

# COVID-19 General Checklist for Expanded Personal Care Services

September 22, 2020

This checklist is intended to help expanded personal care services implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Expanded Personal Care Services](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations:

- **Purple – Widespread – Tier 1:** Indoor operations for Nail Salons are permitted. Indoor electrolysis operations are permitted for physician-ordered procedures only. Outdoor operations for other non-invasive services are permitted and must continue to follow the modifications in this guidance. Electrology, tattooing, and piercing services must not be provided in the outdoor setting because they are invasive procedures that require a controlled hygienic environment to be performed safely.
  - Outdoor operations may be conducted under a tent, canopy, or other sun shelter as long as no more than one side is closed, allowing sufficient outdoor air movement.
  - Personal care providers should not perform a service that would require a customer to have to enter the establishment.
- **Red – Substantial – Tier 2:** Indoor operations are permitted and must continue to follow the modifications in this guidance.
- **Orange – Moderate – Tier 3:** Indoor operations are permitted and must continue to follow the modifications in this guidance.
- **Yellow – Minimal – Tier 4:** Indoor operations are permitted and must continue to follow the modifications in this guidance.

For the most updated information on county tier status, visit [Blueprint for a Safer Economy](#). Please note that counties can have more restrictive criteria and different closures. Find [your county's local information](#).



## Contents of Written Workplace Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

- ☐ Use of face coverings, in accordance with the [CDPH guidance](#).
- ☐ Training and communication with workers and worker representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- ☐ Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance and recommendations and orders from the local health department](#).
- ☐ For outdoor operations, comply with the Cal/OSHA standard for [preventing heat illness in outdoor workers](#), including a written heat illness prevention plan made available to employees in both English and the language understood by the majority of the employees.



## Topics for Worker Training

- ☐ Information on [COVID-19](#), preventing spread, and who is [especially vulnerable](#).
- ☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- ☐ The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC, such as a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- ☐ To return to work after a COVID-19 diagnosis only after meeting [CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis](#).
- ☐ When to seek medical attention.
- ☐ The importance of hand washing and types of hand sanitizers to use.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ Proper use of face coverings, including information in the [CDPH guidance](#).
- ☐ Heat illness symptoms and prevention, following [Cal/OSHA requirements](#).
- ☐ Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and other [government programs supporting sick leave and workers' compensation for COVID-19](#).
- ☐ Train independent contractors, temporary, or contract workers in these items and ensure they have necessary PPE.



## Individual Control Measures & Screening

- ☐ Symptom screenings and/or temperature checks.
- ☐ Encourage workers and customers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ Provide and ensure workers use all necessary PPE, including eye protection, gloves, and face shields where necessary.

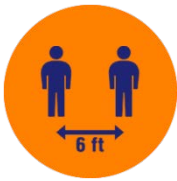
- ❑ Provide disposable gloves to workers handling items contaminated by body fluids and as a supplement to frequent handwashing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening. Also provide disposable gloves for services that require them.
- ❑ Contact customers before visits and ask if they or someone in their household has COVID-19 symptoms, and if so, reschedule.
- ❑ Do not permit customers' friends or family in the work area except for a parent or guardian accompanying a minor.
- ❑ Screen customers on arrival and reschedule those who indicate signs of illness.
- ❑ Display guidelines for customers as a condition of service, including to wear face coverings, use hand sanitizer, and maintain physical distancing. Also make the guidelines available digitally.



## Cleaning and Disinfecting Protocols

- ❑ Coordinate with coworkers, fellow tenants, and booth renters to perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces.
- ❑ Use hospital grade products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list to clean and disinfect anything the client came in contact with. Train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the CDPH [asthma-safer cleaning methods](#).
- ❑ Use plastic or disposable coverings on porous surfaces, such as chair seats, and dispose of or clean after each customer.
- ❑ Disinfect all appliances at workstations and in treatment areas properly between each customer. See guidance for details.
- ❑ [Ensure all water systems are safe](#) to use to minimize risk of [Legionnaires' disease](#).
- ❑ Remove used linens, towels, and other draping after each treatment and disinfect the bed or table. Wear disposable gloves when removing used linens. Do not shake dirty laundry. Place used linens in closed containers for proper laundering. Cover treatment tables with clean treatment table paper, a clean towel, or a clean sheet after each use.
- ❑ Clean using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Consider having workers wear scrubs or change their clothes after each customer.
- ❑ Do not use items (e.g., throw pillows, fabric-lined chairs) with surfaces that cannot be cleaned properly. Provide a hard-surfaced, non-porous chair or large hard-surfaced or plastic basket for clients to put their clothes on or in.
- ❑ Do not provide amenities, such as magazines, books, coffee, and self-serve stations (unless touchless) for customers. Do not allow food and beverages to be at stations or in treatment rooms.
- ❑ Thoroughly clean any product display areas. Remove and discard any "test" products.

- ☐ Encourage use of credit cards and contactless payment, or have customers use exact cash or check.
- ☐ Install hands-free devices if possible, such as touchless faucets and paper towel dispensers.
- ☐ Equip reception areas and workstations with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ☐ Ensure that sanitary facilities stay operational and stocked at all times.
- ☐ Provide time for workers to implement cleaning practices during shifts as part of the workers' job duties.
- ☐ Avoid sharing phones, tablets, laptops, pens, and other work supplies. Never share PPE.
- ☐ Consider upgrades to improve air filtration and ventilation.



