

Blowfish Hair Studio Covid 19 Safety Manual

We are committed to ensuring the safety of our staff and clients from the Covid 19 virus and therefore have put in additional measures to reduce the risk of transmission.

Level 1 Protection: (Limiting Interactions)

- **Removal of chairs in waiting room/closure of waiting room.**
- **No visitors or additional people in salon with staff or clients.**
- **Salon capacity limit:12 people**
- **Staggered client times and staff scheduling.**
- **Only 1 client per stylist, no double booking**
- **Stickers on floor to guide clients on social distancing.**

Level 2 Protection: (Barriers)

- **Plexi-glass partition at reception desk**
- **Clear plastic partition between shampoo sinks**

Level 3 Protection: (Administrative)

- **Only 1 staff member allowed in staff room/ laundry room at a time.**
- **Stylists are to keep their guest at their chair for the entire service aside from when they are shampooing.**
- **Stagger appointment times to alleviate extra staff at the dispensary for mixing color.**

Level 4 Protection: (PPE)

- **Use of masks on both client and staff.**
- **Clients are to sanitize their hands on entry to the salon.**
- **Staff are to wear a smock or apron.**
- **Signage and training has been undertaken for staff on donning and doffing of masks.**

Enhanced Cleaning and Disinfection:

- Common areas will be cleaned and disinfected at least twice per day, and at the end of the day. This will include reception areas, main salon and washrooms. Please open door during this time if possible to allow for extra ventilation and air flow during cleaning times.
- Disinfection includes all furniture in these areas, door knobs, light switches, work stations, barriers and floors.
- Cleaning will be recorded in cleaning log located in laundry room.
- Stylists are responsible for cleaning and disinfecting all touched surfaces of their stations between every client (including chairs, mirrors, station tops, trolley, tools used etc.)
- Garbage cans will be emptied daily. Please wear gloves to handle both recycling and garbage.
- Make sure all disinfectant, sanitizer and soaps are filled and ready for next day.
- Debit/credit machine is to be cleaned between each use.
- Clip boards and pens are to be cleaned after each use.
- We have removed all decorative and non essential items around the salon to facilitate cleaning.
- We have removed all shared items (personal items, coffee machine, dishes and utensils).

Laundry

1. Hand hygiene must be performed during all laundry services both clean and dirty.
 2. All towels must be washed in hot water.
 3. Clean laundry goes to designated areas for immediate use or storage.
- Make sure to leave a minimum of 15 minutes at the end of your shift to perform all cleaning and disinfecting.

Additional policies:

- All clients will be screened for symptoms of covid 19 and asked to reschedule if they are exhibiting any symptoms.
- Anyone who has arrived from out of country is to wait their 14 days of self isolation before coming into the salon.
- All staff must do a self assessment for symptoms before coming in to work and must stay home if they are feeling ill.
- If a staff member or client becomes ill while in the salon, they will be asked to sanitize their hands and given instructions to go home and call 811 for guidance or assessment.