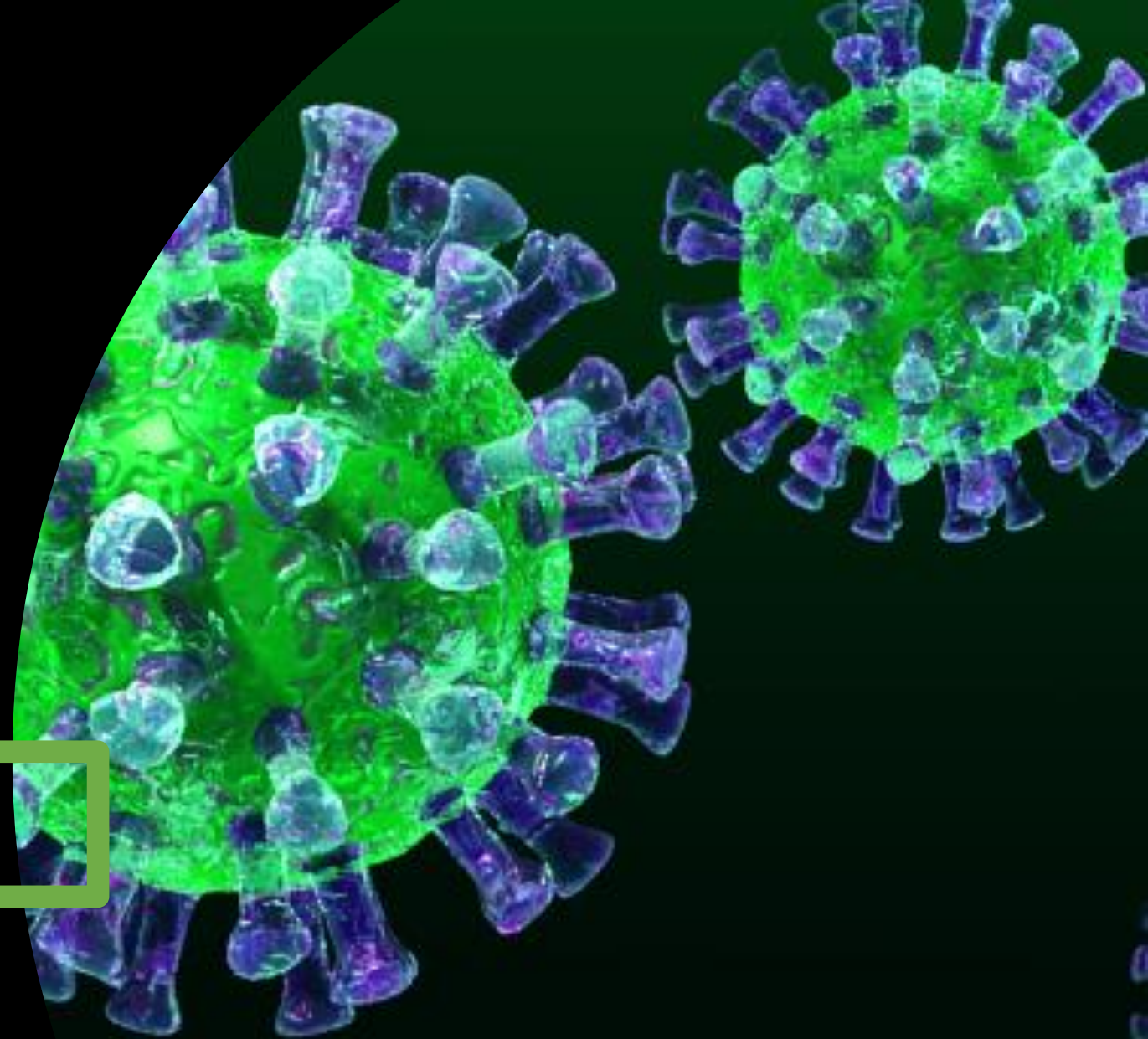




# Covid-19 Workplace Readiness for Salons

by Upfront Distribution

