

## A health and safety checklist for Manitoba nail salons during the COVID-19 pandemic




This tool will help you check all the things that should be in place in your salon workplace during the pandemic. It is based on the project’s fact sheet for nail salon workers, including how important it is to know the virus often is transmitted through the air.












Assess each item to decide if the situation is fine, needs improvement or is a problem that needs to be fixed. If it’s not okay, you can suggest a quick fix and list what else needs to be done.

The list has main headings (in boldface) and related items underneath them. Check through all the items under a main heading to make sure everything related to it is considered.

The “hierarchy of prevention” says that getting rid of hazards or health and safety problems is best. The goal is to protect everyone well and at the same time. Personal protective equipment (PPE) is the last resort and least effective method, because it may fit poorly or not work well for individuals. However, it is needed in this pandemic.,

There are three ways to answer (using “stop light” colours):

-  Green light (G): just fine
-  Yellow light (Y): needs improvement; change/fix if possible
-  Red light (R): not good, may be hazardous; changes are needed

| Protection  | Rating  | If  (Y) or  (R),<br>What can be done to improve the situation right away? | What else should be checked out? What are longer-term solutions? |
|---|---|---|--|
| <b>Pandemic health and safety plan</b>                  |  (G)<br> (Y)<br> (R) |   |  |
| Workers involved to evaluate it and make needed changes |  (G)<br> (Y)<br> (R) |   |  |
| Posted in a place everyone can read it                  |  (G)<br> (Y)<br> (R) |   |  |

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|---|-------------------------|---|--|
| Employer provides information and training about the plan and any changes         | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Includes time to clean, disinfect tools, take rest breaks                         | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Signs remind and direct staff and clients about distancing, other “rules”         | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Keep track of clients’ names and phone numbers for at least 21 days (for tracing) | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| At least 12 hours between shifts, for travel, rest and sleep                      | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |

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|---|-------------------------|---|--|
| Sick people stay home   | 😎 (G)<br>😞 (Y)<br>😞 (R) |   |  |
| No pressure or incentives to come to work   | 😎 (G)<br>😞 (Y)<br>😞 (R) |   |  |
| Flexible/paid sick or leave benefits (e.g., for sick or pregnant staff)               | 😎 (G)<br>😞 (Y)<br>😞 (R) |   |  |
| No penalty/retaliation for reporting symptoms or positive test                        | 😎 (G)<br>😞 (Y)<br>😞 (R) |   |  |
| Screening questions for workers and clients (remembering many will not have symptoms) | 😎 (G)<br>😞 (Y)<br>😞 (R) |   |  |






















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|---|-------------------------|---|--|
| <b>Improved ventilation and air movement</b>  | 😄 (G)<br>😐 (Y)<br>😞 (R) |   |  |
| A heating, ventilating and air conditioning (HVAC) system is set for all (or mostly) fresh air                    | 😄 (G)<br>😐 (Y)<br>😞 (R) |   |  |
| Re-used air goes through best filters possible  | 😄 (G)<br>😐 (Y)<br>😞 (R) |   |  |
| Relative humidity is between 40 and 60%   | 😄 (G)<br>😐 (Y)<br>😞 (R) |   |  |
| System is checked regularly, including filters and humidity   | 😄 (G)<br>😐 (Y)<br>😞 (R) |   |  |
| If no HVAC system, portable high-efficiency HEPA air cleaners (the right number for the space, no ozone produced) | 😄 (G)<br>😐 (Y)<br>😞 (R) |   |  |
| No fans blowing air around, especially from one person to another   | 😄 (G)<br>😐 (Y)<br>😞 (R) |   |  |

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|--|-------------------------|---|--|
| Worker-worker distancing measures in place, followed, enforced   | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Staggered times to arrive, leave, take breaks  | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| At least 2 metres between stations, or use every 2 <sup>nd</sup> one (see max numbers by salon space -- may be less with government "rules") | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Technicians use only their own work station  | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Areas where staff gather re-arranged for distancing and limited numbers  | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Designated delivery areas  | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |

