

## **Helpful Links and Information Regarding COVID-19:**

The Governor has issued a statewide “Stay at Home” Order. Please see the following links for more information:

<https://gov.georgia.gov/document/2020-executive-order/04022001/download>

<https://gov.georgia.gov/document/2020-executive-order/04032001/download>

<https://gov.georgia.gov/document/2020-executive-order/04032002/download>

<https://gov.georgia.gov/document/2020-executive-order/04232002/download> *(updated)*

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The state has implemented a statewide coronavirus hotline for reporting possible scams and alerting the state about non-compliant businesses. To report any person, salon or shop operating during the mandated “Stay at Home” Order please call **(844) 442-2681**.

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Excellent resources for up-to-date, reliable health information on COVID-19 are available from the Georgia Department of Public Health, [Click Here](#) and the Centers for Disease Control, [Click Here](#)

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The Professional Beauty Association has drafted a hot spot for resources and guidance for beauty professionals and small business owners that you may find helpful. You can visit their website here. <https://www.probeauty.org/membership-resources/2020-coronavirus-faqs>

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The link below will take you to the Small Business Administration for help in obtaining a disaster loan for your salon or shop.

COVID-19 ECONOMIC INJURY DISASTER LOAN APPLICATION

<https://covid19relief.sba.gov/#/>

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PSI has provided an update:

The recent events surrounding COVID-19 have continued to disrupt business processes across the world and we know that they are affecting you all as well. The events have impacted our ability to serve candidates in our test centers. We continue to appreciate the opportunity to have collaborative discussions as we all are navigating through uncharted territories. Further, we are all aware that the Center for Disease Control extended the federal social distancing requirements through April 30, 2020. With this:

### **Current State:**

- PSI owned and operated test centers in the US will remain closed through April 30, 2020
- Sites will re-open meeting social distancing requirement on Friday, May 1, 2020

- If you are a state agency, association, certification or talent management client who can claim that you are an essential business, please reach out to me to discuss resuming testing of candidates before May 1, 2020.
- While many third-party test partners practice closures as required by state and local mandates some locations are open in the US and globally as state and local mandates allow
- All test center closures can be found [here](#)
- PSI continues to have daily calls to review the impact on our testing network, as well as the needs of our clients and candidates.

PSI has relaxed its policy on the use of facemasks and gloves based on recommendations of the CDC:

- Candidates will be required to provide their own facemasks and gloves these will not be provided by PSI;
- Facemasks will need to be removed during check-in process to verify identify and take photo
- Candidates are responsible for disposing of used facemasks and gloves securely outside of the test center.

If you have any questions, please call PSI at: **(800) 733-9267** or email at: [gasupport@psionline.com](mailto:gasupport@psionline.com)

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The IRS has taken steps to help taxpayers, businesses and others affected by the coronavirus by extending the federal income tax filing due date from April 15, 2020, to July 15, 2020. [Read More Here](#).

The state of Georgia will also be extending the state income tax filing deadline. [Read More Here](#)

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The U.S. Treasury Department, Internal Revenue Service (IRS), and U.S. Department of Labor (Labor) announced that small and midsize employers can take advantage of two new refundable payroll tax credits, designed to immediately and fully reimburse them for the cost of providing Coronavirus-related leave to employees. [Read More Here](#)

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## **Barbicide Certification, Back to Work Plan & Recommendations**

<https://barbicide.com>

## **Milady Training Infection Control Course & Checklist**

<https://www.miladytraining.com/pages/reopen-with-confidence>

**The information provided on the following pages is helpful information to be used in addition to the Reopening Guidelines and Recommendations provided by the Board and the Governor's Office:**

**BARBICIDE.**

**Health and Public Safety  
Recommendations for the  
Reopening of the Professional  
Beauty Industry**

**April 2020**

# BARBICIDE®

It is acknowledged that all services within the Professional Beauty Industry (Cosmetology, Barbering, Nails and Esthetics) carry some risk in this viral environment due to the nature of the services provided and the inability to maintain social distancing. With that said, licensed professionals have been trained to mitigate these risks significantly through the use of proper infection control standards required by the state regulatory licensing rules and regulations.