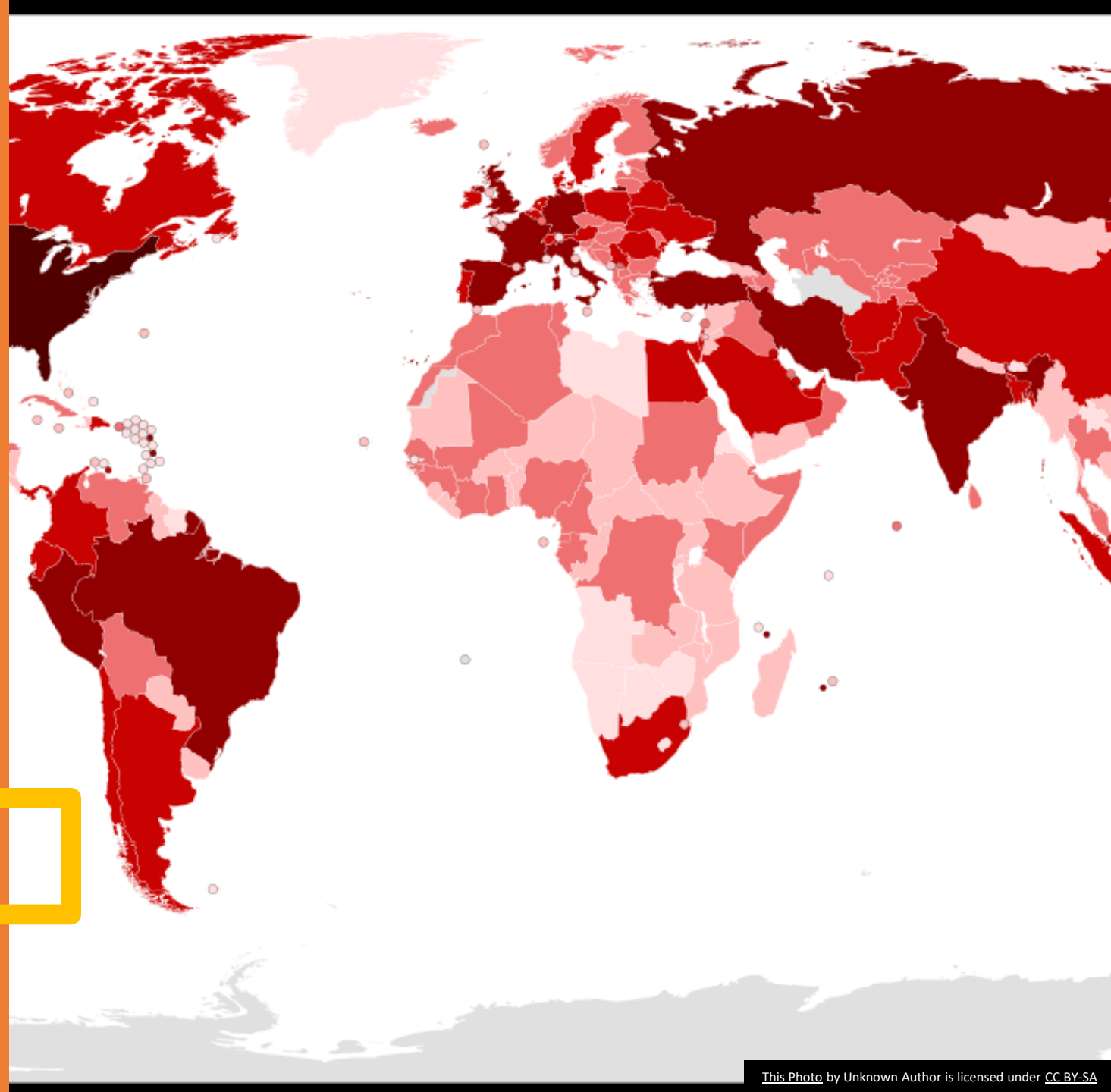
What is Covid-  
19 or  
Coronavirus?



COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease.