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|--|---|---|--|
| <b>Worker-client distancing</b> measures in place, followed, enforced                                  |  (G)<br> (Y)<br> (R)       |   |  |
| Booked appointments only, staggered times, no big groups   |  (G)<br> (Y)<br> (R)       |   |  |
| Clients wait outside until staff ready for them  |  (G)<br> (Y)<br> (R)       |   |  |
| Clients come alone (unless they need help)   |  (G)<br> (Y)<br> (R)       |   |  |
| Signs and visual distancing markers throughout salon   |  (G)<br> (Y)<br> (R)       |   |  |
| Plexiglass or sneeze guard barriers where staff may be close to clients                                |  (G)<br> (Y)<br> (R)  |   |  |
| Enough space in barriers for client's hands/ feet to go through so technician avoids awkward positions |  (G)<br> (Y)<br> (R) |   |  |

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|--|-------------------------|---|--|
| Stop services that have close contact with clients for more than <b>15</b> minutes, where clients cannot wear face covering (e.g., no facial waxing) | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Pre-payment or touchless payment devices   | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |

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|---|-------------------------|---|--|
| <b>Cleaning and disinfecting</b>  | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Regular cleaning plan and schedule set up and used, including log                             | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Staff trained about cleaning and disinfecting methods, product hazards and precautions needed | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Water and soap or fragrance-free all-purpose detergent for cleaning and disinfecting          | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Microfibre materials for cleaning and disinfecting  | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Disinfect <u>only</u> when necessary  | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Cleaners and disinfectants sprayed into cloths (not directly onto surfaces)                   | 😎 (G)<br>😬 (Y)<br>😞 (R) |   |  |
























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|--|-------------------------|---|--|
| If disinfecting necessary, use least toxic products (e.g., with hydrogen peroxide); avoid bleach (sodium hypochlorite) and quaternary ammonium compounds/quats (name includes benzyl, ammonia, chloride) | 😎 (G)<br>😞 (Y)<br>😡 (R) |   |  |
| No foggers, misting machines to disinfect  | 😎 (G)<br>😞 (Y)<br>😡 (R) |   |  |
| Surfaces always cleaned <u>before</u> disinfecting; product stays on surface, glistening wet, for full “dwell” or contact time   | 😎 (G)<br>😞 (Y)<br>😡 (R) |   |  |

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|--|-------------------------|---|--|
| <b>Laundry</b>   | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Laundry is done in the salon (including uniforms)                                | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Laundry is not shaken before going in machine                                    | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Laundry containers are easily accessible, light and easy to move                 | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Laundry is done with warmest water possible and regular fragrance-free detergent | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |

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|---|---|---|--|
| <b>Personal protective equipment (PPE) and face coverings</b>   |  (G)<br> (Y)<br> (R)       |   |  |
| Employer provides PPE (not face coverings) for disinfecting, cleaning, regular salon work   |  (G)<br> (Y)<br> (R)       |   |  |
| Employer provides nitrile gloves to fit all staff (i.e., different sizes)   |  (G)<br> (Y)<br> (R)       |   |  |
| Employer provides cotton glove inserts as needed  |  (G)<br> (Y)<br> (R)       |   |  |
| Staff can change gloves regularly, are trained about taking them off  |  (G)<br> (Y)<br> (R)      |   |  |
| Respirators (for close work, disinfecting, gel/acrylic nails): employer provides right kind, storage; makes sure they fit, trains staff |  (G)<br> (Y)<br> (R) |   |  |
| Employer provides face coverings for other activities (three layers, must fit over mouth and nose, washed regularly)                    |  (G)<br> (Y)<br> (R) |   |  |

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| <b>Protection</b>  | <b>Rating</b>           | If 😬 (Y) or 😞 (R),<br><b>What can be done to improve the situation right away?</b> | <b>What else should be checked out? What are longer-term solutions?</b> |
|--|-------------------------|--|---|
| Staff can wear aprons, long-sleeved gowns, or smocks over uniforms or street clothes | 😬 (G)<br>😬 (Y)<br>😞 (R) |  |   |

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|--|-------------------------|---|--|
| <b>Handwashing for staff and clients</b>   | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Staff have easy access to washrooms with warm running water, towels, soap -- for washing hands | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Staff can wash their hands regularly; use hand sanitizers as back-up                           | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Clients must wash hands or use hand sanitiser as soon as they enter salon                      | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |
| Fragrance-free hand lotion in the product or available separately if using hand sanitizers     | 😬 (G)<br>😬 (Y)<br>😞 (R) |   |  |