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சுகாதார மற்றும் சுதேச வைத்திய சேவைகள் அமைச்சு
Ministry of Health & Indigenous Medical Services

Circular No. 02-27/2020

All Provincial Directors of Health Services,
All Regional Directors of Health Services,
Director, National Institute of Health Sciences,
All Medical Officers of Health.

OPERATIONAL GUIDELINES ON PREPAREDNESS AND RESPONSE FOR COVID-19 OUTBREAK FOR WORK SETTINGS

BARBER AND BEAUTY SALONS

This guideline describes the procedure to be adopted for salons during the threat of COVID-19 outbreak when such places are opened and served for customers.

This guideline is an addendum to the "INTERIM OPERATIONAL GUIDELINES ON PREPAREDNESS AND RESPONSE FOR COVID-19 OUTBREAK FOR WORK SETTINGS" (Hereinafter called the main guideline) published on 17th of April 2020 by the Ministry of Health and can be downloaded from the following link.

http://eohfs.health.gov.lk/occupational/images/2020/Workplace_COVID_guideline_for_web_20200320.pdf

1. General

1.1 The purpose of this guideline is to facilitate limited activities of barber or beauty salons considering this service as a public need during the prevailing COVID-19 outbreak.

1.2 Only the following procedures shall be performed in the barber or beauty salon

- 1.2.1 Cutting/trimming of hair
- 1.2.2 Dyeing of hair
- 1.2.3 Manicure and pedicure and
- 1.2.4 Waxing of arms and legs

1.3 Although the Ministry of Health and Indigenous Medical services, allows the opening of barber or beauty salons for the above services considering the public need, physical distancing which is a prime control measure cannot be achieved between the barber/dresser and the customer in this setting. Hence some special measures are described to be adopted in barber or beauty salons if they are to be opened and every facility should strictly ensure that these measures are adopted.

1.4 All the barber or beauty salons permitted to operate under this guideline shall limit their service only to the procedures described in section 1.2 and no other procedure shall be performed, as those procedures increase the risk for COVID-19 for both the dresser and the customer.

1.5 The health authorities and the Police will monitor the activities of the barber or beauty salons and appropriate action will be taken against the barber or beauty salons which violate this rule.

2. Procedure for starting the barber or beauty salon

2.1 Any owner/manager who intends to open his/her barber or beauty salon should make a request to the Medical officer of Health (MOH) in his/her area.

2.2 The MOH will issue an application together with a checklist (Annex 01) to the owner/manager and request him/her to comply with all the requirements of these guidelines.

2.3 The Owner/Manager shall fill the application and check his establishment against the prescribed checklist in Annex 01 and circle the appropriate answer in column 2 of the checklist and handover the application to the MOH.

2.4 Alternatively the Owner/Manager can download the application from the Ministry of Health website (health.gov.lk) and fill it and handover to the MOH.

2.5 The MOH shall direct the relevant Public Health Inspector (PHI) to check the facility against the checklist and make recommendations to the MOH.

2.6 The MOH will temporarily register the barber or beauty salon in his/her office and issue the certificate to commence the barber or beauty salon if the preparedness of the barber or beauty salon is satisfactory. The format of the commencement certificate is annexed to these guidelines as Annex 02

2.7 No barber or beauty salon shall operate without a valid written commencement certificate issued by the area MOH.

3. Workforce arrangements

3.1 Larger institutions shall have a written COVID-19 preparedness and a response plan including human resource plan and a dedicated focal point to ensure proper implementation and supervision of the said plan.

3.2 Management should ensure that only the permanent or traceable staff is called for duty. The details of the staff such as addresses, national identity card numbers, telephone numbers, and details of closest relatives should be maintained by the owner/manager and a copy of such a document should be provided to the PHI/MOH of the area.

3.3 Following categories of workers should not report for work

- Those having fever, with or without acute onset respiratory symptoms such as cough, runny nose, sore throat and/or shortness of breath.
- Those who have had contact with a suspected or confirmed case of COVID-19 for the last 14 days.
- Those who are being quarantined for COVID-19.

3.4 The employer should ensure that if a sick person reports for work, he/she is sent back home immediately.

3.5 Anyone entering the premises (both visitors and workers) should wash their hands with soap and water before entering. (Foot operated tap is the best for the wash basin). Alternatively hand rubbing with alcohol based hand rub (minimum 70% v/v Alcohol) can be adopted. Disinfecting chambers are not recommended. Use the hand sanitizer after using the fingerprint scanner if available. Fingerprint scanner shall be disinfected before and after each shift.

Additional optional measures are to remove shoes at the entrance and provide a separate set of shoes to be used inside the premises.

3.6 Check temperatures of all the staff and customers at the entrance. Any person recording a temperature above 98.4 ^{0} F or 37 ^{0} C should be rechecked after 10-15minutes of rest and if positive for the second time sent him/her back. Thermal scanner has to be of medical grade.