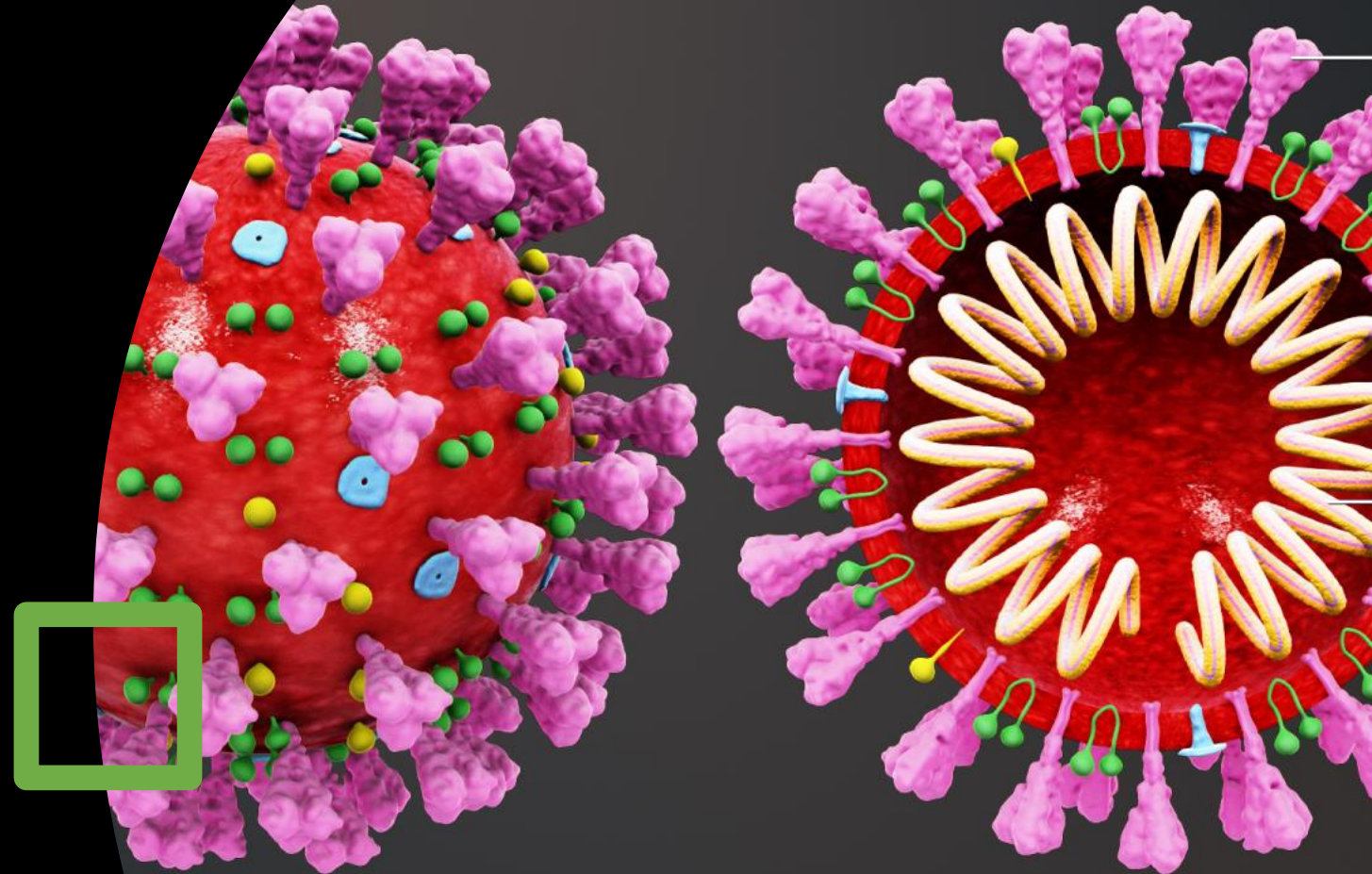
Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The first patient

was diagnosed in Wuhan, China but it has rapidly spread all over the world





COVID-19 is primarily transmitted from symptomatic OR asymptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. This means that even persons who do not show any symptoms and might not know they are infected can spread the disease.





How can I  
best protect  
myself and  
my family?

