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Date: April 29, 2020

To: All Licensees, Certificate Holders, Registrants, and Permittees

From: West Virginia Board of Barbers and Cosmetologists

**Re: COVID-19 UPDATE - Guidelines and Returning to Work Checklist for Salons and Shops**

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All salons and shops of barbering, cosmetology, and other cosmetology-related services in the State of West Virginia will be permitted to re-open on Monday, May 4, 2020; Provided, that the statewide cumulative percent of positive COVID-19 test results remain below 3% from today until Monday. Please be advised that this is subject to change at any time. To view West Virginia's cumulative percent of positive COVID-19 test results, please visit [coronavirus.wv.gov](https://coronavirus.wv.gov).

It is acknowledged that all services within the industry carry some risk in this viral environment due to the nature of the services provided and the inability to maintain social distancing. With that said, licensed or certified professionals have been trained to mitigate these risks significantly through the use of proper infection control standards required by the state regulatory licensing rules and regulations. In preparation of re-opening salons and shops, the West Virginia Board of Barbers and Cosmetologists recommends the following guidelines in order to protect the safety of licensed or certified professionals and consumers:

**Personal Protective Equipment (PPE)**

With the understanding that PPE is often not worn properly, will be in very short supply moving forward, and will likely become very costly; we make the following recommendations.

- **Masks:** Professionals should wear masks as a safety measure when providing a service. These masks can be disposable or cloth and must be disposed of or washed properly as required by the CDC. Disposable masks should be made available to consumers and may only be used for a single customer.
- **Gloves:** It is not a recommendation to require gloves. When gloves are worn for infection control purposes, they must be changed with each service and that volume alone would be difficult to manage. Gloves worn all day, become more troublesome than no gloves at all. It is recommended that professionals be more adherent to the existing rules regarding hand washing after and before each service. It is further recommended that the professional washes hands in front of the consumer if the opportunity exists.

- There are two exceptions where gloves are recommended – nail services and facial services. Gloves are to be worn for only a single service and hands washed thoroughly after they are removed.

• **Gowns:** There is no recommendation to wear gowns at this time. Due to the nature of this transmission, the wearing of gowns does not offer additional significant protection.

### **Hand Hygiene**

Proper hand hygiene is documented to be an essential action to reduce the spread of viral illness. All states require some form of hand hygiene (washing or hand sanitizer) prior to and after a service. It is recommended and acknowledged that hand washing is the preferred method of hand hygiene and it should be done as frequently as possible, but always after eating, smoking and using the restroom. Hand sanitizer should be made available for all consumers and required prior to a nail service.

### **Consumer Interactions**

The following recommendations reduce the number of consumers in a salon or shop at a single time and limit interactions that could be of risk:

**Appointments:** All services must be scheduled with adequate time in between appointments to properly clean and disinfect. Employers should be held accountable for allowing their employees to have enough time to allow for proper disinfection without repercussions. Consumers should be asked to wait outside or in their cars until they are called for their appointment. Appointments should be staggered to avoid multiple people in the waiting areas.

**Double Booking:** This should not be done unless each consumer can be left in a single chair throughout the process and distancing measures maintained. Limiting the movement of consumers throughout the salon or shop reduces risk to both consumers and staff.

**Payments:** Cashless payment systems are preferred, but not required. If Point of Sale (POS) equipment is used and a consumer must sign or enter PIN, the equipment must be disinfected after each use.

**Thermometers:** The use of thermometers for temperature scanning is optional. A fever only indicates someone who is already symptomatic and likely knows that. The goal is to treat all consumers (many of whom may be asymptomatic or mildly symptomatic) as though they are sick.

**Signage:** Signage should be posted that states services will not be offered to or given by anyone who is sick or exhibiting signs of illness. Consumers should be asked prior to a service if they have been sick or exposed to someone who is sick. If so, services should be deferred for 10-14 days.

### **Distancing**

It is acknowledged that social distancing recommendations of 6 feet cannot be met in the actual service itself. However, the following distancing measures can be instituted to reduce risk:

- If chairs are situated such that the patrons are closer than 6 feet – every other chair should be used or chairs staggered if possible.
- There should be no more than 10 people in the salon or shop at any time (including staff) until those recommendations have been lifted.
- Break rooms should be temporarily closed.
- Waiting area chairs should be removed or spaced in such a manner to accommodate social distancing requirements.

### Disinfection

All states currently require the cleaning and disinfection of non-porous implements prior to use and the disposal of porous implements after a single use. Both of these practices should be vigorously adhered to and the following recommendations added:

- Disinfection of high touch areas including, but not limited to:
- Door handles on main entrance and restrooms
- Restrooms
- Reception desk
- Point of Sale (POS) equipment
- Stations (including foot/nail drying stations)
- Displays

**Items to be temporarily Disallowed:** Some items that currently are common in these environments should be removed:

- Public coffee or water stations
- Magazines/ books / newspapers
- Candy dishes
- Product testers/samples



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## RETURNING TO WORK CHECKLIST FOR SALONS AND SHOPS

### PRIOR TO RE-OPENING

The West Virginia Board of Barbers and Cosmetologists recommends salon and shop owners complete all items in this section of the checklist prior to re-opening to help prevent the spread of any virus and ensure the safety of consumers and professionals. The recommendations should be used in conjunction with the board rules for sanitation and operation requirements.

