hairbrush to avoid contamination. If you use the same hairbrush for different clients, disinfect it thoroughly between each client.
- If possible, provide **individual sterilizing equipment** (anti-viral sterilizer, EPA approved disinfectant spray or wipes) for each employee to keep all instruments separate.
- **Prohibit handshaking** or any other form of physical greeting.
- **Provide masks, gloves and hairbrushes to clients** at a reasonable price if they come to the salon without their own.
- If you have older clients or those with other health concerns, try to allocate a reserved space for them.
- When cutting hair, both the hairdressers and clients face the mirror as much as possible
- Have ample space and separate chairs with shower curtains and pvc tubing (plexiglass is an effective but expensive option)
- **If you have employees, provide masks, gloves, alcohol-based hand sanitizers (EPA approved and clinically tested for efficacy against COVID) and handwashing stations.** Promote frequent hand washing by posting signs in various locations of the salon.
- At each workstation, **provide tissue box, trash can (preferably no-touch) and alcohol-based EPA-approved hand sanitizers.**
- **Train employees for respiratory etiquette** (sneezing and coughing in elbow, discarding single use tissues after use, avoid touching mouth/ face/ nose, etc.).
- Oblige workers to stay home if they show any symptoms. Ask them to let you know if anyone shows symptoms in their homes.
- Prioritize reusable towels and aprons, **have one set per client and throw into the laundry hamper immediately when done.**



Daily Operations

4. To maintain hygiene:

- **Prioritize payment via no-touch technology.**
- **Prepare a cleaning schedule with specific times and responsibilities for each employee.** Maintain regular housekeeping practices, including routine disinfecting of surfaces, equipment, and other elements of the work environment.
- **Reserve individual equipment and work tools for each employee**, if possible. Ensure that each employee sterilizes, disinfects and maintains their own materials appropriately.
- **Clean products and tools with barbicide cleaner and wipes.**
- **Provide disposable wipes by the cash desk and the telephone** and train employees to systematically clean and disinfect them before and after use.
- **Clean and disinfect frequently touched objects and surfaces with resuseable wipes** such as workstations, keyboards, telephones, handrails, and doorknobs. Use products that meet EPA's criteria for use against COVID-19, and which are appropriate for the surface.
- **Do not shake dirty laundry** and wash at the highest heat level possible. Sterilize hamper after use.
- COVID-19 may live on floors and under shoes. **Clean and disinfect floors** multiple times during the day. If possible, reserve a pair of shoes for use only in the salon for yourself and your employees and provide disposable shoe covers for clients to use over their shoes.
- At the end of the day, **reserve time to thoroughly clean and disinfect all surfaces.**
- Note: the Coronavirus can live on floors and cut hair for up to 72 hours. Avoid direct contact and use disposable gloves and masks for this purpose.
- **Hair 3 inches or longer can be put into a separate box to send to Matter of Trust .org for the fabrication of oil spill clean up hair mats.**



Business Strategies for Effective Re-Opening

5. To ensure efficient running of your business:

- Plan for **more than usual absenteeism** at the workplace.
- Prepare a list of reserve/ freelancers you could call on in case a replacement is needed.
- **Cross-train** employees and pre-establish substitution plans for essential functions so the workplace can operate in the absence of any employees.
- Develop **an emergency communications plan** in case of any unexpected issues and prepare a protocol for all employees.
E.g. create a Whatsapp or Messenger group in order to communicate quickly with all team members.
- **Ensure that emergency health services numbers are available** and clearly communicated.
- **Instruct your employees to explain to your clients all the measures that you are investing in for their safety and protection so that they can appreciate your dedication and trust. This will also have the added benefit of reducing anxiety and concern.**
- In Germany, clients are asked to wash their own hair at home before going to salons. This is an issue for most hair colorists as dyes adhere better to dirty hair. Color is very aggressive and oily hair is beneficial for the process. One solution is Terre de Couleur's product White Clay Mask. It has been clinically tested to help protect the hair bulb and fiber even if after a shampoo.



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