# Who is at Risk?

- Anyone could potentially catch COVID-19
- High risk people include anyone over the age of 60 or who have underlying conditions eg: HIV or immune compromised, TB, high blood pressure, diabetes or obesity
- Smokers whose lungs are impaired.
- People who contract COVID-19 may take anywhere from one to 14 days to develop symptoms. Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, you must still inform your healthcare provider if you present with symptoms of COVID-19.



# What are the symptoms?

- Fever – (Common)
- Dry Cough – (Common)
- Shortness of breath – (Common)
- Headaches – (Sometimes)
- Aches and pains – (Sometimes)
- Sore throat – (Sometimes)
- Fatigue – (Sometimes)
- Diarrhea – (Rare)
- Runny Nose – (Rare)
- Some people are asymptomatic ie. no symptoms at all – (Common)



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There are many ways to minimise your risk (in no specific order – all are vital):







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Social distancing, keep at least 1.5-2m away from other people. The best thing you can do for your elderly loved ones is to stay away from them!



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Stay at home  
as much as  
possible until  
we in South  
Africa have  
'flattened  
the curve'



Limit travel as  
much as  
possible and  
do not visit  
high risk areas



Wear a mask in public! Save the surgical and N95 masks for the Doctors and nurses. Wear a good quality, well-fitting cloth mask.

- Wash your mask regularly with soap and water
- Dry your mask in the sunlight and iron it
- Only touch the outside of your mask when removing it
- Store unused masks in a hygienic manner





# Cough into your arm or a tissue

- Prevent the spread of germs
- Preferably cough or sneeze into a tissue
- DISPOSE of the tissue!



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DO NOT TOUCH your face unless you have thoroughly washed your hands first





Wash your hands regularly (at least every hour) with soap and water for at least 20 seconds. If you have no access to water, then use a hand sanitiser, with at least 60% alcohol, rubbing it into your hands for at least 30 seconds. **OR**  
**Wash & Sanitise!**





Do not shake hands, hug or kiss people that you do not live in the same house with. Use the 'elbow bump' or 'Wuhan foot tap' if you have to but **rather** greet verbally whilst standing far apart.





Keep all work surfaces clean and sanitise the areas regularly (whether it is at your office, place of work or in your kitchen).

*UV light destroys bacteria not viruses – wash and sterilize instruments and areas first*



It has been advised by some advisory bodies that people should get a flu shot.

# What should I do if I think I may have been infected?

- Do not go to your office or place of work!
- Stay at home and immediately **self-isolate** (even from your family)
- Seek medical treatment and diagnosis as soon as possible.
- You can call your local GP for guidance. Do not just turn up at their offices, they need time to prepare.
- Start noting the people and places you have come into contact within the last couple of weeks
- **Hotline for the COVID-19 as per the Department of Health website: 0800 029 999**
- **Don't panic!** The odds are not stacked up against you



# It is not all bad news..

- The survival rate far outweighs the death rate!
- The percentage of deaths in South Africa thus far have been very low (around 1.9% of infected people compared to 6.5% global average)
- Normal washing powder will kill the virus on clothing
- Surfaces should always be cleaned first before using a hygiene alcohol product unless the product contains a 'degreaser' (alcohol dries too quickly to cut through dirt)





How do I safely perform  
treatments when Lockdown is  
lifted?

- During these difficult times we need to have COVID-19 awareness and have all the mechanisms in place to operate safely, before we open our Salons.
- Protect our Clients!  
Protect Ourselves!

# Sanitise your Salon regularly!



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- Eliminate clutter – Simple is better! The more ‘fuss’ the more to sanitise. Remove magazines from Reception
- Use a good sanitizer to wipe down all surfaces, your stock and your floors
- Try and keep Retail stock in display cabinets – less people touching product
- Your salon should be cleaned with a good quality sanitizer every day and ‘high traffic’ areas after every client (like counters, phones & card machines)
- If your Salon has been infected by a client or staff member who has COVID-19 you will have to close indefinitely and have a professional Company sanitise your Salon!