## Physical Distancing Guidelines

- ☐ Implement measures to physically separate workers and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ☐ Use Plexiglas or other barriers where physical distancing cannot be maintained, including between work stations and reception areas.
- ☐ Stagger appointments and suspend walk-ins.
- ☐ Implement virtual check-in technology to notify workers when a customer arrives, and have customers wait outside in an area that permits physical distancing.
- ☐ For outdoor operations, establish an outdoor reception area where customers can check in while still following physical distancing guidelines. Use Plexiglas or other barriers where physical distancing cannot be maintained.
- ☐ For outdoor operations, create outdoor break areas with shade covers and seating that ensures physical distancing.
- ☐ Consider offering workers who request modified duties options that minimize their contact with customers and other employees.
- ☐ Avoid handshakes, hugs, or similar greetings that break physical distance.
- ☐ Close breakrooms, use barriers, or increase distance between tables/chairs. Provide outdoor break areas with shade and seating arrangements that ensure physical distancing.
- ☐ Adjust any staff meetings to ensure physical distancing and use phone or webinars if possible.



## Additional Considerations for Esthetic and Skin Care Services

- ☐ Have workers wear a face shield for eye protection (with a face covering) when providing clients treatment on facial or neck areas that do not enable the client to wear a face covering.
- ☐ Wear disposable gloves throughout the entire esthetic service and while cleaning and disinfecting implements and surfaces afterwards.
- ☐ Remove gloves and wash hands before leaving the treatment room or area. Use a previously readied disposable barrier, such as a paper towel, to open and close the treatment room door when leaving the room.
- ☐ Dispose of single-use applicators immediately after use in a lined, lidded trash bin.



## Additional Considerations for Electrology Services

- ❑ Electrologists must use disposable gloves during the entire treatment. They should wear a face shield and face covering when providing treatment on facial or neck areas that do not enable the client to wear a face covering.
- ❑ Require clients to wear face coverings for treatments to other areas, if they are able per the [CDPH guidance](#).
- ❑ Clean and sterilize tweezers, rollers, and needle holder caps between each client.
- ❑ If possible, use disposable probes that do not require a probe tip or cap. Otherwise, clean and disinfect the removable tip or cap of the epilator needle/probe holder after each client.
- ❑ Needles used for electrolysis must be single-use, disposable, pre-packaged, and sterile and disposed of in an approved sharps container immediately after use. Sharps containers must be discarded in accordance with biomedical waste regulation.
- ❑ Clean and disinfect ultrasonic cleaning units, forceps, and all containers, including their removable parts, between each client.



## Additional Considerations for Nail Services

- ☐ Require clients to wash their hands before you provide nail services.
- ☐ Workers must wear face coverings at all times, or a respirator where required.
- ☐ Wear disposable gloves throughout the entire service and while cleaning and disinfecting implements and surfaces after each client.
- ☐ Limit pedicures done outside to portable tubs/bowls. Disinfect pedicure tubs/bowls properly with EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. Perform the disinfection inside the nail salon and not in the temporary outdoor setting.
- ☐ Disinfect pedicure bowls and foot spas properly with EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. Clean and disinfect after each client even if a disposable plastic liner is used.
- ☐ Use disposable supplies whenever possible. Fully disinfect any non-disposable supplies according to the California Board of Barbering and Cosmetology guidelines.
- ☐ Dispose of single-use items immediately after use in a lined, lidded trash can.
- ☐ Do not provide nail polish displays. Use a color palette instead and clean and disinfect after each client use.
- ☐ Consider installing a plastic partition between the worker and client with cut-outs for hands or feet, if feasible.
- ☐ Allow only one manicurist to work at each station and do not allow clients to get multiple services at the same time, such as a manicure and pedicure.
- ☐ If fans are used, minimize air from blowing directly from one person toward another. If removing fans, be aware of possible heat hazards and mitigate them.
- ☐ Consider upgrading existing ventilation to include locally exhausted nail tables.



## Additional Considerations for Body Art Professionals, Tattoo Parlors, and Piercing Shops

- ☐ Wear disposable gloves throughout the entire service and while cleaning and disinfecting implements and surfaces after each client.
- ☐ Wash hands thoroughly with soap and water or use hand sanitizer immediately before putting on and after removing gloves.
- ☐ Suspend piercing and tattooing services for the mouth/nose area.
- ☐ Arrange chairs to ensure at least six feet of space between customers. Use divider shields or other impermeable barriers where appropriate.
- ☐ Provide tattooing or piercing services to only one customer at a time.





## Additional Considerations for Massage Services (Non-Healthcare Settings)

- ☐ Require clients to wash their hands before you provide any services.
- ☐ Consider alterations to the treatment table setup to support the required cleaning and disinfecting protocols, such as using disposable or washable covers.
- ☐ If providing facial massages or other hands-on work on the face, use non-latex gloves for this part of the treatment.
- ☐ Do not perform facial massages if it requires removal of the client's face covering.
- ☐ Provide any hand treatments as the last part of the service.
- ☐ Wash hands immediately upon finishing massage services.



## Other Considerations for Moving Work Outdoors

- Ensure that outdoor operations comply with Cal/OSHA and all code requirements so not to create electrical hazards, including fire and electrocution.
- Ensure there are no tripping hazards from cords or other equipment in outdoor work areas.
- Use shade or skin protection when not under shade.
- Stop operations, move away from electrical wiring and equipment, and seek indoor shelter if there is lightning within 6 miles of your location (see the FEMA "[30/30 rule](#)").

