

# COVID-19 General Checklist for Expanded Personal Care Services

July 2, 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](#).



## 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 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- 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 workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ❑ 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 hand washing 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.
- ❑ 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.



## 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 rooms 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 floors 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.

- ❑ Remove amenities, such as magazines, from reception areas. 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.
- ❑ 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 desks.
- ❑ Stagger appointments and suspend walk-ins.
- ❑ Implement virtual check-in technology and have customers wait outside. Limit the number of customers in the reception area.
- ❑ 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 or limit access to breakrooms, use barriers, or spread out tables/chairs. Where possible, create 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, Skin Care, and Cosmetology Services

- Require clients to wear face coverings for treatments to other areas, if they are able per the [CDPH guidance](#).
- 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. Use a previously readied disposable barrier 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

- Ask clients to wash their hands before providing nail services.
- Workers must wear face coverings at all times, or a respirator where required due to exposures above the 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.
- 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.
- Remove 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)

- Ask clients to wash their hands before providing 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.