1. Clean all non-porous surfaces and furniture. This includes floors, baseboards, walls, windows, cabinets, reception counter, etc.
2. Wipe down all soft surfaces (chairs, couches, styling chairs, and treatment tables) with water and a clean towel.
3. Clean and disinfect all non-porous items (such as telephones, keyboards, pens, door knobs).
4. Clean and disinfect all shelves and display cases.
5. Clean and disinfect all product containers.
6. Clean and disinfect all individual work stations. This includes: any rolling cart, tray, or surface where tools are stored during a service.
7. Clean and disinfect all parts of the shampoo bowls (spray nozzles, handles, hoses).
8. Clean and disinfect all non-electrical tools that will be used in a service, even if it was done prior to closing the salon or shop.
9. Throw away any used items that cannot be disinfected. This includes, but is not limited to, emery boards, nail buffers, facial sponges, wax sticks, etc. These should be NEW for every consumer.
10. Verify clean and dirty tools are stored in properly labeled containers.
11. Clean all equipment (facial steamers, nail dryers, hair dryers, etc.) and use EPA-registered disinfectant, if possible.
12. Clean and disinfect restrooms. This includes: sinks, toilets, door knobs, hand air dryers, paper towel holders, soap dispensers, etc.
13. Replace all disposable restroom items (toilet paper, paper towels) with new ones.
14. Place a trash container near the restroom door.
15. Place hand sanitizer in the restroom.
16. Wash any linens (clean or dirty) that have been in the salon or shop.
17. Wash or disinfect all capes.
18. Store all clean linens in a clean, covered place.
19. Disinfect all pedicure bowls following the required procedures, even if they were disinfected prior to closing the salon/shop.
20. Store soiled towels, robes, gowns, smocks, linens and sheets in a closed container.
21. Dispose of all waste, hair clippings, or refuse.
22. Cover all headrests and/or treatment tables with a clean towel, sheet, or paper for each consumer.

## ONGOING SAFETY CONSIDERATIONS

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|--|--------------------------|
| 23. Ensure everyone who works in the salon or shop washes their hands or uses an equally effective alcohol-based product before providing a service to each client.  | <input type="checkbox"/> |
| 24. Ensure everyone who works in the salon or shop washes their hands properly and often. Wash hands after eating, using the restroom, blowing your nose, smoking, completing a transaction, and completing a service. | <input type="checkbox"/> |
| 25. Consider wearing face masks during all services.   | <input type="checkbox"/> |
| 26. Offer masks to consumers and have hand sanitizer available at stations and the reception counter.  | <input type="checkbox"/> |
| 27. Stagger appointments to minimize the number of consumers in the waiting area.  | <input type="checkbox"/> |
| 28. Consider implementing contactless or online payment systems.   | <input type="checkbox"/> |
| 29. Consider having a supply of stylus pens, so clients do not touch the credit card reader. Disinfect the stylus pens after each use.   | <input type="checkbox"/> |
| 30. Remove all magazines and paper reading products from the reception area.   | <input type="checkbox"/> |
| 31. Disinfect high contact surfaces/items daily (telephones, door knobs, reception counter, etc.).   | <input type="checkbox"/> |
| 32. Remind everyone who works in the salon/shop and consumers to stay at home if they are sick or not feeling well.  | <input type="checkbox"/> |

### PROPER HANDWASHING STEPS

Recommendations from the Centers for Disease Control and Prevention (CDC)

1. Wet your hands with running water and apply soap.
2. Lather your hands by rubbing them together.
3. Scrub all surfaces of your hands including palms, backs, fingers, between your fingers, and under your nails for at least 20 seconds.
4. Rinse your hands under running water.
5. Dry your hands using a clean towel or air dryer.

### SANITATION VIOLATIONS

West Virginia Code, Chapter 30, Article 27, Series 7 - Schedule of Fines

**Any person licensed or holding a salon license under the provisions of West Virginia Code §30-27-1 et seq is subject to the fines specified for the following conduct, practices or acts:**

2.27. Failing to keep a toilet facility located on the premises of a licensed facility clean and sanitary.

1st offense: Warning  
 2nd offense: \$50.00  
 3rd offense: \$100.00;

2.29. Failing to use clean towels or linens for each client.

1st offense: Warning  
 2nd offense: \$100.00  
 3rd offense: \$300.00;

2.30. Failing to store clean towels and linens in a clean area.

1st offense: Warning  
 2nd offense: \$100.00  
 3rd offense: \$300.00;

2.32. Failing to immediately deposit all used towels with chemical residue in a closed container.

1st offense: Warning  
 2nd offense: \$100.00  
 3rd offense: \$300.00;

2.33. Failing to ensure that all articles which come in contact with a client are either disinfected, cleaned or disposed of.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00

2.35. Failing to deposit all chemical waste materials in a closed container at the close of each business day or having a closed container available.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00

2.36. Failing to immediately deposit all non-chemical waste and refuse in covered containers.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00;

2.37. Failing to keep any shop waste disposal container clean.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00

2.39. Failing to keep disinfecting solutions at adequate strength for immediate use at all times a licensed facility is in operation and free of foreign material.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.40. Failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.41. Failing to cleanse and disinfect electrical or mechanical hair clipper blades after use on each client.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.42. Failing in a shop or as a booth renter to provide one or more sanitizers adequate to the number of practitioners, usage requirements or volume of business.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.43. Failing in a shop or as a booth renter to disinfect tools and implements.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.44. Failing to store disinfected or cleaned tools and implements separately from all others.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.45. Failing to keep roller-storage receptacles and their contents clean and free of foreign material.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;



2.62 Failing to maintain a sanitary and clean facility free of insects.

1st offense: Warning

2nd offense: \$100.00

3rd offense: \$300.00;

2.68 Failing to discard files after each use.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00;

2.69 Failing to use clean towel (terry or paper) on manicure table for each client.

1st offense: Warning

2nd offense: \$50.00

3rd offense: \$100.00