The following recommendations, therefore, are enhancements to those existing rules and they address the unique scenario presented by the COVID-19 pandemic. In the professional beauty educational curriculum, students are taught the definition of Universal Precautions. Therefore, in this environment we are going to follow Universal Precautions and assume that everyone is COVID-19 positive and take all the precautions necessary to mitigate the risk of the spread while still performing a service that is necessary and provides economic and psychosocial benefits to the population.

## **ALL EXISTING HEALTH AND PUBLIC SAFETY (INFECTION CONTROL) RULES ARE STILL IN EFFECT AND ENFORCED**

### **Recommendations**

**Personal Protective Equipment (PPE):** With the understanding that PPE is often not worn properly, will be in very short supply moving forward and will likely become very costly; we make the following recommendations.

- **Masks:** Licensees should wear masks as a safety measure when providing a service. These masks can be disposable or cloth and must be disposed of or washed properly as required by the CDC. Disposable masks should be made available to patron and may only be used for a single customer. Even in the presence of Plexiglas partitions, a mask must be worn by the licensee.
- **Gloves:** It is not a recommendation to require gloves. When gloves are worn for infection control purposes, they must be changed with each service and that volume alone would be difficult to manage. Gloves worn all day, become more troublesome than no gloves at all. It is recommended that licensees be more adherent to the existing rules regarding hand washing after and before each service. It is further recommended that the licensee washes hands in front of the patron if the opportunity exists.
  - There are two exceptions where gloves are recommended – nail services and facial services. Gloves are to be worn for only a single service and hands washed thoroughly after they are removed.
- **Gowns:** There is no recommendation to wear gowns at this time. Due to the nature of this transmission, the wearing of gowns does not offer additional significant protection and is both expensive and uncomfortable.

# BARBICIDE.

**Hand Hygiene:** Proper hand hygiene is documented to be an essential action to reduce the spread of viral illness. All states require some form of hand hygiene (washing or hand sanitizer) prior to and after a service. It is recommended that these rules be more strictly enforced and acknowledged that hand washing is the preferred method of hand hygiene and it should be done as frequently as possible, but always after eating, smoking and using the restroom. Hand sanitizer should be made available for all patrons and required prior to a nail service.

**Customer Interactions:** The following recommendations reduce the number of patrons in a business at a single time and limit interactions that could be of risk.

**Appointments:** All services must be scheduled with **adequate time in between appointments** to properly clean and disinfect. Employers should be held accountable for allowing their employees to have enough time to allow for proper disinfection without repercussions. Patrons should be asked to wait outside or in their cars until they are called for their appointment. Appointments should be staggered to avoid multiple people in the waiting areas.

**Double Booking:** This should not be done unless each patron can be left in a single chair throughout the process and distancing measures maintained. Limiting the movement of patrons throughout the business reduces risk to both patrons and staff.

## **Hand shaking is not allowed!**

**Payments:** Cashless payment systems are preferred, but not required. If Point of Sale (POS) equipment is used and a patron must sign or enter PIN, the equipment must be disinfected after each use.

**Thermometers:** The use of thermometers for temperature scanning is optional. A fever only indicates someone who is already symptomatic and likely knows that. The goal is to treat all patrons (many of whom may be asymptomatic or mildly symptomatic) as though they are sick.

**Signage:** Signage should be posted that states services will not be offered to or given by anyone who is sick or exhibiting signs of illness. Patrons should be asked prior to a service if they have been sick or exposed to someone who is sick. If so, services should be deferred for 10-14 days.