# Sanitise all equipment & furniture!

- Wipe down all equipment and furniture. Be cautious with using alcohol products on vinyl or PU leather as it destroys the fabric
- All equipment and furniture must be wiped down after each client
- Tweezers, cuticle nippers and other metal instruments must be sterilised after each client
- New disposables for every client
- New disposable for the therapist



# Use Disposables where possible!



- There are so many options out there for disposables which can be built into the cost of the treatment
- Disposables slippers, facial sponges, orangewood sticks, mascara brushes, tint brushes Full list of COVID-19 disposables available on request.
- DO NOT DOUBLE DIP! I.e dip the disposable wax spatula into the waxpot after using on a client
- DO NOT REUSE DISPOSABLES! Send the client home with the facial sponges or throw away!



# Safe Disposal of Waste

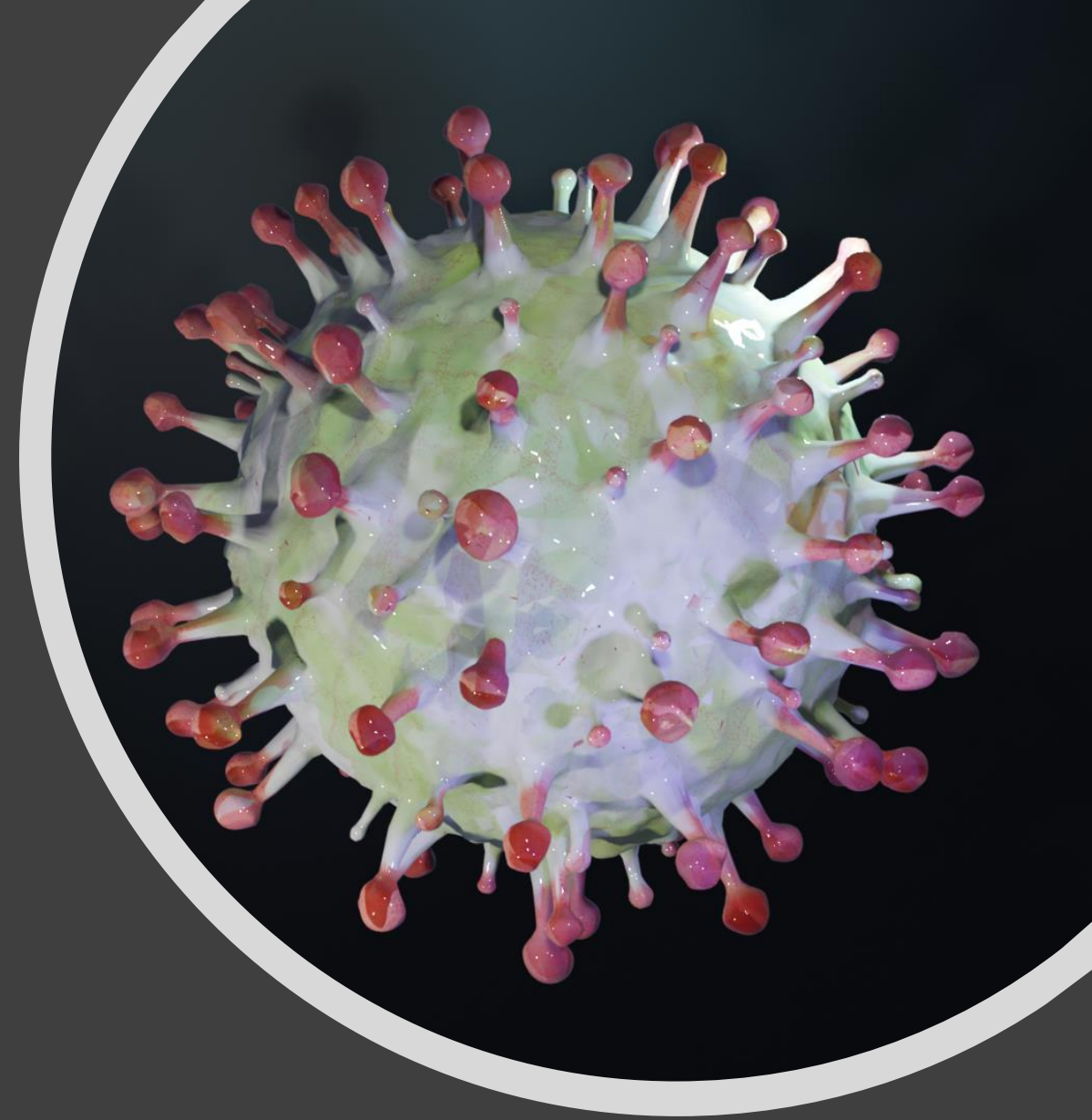
- It has been discussed that Salons will need to dispose of all waste via a Waste Disposal Company
- If you are using disposable plastic bed sheets and disposable plastic aprons this will add to the volume of waste.
- Once the Waste Company has collected the Waste they will issue you with a certificate.



