

# COVID-19 General Checklist for Expanded Personal Care Services

October 20, 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.



## 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](#).
- A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under [AB 685](#).



## 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](#).
- 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

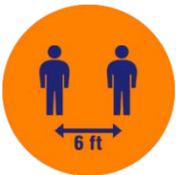
- Symptom screenings and/or temperature checks.
- Encourage workers and customers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE, including eye protection, gloves, and face shields 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.
- Require workers who consistently must be within six feet of customers or co-workers to wear a secondary barrier in addition to face covering. Minimize time spent within six feet of customers.
- 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 entry, including to wear face coverings, use hand sanitizer, and maintain physical distancing. Also make the guidelines available digitally.



## Ventilation, Cleaning, and Disinfecting Protocols

- Open treatment room windows if feasible and within security protocols.
- Consider upgrades to improve air filtration and ventilation.
- Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- Coordinate with coworkers, fellow tenants, and booth renters for cleaning and disinfection at the beginning and end of each shift and in between customers, and 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 liners 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. Do not shake dirty laundry. Place used linens in closed containers for proper laundering.
- ❑ Clean using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Do not allow food or 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. Regularly fill soap and paper towel dispensers.
- ❑ Equip reception areas and workstations with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ❑ 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.



## Physical Distancing Guidelines

- ❑ Implement measures to physically separate workers and customers by at least six feet, except during services that require close contact, using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ❑ Maintain at least six feet of physical distance between each work station and/or use impermeable barriers.
- ❑ 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.

- Use Plexiglas or other barriers at reception desks or other areas where physical distancing cannot be maintained.
- 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.
- Do not allow congregating in high-traffic areas.
- In 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 they are providing clients treatment on facial or neck areas that do not enable the client to wear a face covering.
- Provide and ensure workers wear disposable gloves throughout the entire esthetic service and while performing cleaning and disinfection of all implements and surfaces after each client session.
- Prepare materials for and use sanitary technique to leave the treatment room.
- Use single use applicators and dispose of them immediately in a lined, lidded trash bin.



## Additional Considerations for Electrology Services

- Do not provide electrology services in an outdoor setting.
- Use disposable gloves during the client's entire treatment. Wear face shield or eye protection in addition to face covering when providing treatment on facial or neck areas that do not enable the client to wear a face covering.
- Require clients having any other areas treated to wear a face covering throughout the service, if able to wear one per the [CDPH Face Covering Guidance](#).
- Properly clean and sterilize tweezers, rollers, and needle holder caps between each client.
- Where possible, use disposable probes that do not require a probe tip or cap. If not using disposable probe tips or caps, clean and disinfect the removable tip or cap of the epilator needle/probe holder after each client.
- Only use single-use, disposable, pre-packaged sterile needles, and dispose of them in an approved sharps container immediately after use. Discard sharps containers in accordance with biomedical waste regulation.
- Clean and disinfect ultrasonic cleaning units, forceps, and all containers, including their removable parts, between each client according to the manufacturer's instructions.



## Additional Considerations for Nail Services

- Require clients to wash their hands before nail services are provided.
- Require workers to wear a face covering or an appropriate respirator (elastomeric with chemical cartridge combined with particulate filter) where one is required to reduce chemical exposure to permissible limits established in title 8 [section 5155](#).
- Wear disposable gloves throughout the entire service and while cleaning and disinfecting implements and surfaces after each client. Once cleaning is finished, remove and dispose of gloves and apply proper hand sanitizer or wash hands with soap and water.
- Limit outdoor pedicures to portable tubs/bowls, and disinfect them inside the nail salon with an EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide.
- Use proper procedures for disinfecting pedicure bowls after every client even if a disposable plastic liner is used.
- Use disposable supplies whenever possible. Disinfect any non-disposable supplies between customers according to the California Board of Barbering and Cosmetology guidelines.
- Use single-use items once and immediately dispose of them in a lined, lidded trash can.
- Remove nail polish displays. Use a color palette instead, and clean and disinfect after each client use. If nail polishes are not removed, clean and disinfect the nail polishes before returning them to the display.
- Install a plastic partition between the worker and client with space cut out where hands or feet can be slide underneath to conduct the manicure or pedicure.
- 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, such as pedestal fans or hard-mounted fans, are used in the salon, minimize air from fans blowing directly from one person toward another. If fans are disabled or removed, remain aware of possible heat hazards and take steps to mitigate them.
- Consider upgrading existing ventilation to include locally exhausted nail tables.



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

- Require disposable gloves throughout the tattooing or piercing service and while performing cleaning and disinfection of all implements and surfaces after each customer session.
- 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 additional divider shields or other impermeable barriers where appropriate.
- Have each worker provide tattooing or piercing services for only one customer at a time.



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

- Require clients to wash their hands before any services are provided.
- Alter the treatment table setup to support the required cleaning and disinfection protocols, such as using disposable face cradle covers.
- If providing facial massages or other hands-on work to the face, use non-latex gloves, but do not perform facial massages if it requires client to remove their face covering.
- Provide any hand treatments as the last part of the service.
- Require workers to wash their hands immediately upon finishing massage services.