**Distancing:** It is acknowledged that social distancing recommendations of 6 feet cannot be met in the actual service itself. However, the following distancing measures can be instituted to reduce risk:

- If chairs are situated such that the patrons are closer than 6 feet – every other chair should be used or chairs staggered if possible.
- There should be no more than 10 people in the business at any time (including staff) until those recommendations have been lifted by your state.
- Break rooms should be temporarily closed
- Waiting area chairs should be removed or spaced in such a manner to accommodate social distancing requirements

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**Disinfection:** All states currently require the cleaning and disinfection of non-porous implements prior to use and the disposal of porous implements after a single use. Both of these practices should be vigorously adhered to and the following recommendations added:

- Disinfection of high touch areas including, but not limited to:
- Door handles on main entrance and restrooms
- Restrooms
- Reception desk
- Point of Sale (POS) equipment
- Stations (including foot/nail drying stations)
- Displays

**Items to be temporarily Disallowed:** Some items that currently are common place in these environments should be removed or moved:

- Public coffee or water stations
- Magazines/ books / newspapers
- Candy dishes
- Product testers/samples

## Back-to-Work Plan

Given the renewed focus on the health and public safety of beauty professionals and their clients, the following Back-to-Work Plan should be used to make everyone more comfortable when services resume. This plan incorporates best practices according to infection control subject matter experts and the advice may supersede the rules of your state. In this tumultuous time, it is important that best practices be followed for the health of professionals and consumers and it is strongly recommended that this plan be applied to pertinent parts of your business.

**The date you may return to work is determined by your state or local authorities and must be followed.**

Checklist of Supplies Needed:

- BARBICIDE® Concentrate
- BARBICIDE® Spray bottle (filled with properly concentrated BARBICIDE®)\*
- BARBICIDE® Wipes
- Clippicide® (cleans and disinfects) for clippers, trimmers and edgers
- BARBICIDE® Spacide Complete (if pedicure bowls are used)
- King Research Hand Sanitizer
- Ship-Shape® Comb and Brush Cleaner
- Ship-Shape® Professional Appliance and Glass Cleaner
- Clean towels / paper towels
- Gloves
- Trash bags

\*BARBICIDE® Concentration ¼ cup (2oz) concentrate in 4 cups (32oz) of water

### Disinfection Reminders:

- ✓ Disinfectants must be EPA-registered and labeled as bactericidal, virucidal and fungicidal. No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on their label or available on their websites. The EPA has approved any product that has tested as effective against human coronavirus, to make a claim for COVID-19 at this time.
- ✓ Disinfection only works on a clean item, so cleaning before disinfecting is always the first step. Methods to clean include soap/water, chemical cleaners (Ship-Shape®), wipes.
- ✓ Contact time listed on the label must be observed for disinfectants to work. The contact time refers to how long the surface must stay visibly wet with the disinfectant to inactivate or destroy all of the pathogens on the label. Typical contact time for immersion/sprays is 10 minutes, for wipes is 2-4 minutes.
- ✓ Disinfectant for immersion must be made fresh daily and replaced if it becomes contaminated sooner. For example, hair/debris floating in solution or a cloudy solution.
- ✓ Disinfection is for hard, non-porous surfaces, typically things made of glass, metal and plastic or referred to as synthetic materials.
- ✓ Porous/soft surfaces cannot be disinfected, but can be cleaned. This would include but is not limited to items such as towels, chairs covered in a porous material and your hands/body.

## Prior to Re-Opening Checklist

### Reception and Retail Area:

- Discard old magazines and other non-essential items in the waiting area that cannot be disinfected
- Wipe down all soft surfaces (couches, chairs) with water and a clean towel
  - Remember that these soft surfaces cannot be disinfected
- Clean and disinfect all hard, non-porous surfaces such as reception counter, computer keyboard, phones, door handles, light switches and point of sale equipment
  - Make sure to follow contact time for all surfaces
- Consider online scheduling in place of written appointment cards
- Clean and disinfect all shelving, glass and display cases; keep product containers clean and dust free
- Place signage in window to notify clients of your diligence in practicing proper infection control