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# Survival of Virus estimates:

- 4 hours on copper
  - 3 hours in the air
  - 72 hours on stainless steel
  - 72 hours on plastic
  - 24 hours on cardboard
- 
- Wash and Sanitise these areas regularly!
  - Remember the Government places the onus on YOU for the safety of your staff and clients!





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Booking  
appointments!

# Allow yourself time and be prepared!

- Allow a 15-30 minute interval between each appointment. This will give you enough time to sanitise the areas of concern between clients
- Take your clients cell phone number and email
- Ask your client if you can email her a list of procedures and requirements before her appointment
- Design a Covid-19 Client Questionnaire (or ask us)







# Client Requirements

Explain to the client that:

1. She needs to wait in her car until you call her to come in for her appointment
2. She will need to wear a mask
3. To please bring the Covid-19 questionnaire with her
4. For health & Safety to please bring a set of 3 of her own towels (2 large, 1 small) with her for use on herself in the Salon (suggested for smaller Salons)
5. That you will sterilize the bed/couch/plinth in front of her
6. You will take her temperature when she arrives and she will be expected to sanitise her hands
7. That you would prefer to only deal in credit card payments for hygiene
8. That you care deeply about her safety.

# Have the room ready for your Client

- The room and equipment should already be sanitised
- Have a protective cover over your plinth/bed or chairs
- This should be made of some type of plastic (disposable or reusable/sanitisable) not towelling
- Have enough disposable ready so you do not have to reuse or 'double dip'
- Minimise clutter in the room, only have what you need



# You need to be ready for your client

- Your Salon should be clean and sanitized
- You have your treatment room ready and Sanitisers available for clients hands
- You have your mask on and preferrably also a faceguard
- You have a plastic apron on (either disposable or reusable sanitisable)
- Your temperature and that of your staff is normal
- You have no underlying possible symptoms of Covid-19
- You are ready!



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# When you are ready for your next appointment

- Call your client on her cellphone and tell her you are ready for her (Remember she should be waiting in her car for your call)
- Ensure she is wearing a mask and has her completed questionnaire with her. As well as her towels.
- Take her temperature with an Infra-red thermometer
- Have a pair of disposable slippers for her (built into the cost of the treatment). Ask her to remove her shoes and leave them either outside the salon or place in a plastic bag which you will tie with an elastic band and place in a basket on the inside
- Her Handbag should also be placed in a clear plastic bag and tied with an elastic
- Spray some sanitizer on her hands (she should rub her hands for at least 30 seconds)
- Ask her to follow you to the Treatment Room





# Once in the treatment room

- Place the disposable plastic sheet on the bed OR sanitise the reusable plastic sheet, always in front of the client.
- The Client should place her one towel over the plastic sheet. You should then place a Piece of Paperroll over the head area and also the feet area
- Tell the client you will leave the room for 5 minutes. Ask the client to place her jewellery in the receptacle provided and remove her relevant clothing. She should not remove her mask until you tell her she can
- She should then lie on the bed with the large towel covering her body vertically and the small towel over her chest horizontally





# Treatments

- Once you have re-entered the room complete the normal Client Consultation card
- Wash your hands again and put on a new pair of disposable latex, vinyl or nitrile gloves
- Ask the client to remove her mask
- Perform your treatment

