

## **Guidelines for Reopening J's Barber College**

J's Barber College will mitigate the threat of communicable disease spread by adjusting the schedules and physical environments to enable CDC social distancing recommendations, and by following the below guidelines of the Louisiana State Board of Barber Examiners, as well as the guidelines outlined by the State of Louisiana Office of The Governor and the Louisiana Office of State Fire Marshall detailed at [Opensafely.la.gov](https://www.opensafely.la.gov).

### **Reopening Guidelines for J's Barber College**

#### **Business Operations and Environment**

##### **A. The Layout of Classroom, Salon Area, Dryer Room, and Breakroom of the school**

1. Use every other chair or station or arrange seating at least 6 feet apart to create separation.
2. Utilizing front and rear doorways to establish a one-way traffic flow through the facility.
3. Staff, students, and clients will have temperature taken daily

##### **B. Establish New Policies and Schedules**

1. Stagger employee/worker schedules to minimize risk of overcrowding and over-scheduling. Only 50% occupancy is allowed.
2. Stagger theory/lab/clinic instructional delivery schedules to facilitate smaller groups to practice social distancing.
3. Require appointment scheduling and/or require walk-ins to wait outside.
4. Keep record of clients serviced and the date for up to 6 months for contact tracing abilities. (Sign-In sheets)
5. Alert and train staff about new policies and procedures.
6. Alert and review students and clients about new policies and procedures.
7. Require staff, students, and clients to wear masks.
8. Require a freshly laundered, freshly disinfected, or disposable cape be used for each client.
9. Sweep and dispose of hair clippings after every client.
10. Have students and employees sign a liability agreement and clients sign a liability agreement for services rendered.

##### **C. Communicate**

1. New policies and procedures for staff, students, or clients will be given in writing and verbally reviewed.
2. Create and post signs/posters advising the public of new policies or procedures, as applicable.

##### **D. Products and Supplies**

1. Order personal protection equipment, primarily masks, client capes, and gloves.
2. Maintain a sufficient amount of cleaning and disinfecting products.
3. Maintain a sufficient number of tools and implements to always have clean items available.
4. Maintain inventory control of supplies and materials to ensure availability when needed.

##### **E. Cleaning and Disinfection**

1. Deep clean and disinfect all fixtures, furnishings, equipment, entrance and exit points, waiting rooms, restrooms, etc. Check, clean, and disinfect restrooms and breakroom every hour.
2. Clean and disinfect all non-porous implements prior to each use (combs, shears, razors, blades, brushes, etc.)

3. Clean and disinfect all non-porous surfaces (chairs, headrest, doorknobs, countertops, point of sale systems, washing machine and clothes dryers, etc.)
4. Check and replace used HVAC and hair dryer filters.

### **Post-Opening Policies & Procedures ...**

- A. Require that masks be worn by staff, students, and clients.
- B. Pre-screen appointment seekers and walk-ins; ask the following questions:
  1. Have you traveled outside of the country or state in the past 14days?
  2. Have you experienced any COVID-19 symptoms (fever, cough, trouble breathing) in the past 14days?
  3. Recommend a 14-day waiting period to clients answering "yes" to any of these questions.
  4. Check temperature of each client
- C. Request clients to wait in their cars or outside until called in for their service.
- D. Require students/staff to wash hands with soap & water before and after each client.
- E. Provide hand sanitizer application to each client at check-in or before being seated.
- F. Use a freshly laundered, freshly disinfected, or disposable cape for each client.
- G. Clean and disinfect all implements and tools before and after each use.

### **Infection Control Reminders**

- Review Infection Control Practices for Barbering (Milady's Standard Barbering)
- Follow manufacturer's directions and contact time requirements for disinfectant use and formulations.
- UV Ray sanitizers do not disinfect items, they only keep cleaned and disinfected items sanitized until use.
- Use soap and water to wash your hands whenever possible; do not rely solely on hand sanitizers.
- Do not use neck brushes. Use a blow dryer, paper towel, or tissue to remove residual hair clippings.