### Work Stations

- Clean and disinfect all non-porous implements used in your services, as required by all states (immersion, spray or wipe)
- Store properly disinfected implements in closed, containers that have also been disinfected (wipe or spray)
- Clean and disinfect all electrical implements used in your services as required by all states
- Clean and disinfect chairs and headrests
  - Remember that porous materials cannot be disinfected and ongoing use of disinfectants on materials covering chairs, can damage the material
  - On initial opening, feel free to disinfect your chairs, but limit that to once daily – consider barrier methods on chairs such as disposable paper drapes or towels that can be laundered after each client
- Clean and disinfect station, rolling carts, drawers and any containers used for storage
- Ensure that single use (porous items) are new
- All items on a nail station must either be new, never used **or** cleaned and disinfected (stored in a closed container until ready to use)

### Treatment Rooms

- Clean and disinfect any appliances used
- Clean and disinfect treatment tables
  - Remember that porous materials cannot be disinfected and ongoing use of disinfectants on materials covering tables can damage the material – consider barrier methods on chairs such as disposable paper drapes or towels that can be laundered after each client
- Ensure that all product to be used has not been contaminated by improper removal of product prior to closure
- Ensure all single use items are new
- Empty wax pots, completely clean and disinfect – refill with new wax
- Ensure that multi-use product containers have adequate single use applicators available to safely remove product without contaminating remaining product

**Prior to Re-Opening Checklist (continued)****Restroom**

- Clean and disinfect all surfaces
- Replace any soft goods (toilet paper, paper towels)
- Consider upgrading to touchless faucets, soap and paper towel dispensers
- Consider adding touchless, automatic hand sanitizer dispensers
- Place a trash container near door
- Remove any products that do not belong in the restroom – nothing should be stored in a restroom

**Laundry**

- Any linens that may have been left in the salon (clean or dirty) prior to the closure, should be washed per the rules of your state
  - If no rules exist about laundry, wash on hot with detergent and dry until “hot to the touch”
  - There should be no moisture or dampness in any linen
- Launder (porous) or disinfect (non-porous) all capes
- All linens should be stored in closed, covered cabinets until used

**Shampoo Bowls**

- Clean all bowls, handles, hoses, spray nozzles and shampoo chairs
- Disinfect all bowls, handles, hoses, spray nozzles and shampoo chairs observing full contact time with a properly concentrated disinfectant or wipe

**Pedicure Bowls**

- Remove all parts that can be removed from bowl
- Clean and disinfect removed parts by immersing for full contact time in properly diluted disinfectant
- Scrub bowl with soap/water or detergent
- Return removable parts to bowl
- Rinse bowl with clean water
- Disinfect the bowl – fill bowl with water and add proper amount of BARBICIDE® or Spacide to achieve the correct concentration
  - If your bowl has jets, turn on and let disinfectant solution circulate for 10 full minutes
  - If your bowl does not have jets, simply let it sit for the full ten minutes
- Empty water after 10 minutes is complete and allow to air dry
- Ensure all multi use materials that may have been contaminated by improper removal prior to closure are replaced – such as lotions, scrubs
- Ensure that all single use materials are new – such as files, pumice and buffers

## On-Going Safety

ALL states have health and public safety rules that MUST be followed at all times. The steps below are best practice and may go above and beyond what a state requires.

### Disinfectants / PPE:

1. Disinfectant must be EPA-registered and labeled as bactericidal, virucidal and fungicidal
  - No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on their label or available on their websites
  - The EPA has approved any product that has tested as effective against human coronavirus, to make a claim for COVID-19 at this time
2. Disinfectant for immersion must be made fresh daily and replaced if it becomes contaminated sooner
3. Any Personal Protective Equipment (PPE) used is single use and must be changed after each client, for example gloves
  - Mask may be required and changing them would be dependent upon availability
4. Hands must be washed after removing gloves

