



Reopening Guidelines for Staff & Students

As we reopen, the Centers for Disease Control and Prevention (CDC) offers the following considerations for ways in which the Institutions of Higher Education (IHE) can help protect students and employees and slow the spread of the Coronavirus Disease (COVID-19). COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus spread to hands from contaminated surfaces and then to the nose or mouth, causing infection. Fortunately, there are a number of actions IHE officials can take to help lower the risk of the COVID-19 exposure and spread. As an IHE, we will collaborate with the state and local health officials on how to implement these considerations. Implementations will be guided by what is feasible and practical to the needs of our community. These considerations are meant to supplement, not replace and state or local safety laws, rules and regulations in which IHE must comply.

Personal Behaviors / Procedures to Reduce the Spread

Hand Hygiene and Respiratory Etiquette

Recommend and reinforce [handwashing](#) with soap and water for at least 20 seconds.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Staying Home or Self-Isolating when Appropriate

If a decision is made to have any version of in-person classes, before returning to campus, actively encourage students, faculty, and staff who have been sick with COVID-19 [symptoms](#), tested positive for COVID-19, or have been potentially [exposed](#) to someone with COVID-19 (either through [community-related exposure](#) or [international travel](#)) to follow CDC guidance to [self-isolate or stay home](#).



Cloth Face Coverings

- Recommend and reinforce use of [cloth face coverings](#) among students, faculty, and staff. Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to all students, faculty, and staff on [proper use, removal, and washing of cloth face coverings](#).
 - Note: [Cloth face coverings](#) should not be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Communal Spaces

Close shared spaces such as break/ lunch room; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and [clean and disinfect](#) between use.

Cleaning and Disinfecting Protocols

- Keeping the hair salon or barbershop clean is everyone's responsibility. Coordinate with coworkers, fellow tenants, booth renters and/or staff and put a plan in place for cleaning at the beginning and end of each shift and in between customers.
- Perform thorough cleaning in high traffic areas, such as reception areas, and areas of ingress and egress including stairways, stairwells, and handrails.
- Frequently disinfect commonly used surfaces including credit card terminals, counters, reception area seating, door handles, light switches, phones, toilets, and handwashing facilities.
- Encourage the use of credit cards and contactless payment systems. If electronic or card payment is not possible, customers should come with exact cash payment or check.
- Consider upgrading to touchless faucets, soap and paper towel dispensers, and adding touchless, automatic hand sanitizer dispensers. Remove any unnecessary products that do not belong in the restroom, e.g. candles or beauty supplies, and ensure soap dispensers and paper towel dispensers are regularly filled.
- To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems are safe to use after a prolonged facility shutdown.



- Amenities, including magazines, books, coffee, water, self-serve stations (unless touchless), and other items for customers, must be removed from reception areas to help reduce touch points and customer interactions.
- Equip reception areas and workstations with proper sanitation products, including hand sanitizer and sanitizing wipes.
- Thoroughly clean any product display areas, including all shelving and display cases. Remove and discard any open “test” products and discontinue this practice to help reduce contamination.
- Add signage to this area to let customers know it is cleaned and disinfected daily.
- Workstations must be routinely and frequently cleaned, including between each customer appointment.
- Thoroughly clean and disinfect the station counters, rolling carts, drawers, hand mirrors, hair care and other products, and containers and provide a new smock or cape for each customer.
- Clean and disinfect shears by removing all visible debris, clean with soap and water, and wipe or spray with an EPA-registered disinfectant that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19.
- Clean and disinfect all non-electrical tools by removing all visible debris, cleaning with soap and water, drying the tools, and then completely immersing them in an EPA registered disinfectant. Tools should be sprayed or submerged and left to set for the full amount of time required by the disinfectant’s manufacturer. Immersed items, like combs or brushes, should be removed at the end of contact time, rinsed, and dried with a paper towel or clean, freshly laundered towel.
- 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.
- Where appropriate, consider adding a paper cover, sheet, or clean towel that can be easily disposed of or cleaned for use between customers.
- All single use items, such as disposable wax collars, cotton, neck strips, and applicators, must be used once and immediately thrown away. Product samples, including make-up, must not be used at any time.
- All dirty linens, including towels, smocks, and reusable capes, should be placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process which includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes. Store all clean linens in a clean, covered place.
- Provide time for workers / students to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee’s / student’s job duties.



