

## ALABAMA BOARD OF COSMETOLOGY AND BARBERING

### Checklist for Shops and Salons Prior to Reopening

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| <b>Reception and Retail Area:</b>   |  |
| Discard old magazines and other non-essential items in the waiting area that cannot be disinfected.   |  |
| Wipe down all soft surfaces (couches, chairs, etc.) with water and a clean towel. (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.) |  |
| Clean and disinfect all hard, non-porous surfaces such as reception counter, computer keyboard, phones, door handles, light switches and point of sale equipment.<br>- Follow contact time for all surfaces.  |  |
| 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.   |  |
| <b>Work Stations:</b>   |  |
| Clean and disinfect all non-porous implements used in your services, as currently required by ABOCB rules and regulations.  |  |
| Store properly disinfected implements in closed, containers that have also been disinfected.  |  |
| Clean and disinfect all electrical implements used in your services as required by all states.  |  |
| Clean and disinfect chairs and headrests. (Porous materials cannot be disinfected and ongoing use of disinfectants on materials covering chairs can damage the material. 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, <b>or</b> cleaned and disinfected (stored in a closed container until ready to use).  |  |

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| <b>Treatment Rooms:</b>   |  |
| Clean and disinfect any appliances used.  |  |
| Clean and disinfect treatment tables. (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.  |  |
| Ensure that single use (porous 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  |  |
| <b>Restrooms:</b>   |  |
| 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 – no items should be stored in the restroom.   |  |
| <b>Laundry:</b>   |  |
| Any linens that may have been left in the salon (clean or dirty) prior to the closure, should be washed with hot water with laundry detergent and dried until “hot to the touch.” There should be no moisture or dampness in any linens.  |  |
| Launder (porous) or disinfect (non-porous) all capes.   |  |
| All linens should be stored in closed, covered cabinets until used.   |  |
| <b>Shampoo Bowls:</b>   |  |
| Clean all bowls, handles, hoses, spray nozzles and shampoo chairs.  |  |

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| <b>Pedicure Bowls:</b>   |  |
| 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 EPA-registered disinfectant to achieve the correct concentration.<br>- If your bowl has jets, turn on and let disinfectant solution circulate for 10 full minutes.<br>- If your bowl does not have jets, simply let it sit for the full ten minutes.<br>Empty water after 10 minutes 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.  |  |