### Practical changes:

1. In the short term, consider staggering appointments so that waiting areas have minimal congestion
  - Staggering of appointments also gives adequate time to properly clean and disinfect in between customers
  - Even if you haven't used an appointment system before, now may be the time to implement one. If you continue to take walk-ins, be conscious of how many people are in your waiting area and be responsible about keep those numbers low
2. Consider how to make your POS terminals safer
  - If you are using an iPad, asking the customer read you their card number means that you are the only one touching that screen
  - Encourage the use of applications like Apple Pay that do not require any interaction between your consumer and your surfaces. If you must you a touch pad, this should be disinfected frequently
3. In the short term, do not re-introduce things like magazines, self-serve coffee or candy jars
4. Disinfect reception counter, door handles, phones and writing implements at the beginning of the day and every 1-2 hours, based on traffic
5. Consider use of masks/gloves for all esthetics/waxing services
6. Consider a mask for licensee and client for nails services
7. Discontinue the practice of shaking hands
  - While this handshaking has long been considered a sign of welcoming and respect, there are safer ways to welcome someone in 2020
8. Decline services for any client that exhibits signs of illness

### Hand Hygiene:

1. Wash hands with soap/water for 30 seconds before/after eating, smoking and using the restroom
2. Wash hands immediately before and after providing a client (hand sanitizer where allowed)
3. Provide hand sanitizer at reception desk and all stations for clients to use
4. Maintain intact skin by frequent use of lotion

**On-Going Safety (continued)****Cleaning and Disinfection:**

1. All implements (non-porous) being used on more than 1 client, must be cleaned and disinfected for the full contact time on the disinfectant label before being used
2. Stations, chairs, rolling carts and any other storage containers disinfected daily
3. All pedicure bowls fully cleaned and disinfected before EACH client
  - All removable parts removed and thoroughly cleaned and disinfected
  - Bowl scrubbed with brush and detergent/soap
  - Bowl rinsed
  - Removable parts replace
  - Properly concentrated disinfectant in bowl and allowed to sit or run (jets) for full contact time listed on the disinfectant label
  - Bowl drained and rinsed
4. All hand/foot nail drying tables cleaned and disinfected after each client or barrier method used

**Laundry:**

1. All towels/capes laundered (porous) or disinfected (non-porous) after a single use
2. All towels/linens dried until "hot to the touch"
3. All towels/linens stored in a closed, covered container

**Cleaning and Disinfection of Implements and Surfaces:**

1. Clean item or surface: Cleaning is intended to prepare the item or surface so that disinfectant can make full contact with the material and be effective against all pathogens listed on the label
  - Cleaning may be done with soap/water, chemical cleaner or wipe
2. Rinse and dry implement or surface
3. Disinfect using a properly concentrated disinfectant made for immersion, a spray or wipe
  - All disinfectants must be EPA-registered as bactericidal, virucidal and fungicidal
4. Observe full contact time on manufacturers label
  - This means that implement or surface must stay visibly wet for full contact time listed
5. Immersed items should be removed at the end of contact time, rinsed and dried with a paper towel or clean, freshly laundered towel

**Cleaning and Disinfection of Electrical Implements:**

1. Clean implement with wipe or spray and remove any debris, such as hair
2. Use an EPA-registered bactericidal, virucidal and fungicidal spray, foam or wipe to disinfect implement for full contact time listed on the manufacturers label
3. When contact time is complete, dry with paper towel or clean, freshly laundered towel

**Letter of Reassurance to Provide to Customers:**

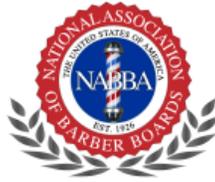
Valued Customer,

We understand your concerns, so we have outdone ourselves in preparing our business for you! The safety of our staff and our customers is essential to us, so we have:

- ✓ Cleaned and/or disinfected all surfaces and implements
- ✓ Laundered and/or disinfected all capes, towels and linens
- ✓ Removed any non-essential items throughout our business
- ✓ Initiated contactless methods of scheduling and payment
- ✓ Acquired appropriate personal protective equipment to be used when necessary or requested
- ✓ Discontinued the practice of hand shaking and other non-essential contact
- ✓ Re-trained our staff on essential infection control and hand hygiene practices

Feel free to ask any of us at any time about all that we do to provide for your safety.

Please relax and enjoy your services!