- When choosing cleaning chemicals, hair salon or barbershop operators should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide workers training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health.
- Hair salon or barbershop workers should avoid sharing phones, tablets, laptops, desks, pens, other work supplies, wherever possible. Never share PPE.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- In addition to the above cleaning and disinfecting protocols, hair salons, barbershops, and other cosmetology businesses must follow the existing California Board of Barbering and Cosmetology rules.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between and among workers and customers, except when providing haircutting and other close contact services. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or customers should stand).
- Take measures at reception desks or other areas where physical distancing cannot be maintained to minimize exposure between workers and customers, such as Plexiglas or other barriers.
- Consider offering workers who request modified duties options that minimize their contact with customers and other workers (e.g., managing inventory or managing administrative needs through telework).
- Stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each customer visit. Consider servicing fewer customers each day or expanding operating hours to allow for more time between customers. Suspend walk-in appointment availability. Ensure that workers do not see multiple customers at once (e.g. while one customer's hair is drying, another receives a haircut). Services for one customer should be completely rendered before a new customer is seen by the same worker.
- If possible, implement virtual check-in technology to ensure that workers are notified when a customer arrives. Ask customers to wait outside or in their cars rather than congregating in the salon or barbershop. In larger locations, reception areas should only



have one customer at a time or modify the area for adequate physical distancing, including removing chairs and sofas.

- Wherever possible, doors should be left open if they do not open and close automatically.
- Require workers to avoid handshakes, hugs, or similar greetings that break physical distance.
- Discourage workers from congregating in high traffic areas, such as bathrooms, hallways, or credit card terminals.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Adjust any staff meetings to ensure physical distancing. Hold meetings over the phone or via webinar for workers wherever possible.



Staff / Student Daily Operations

- All staff & students will be screened daily prior to entering the school.
- Staff, Students and Clients cannot enter the school without being screened.
- Temperature checks will be conducted at a minimum every morning prior to all staff & students entering school premises. If temperature registers, the individual will be sent home.
- All staff and students will be assigned a key fob to clock in and out rather than using their finger on the biometric timeclock.
- All staff and students will be required to follow the guidelines listed above that are recommended by CDC and other state / local health departments.
- All Staff and Students will be required to wear cloth face covering while on school premises. While in the student salon, students will be required to wear face shield and cloth face covering.
- Staff may remove their face covering **only** if they are at their personal workspace/ desk and distancing can be practiced.
- Students will be required to clean / disinfect their stations, equipment and linens before and after every client.
- Staff and Students will be required to disinfect high traffic areas throughout the day.
- Staff and Students are encouraged to bring their own water bottles to limit the use of the water dispenser. If the water dispenser is used, the surfaces **MUST** be disinfected after every use.
- Lunchroom will be open for students and staff. Limited number of people will be allowed in the lunchroom at the same time to ensure that proper distancing is used. Individuals must sit 6 feet apart; markers will be in place. Once students/ staff are done, proper disinfecting procedures **MUST** be done after use of this area. Students lunch/ breaks will be staggered to allow all students access to the lunch room; if needed.



Screening Questions and Guidelines

Ask staff, students and clients prior to entering this establishment the following questions:

Do you have any of the following?

- Fever or chills

Individuals who have symptoms of acute respiratory illness are recommended to notify their supervisor or instructor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New** loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Are you ill, or caring for someone who is ill?

- Any individual who are well but who have a sick family member at home with COVID-19 should notify supervisor or their instructor.
- If an individual is confirmed to have COVID-19, the school should inform fellow staff and students of their possible exposure to COVID-19 but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

In the two weeks before you felt sick, did you:

- Have contact with someone diagnosed with COVID-19?
- Live in or visit a place where COVID-19 is spreading?

Considering implementing a daily health screening check point and log for all staff, students and client entering this establishment.

If you have one or more symptom(s) that may be related to COVID-19 stay home and take care of yourself.