- 
- Take care not to 'double dip' or reuse disposable



# On completion of treatment

- Recommend homecare products & routine to client
- Dispose of all disposables used during treatments in the dirtbin (with footpedal control)
- Tell the client you will leave the room while she changes back into her clothes and puts her facemask on
- She should take her towels with her and not forget her jewellery
- When she is ready she can meet you in the reception area
- You remove your gloves and wash your hands



# Payment & Rebooking

- Thank your client for her co-operation
- Allow her to make payment for her treatment and any retail items she may have purchased (preferably by card – tap & go)
- Rebook her next appointment.
- Escort your client to the door where she can collect her shoes and either take the disposable slippers home with her or dispose of them
- Don't let her forget her towels, handbag and her products purchased





# Clean up and start again!

- Enter your treatment room and dispose of any waste including the disposable plastic sheet on your plinth OR sanitise your reusable one
- Sanitise implements and surfaces
- Spray the room with the Quadex Sterifog and air
- Clean your faceguard and put on a fresh mask
- Ensure everything is ready for your next client including a new pair of slippers at the front
- Call your next client on her cellphone and tell her she can come in

# Be Prepared

- Have enough stock of the disposables that you will need during your treatments
- Have a plan in place of procedures should one of your clients or staff have a high temperature
- Have a logbook that you can monitor your staff temperatures
- Have new signs related to Covid-19 made for your Salon.
- It is said that it takes 3 weeks of routine to form a habit!
- Lets start now! Covid-19 will be around for a long time



# Staff Procedures

Salon owners  
need to  
provide for  
staff:

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Protective equipment for their staff / therapists



A Mask to wear on their way to work (which they will remove and replace when they arrive at work)



A clean mask and clean pair of gloves for each client. A cleaned faceguard for use in treatments



Larger Salons should rotate their staff in case one falls sick and everyone working with her could be quarantined



A Hand sanitiser to take home with them for use on transport





Salon  
owners also  
need to  
educate  
their staff on  
what Covid-  
19 is and  
how to be  
safe

# Encourage and educate on Hygienic behaviour

Educate staff they should not come to work if they are unwell, they need to call you

Staff need to understand it will become a criminal offence if they come to work if they are infected.

Have a procedure in place regarding employees that feel unwell and have suspected cases of infection

A room away from any colleagues that they can stay until you have contacted the Covid-19 hotline

# Every Day the Salon Owner needs to:



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LOGBOOK

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- Take the temperature of each staff member on arrival at the Salon
- Keep a daily logbook of the names and temperatures of all staff
- Any staff member with a temperature of 38°C or over should not be allowed to come back to work until they have been tested and have a Doctors clearance certificate
- Ensure the staff member sanitises their hands and puts on a fresh mask before entering the Salon

# Possible Signage





How can  
we assist  
you?



Upfront  
Distribution  
stocks a wide  
range of:

Disposables: haircaps, gloves, fingercots, facial compresses, plastic sheets to cover beauty couch, facial sponges

Reusable/Sanitisable: masks, faceguards, Aprons, plastic sheets and covers for bed

Personalised mani/pedi kits for clients, reusable nail files and foot files with replaceable grits

Screenguards for Nail technicians

We can also  
assist with:

A Covid-19 Questionnaire for  
Clients.

A checklist on pre-opening  
procedures

A list of Disposables and  
Consumables that might prove  
invaluable during this time

# Risk Assessment



Preparation is key



You need to have a Risk assessment: which areas are my highest risk? and a procedural plan in place; what is my plan if one of my staff or clients tests positive?



You will need an Emergency Response plan and a subsequent plan to ensure continuity of your business



Abide by the OHS act ( Health & Safety), all chemicals need to be labelled.



Safety of everyone who enters your Salon is your responsibility. The Department of Labour can shut you down for contravening the Law





# Your Success is Our Success

- This is our new way of life going forward. Let's embrace it and not fight it
  - We are here to assist you in any way we can going forward
  - Keep it Simple! Less clutter – Easier to sanitise and keep safe
- 
- Upfront Distribution has done its best to give you as much accurate information as possible. We in no way profess to be experts in this disease or its prevention. Please follow WHO advice and local government regulations
  - Credit should be given to anyone who has contributed to the content in this Powerpoint
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