## Suggested Guidelines for Reopening Barbershops and Barber Schools

Licensed barbershops and barber schools should be able to mitigate the threat of communicable disease spread by adjusting their schedules and physical environments to enable CDC social distancing recommendations and by following the infection control procedures required for the practice of barbering by their state law.

### Prepare to Reopen . . . Timeline: from now until reopening allowed

#### Business Operations and Environment

- A. Evaluate the layout
  1. Use every other chair/station or arrange seating at least 6' apart to create separation.
  2. Consider utilizing front and rear doorways to establish a one-way traffic flow through the facility.
- B. Establish new policies and schedules:
  1. Stagger employee/worker schedules to minimize risk of overcrowding/over-scheduling.
  2. Stagger theory/lab/clinic instructional delivery schedules to facilitate smaller groups.
  3. Require appointment scheduling and/or require walk-ins to wait outside.
  4. Alert and train staff about new policies and procedures.
  5. Alert students and clients about new policies and procedures.
  6. Require clients to wait in their cars or outside until called in for a service.
  7. Require clients to wear a mask until seated for service.
  8. Require a freshly laundered or disposable cape be used for each client.
- C. Communicate
  1. Put any new policies and procedures for staff, students, or clients in writing.
  2. Create and post signs/posters advising the public of new policies or procedures, as applicable.
- D. Products and supplies
  1. Order personal protection equipment, primarily masks and client capes.
  2. Maintain a sufficient amount of cleaning and disinfecting products.
  3. Maintain a sufficient number of tools and implements to always have clean items available.
  4. Maintain inventory control of supplies and materials to ensure availability when needed.
- E. Cleaning and Disinfection
  1. Deep clean and disinfect all fixtures, furnishings, equipment, entrance/exit points, etc.
  2. Check and replace used HVAC and hair dryer filters.

### Post-Opening Policies & Procedures . . . Timeline: from reopening until further notice

- A. Require that masks be worn by staff, students, and waiting clients; follow CDC guidelines.
- B. Pre-screen appointment seekers and walk-ins; ask the following questions:
  1. Have you traveled outside our county or state in past 14 days?
  2. Have you experienced any COVID-19 symptoms ( fever, cough, trouble breathing) in past 14 days?
  3. Recommend a 14-day waiting period to clients answering "yes" to any of the questions.
- C. Request clients to wait in their cars or outside until called in for their service.
- D. Require staff to wash hands with soap & water before and after each client.
- E. Provide hand sanitizer application to each client at check-in or before being seated.
- F. Use a freshly laundered or disposable cape for each client.
- G. Clean and disinfect all implements and tools before and after each use.

### Infection Control Reminders!

- Review Infection Control Practices for Barbering (*Milady's Standard Barbering or Pivot-Point Barbering, Science 102B*)
- Follow manufacturer's directions and contact time requirements for disinfectant use and formulations.
- UV Ray sanitizers do not disinfect items, they only keep cleaned and disinfected items sanitary until use.
- Use soap and water to wash your hands whenever possible; do not rely solely on hand sanitizers.
- Do not use neck brushes! Use a paper towel or tissue to remove residual hair clippings.

## PPE Providers

ITEM	COMPANY	REP	CONTACT	WEBSITE
<b>Masks</b>	B&B Health	Jeremy Banks	256-278-1889	BandBHealth.com
	Upshot USA	Danny	818-339-1155	UpshotUSA.com
	Online River	Todd Landen	203-291-9351	OnlineRiver.com
	I Health		855-816-7705	<a href="https://ihealthlabs.com">https://ihealthlabs.com</a>
<b>Face Shields</b>	Sparx	Steven Jones	Sjones@sparxhockey.com	sparxhockey.com/safetygear
	A&R Engravers	Jeffery Griffiths	703-380-2911	<a href="http://www.aandrengravers.com">http://www.aandrengravers.com</a>
	Online River	Todd Landen	203-291-9351	OnlineRiver.com
<b>Thermometers</b>	I Health		855-816-7705	<a href="https://ihealthlabs.com">https://ihealthlabs.com</a>
	Online River	Todd Landen	203-291-9351	OnlineRiver.com