4. Specific measures

4.1 Barber/dresser shall wear a surgical mask and a goggle/face shield throughout when attending to customers.

4.2 A foot operated bin for discarding used masks and tissues should be provided.

4.3 Ensure keeping everyone (barber/dresser and customers) at the barber or beauty salon at least 1 meter physically apart except during the procedure. Number of customers entering the barber or beauty salon should be limited according to the space available in order to maintain distance of 1 meter. An appointment system is recommended.

4.4 Furniture should be rearranged to ensure physical distancing.

4.5 Limit the number of persons in the waiting area. It is recommended that clients wait outside the barber or beauty salon in their vehicles until the barber/dresser is ready to serve them.

4.6 Limit physical interactions between workers, workers and staff.

4.7 Remove all unnecessary items such as magazines, newspapers, service menus, other unnecessary paper products and decor.

4.8 Every barber/dresser should wash his/her hands thoroughly with soap and water between each customer served.

4.09 Barber/dresser should always attend to the customer from behind and sides only and should never encounter face-to face.

4.10 Avoid sharing equipment and tools between barbers/dressers.

4.11 The service has to be performed in the minimum required time to limit exposure.

4.12 All linen (towels & capes) used should be washed after each use and should never be used on another customer without washing. The barber or beauty salon should have adequate amounts of linen at least for 2 days.

4.13 Shaving beards/mustache is not recommended.

4.14 Razor blades should be disposed of immediately after use and should never be reused.

4.15 Barber should never touch the lips of the customer

4.16 Air conditioners with re-circulation of air are not recommended.

4.17 Leave the doors open as much as possible to avoid contact. If kept closed the door knobs/handles shall be cleaned and disinfected every three hours. Alternatively a separate employer can be kept to open and close the door for customers.

4.18 **All the services provided in the institution and all the special measures taken** at the barber or beauty salon shall be displaced both inside and outside the barber or beauty salon prominently for the customers to read and also be explained.

4.19 Ensure the strict supervision and monitoring of adherence to above measures.

5. Cleaning and disinfecting surfaces.

5.1 In addition to the regular housekeeping practices, floor, equipment, and furniture should be sanitized every day before commencing work. Disinfect all furniture tops including the reception counter and chairs in waiting areas before starting the day. (Refer to disinfection in section 3.3 in the main guideline)

5.2 Disinfect the chair, the worktop and all the equipment and tools including combs and hair brushes after been used for one customer before they are used on another customer as per section 3.3 of the main guideline.

6. Waste disposal

Cut hair, nail shall be collected in to a waste collection bag after serving each customer. Once the bag is full, tie it properly and store safely and should be disposed of only after a week. There should be another bag to collect used disposable personal items like masks, tissues and wipes. This bag also needs to be disposed of as mentioned above.

For further details please refer, OPERATIONAL GUIDELINES ON PREPAREDNESS AND RESPONSE FOR COVID-19 OUTBREAK FOR WORK SETTINGS", Interim guidance dated 17th April 2020 document published by the Environmental and Occupational Health and Food Safety Directorate of the Ministry of Health and Indigenous Medical Services.

For any Inquiries about this guideline please contact Dr. Lakshman Gamlath, Deputy Director General (E,OH &FS) at Ministry of Health and Indigenous Medical services on 071-7723232 or by email on ltgamlath@gmail.com.

Dr. Anil Jasinghe
Director General of Health Services

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Copies: 1. Hon. Pavithra Wanniarachchi, Minister of Health and Indigenous Medical Services
2. Secretary, Ministry of Health and Indigenous Medical Services
3. Addl. Secretary (PHS), Ministry of Health and Indigenous Medical Services
4. DDG PHS I

Annex 01

Application and Checklist for Opening a Baber Salon or Beauty Salon under the guidelines on COVID 19 Preparedness and Response

Name of the barber or beauty salon: .....Business registration number.....

Address: .....

Name of the Owner/Manager: .....

Telephone Mobile: ..... Telephone fixed line .....

Number of barbers/dressers available: .....

Number of total workers: .....

	Requirement	Owner's check	Observation of PHI	Remarks
01	Running water available	Yes/No	Yes/No	
02	Facility is spacious and adequately ventilated.	Yes/No	Yes/No	
03	Hand washing facilities/hand sanitizers available at the entrance and inside the salon.	Yes/No	Yes/No	
04	List of names and details of workers maintained	Yes/No	Yes/No	
05	Amount of linen (Towels and Capes) adequate for at least 2 working days	Yes/No	Yes/No	
06	Foot operated bins available to dispose masks, tissues etc.	Yes/No	Yes/No	
07	Adequate equipment sets available for all the barbers/dressers to ensure that they are not shared	Yes/No	Yes/No	
08	Adequate amounts of waste bags available.	Yes/No	Yes/No	
09	Furniture arranged to maintain the distance of 1 meter between barber/dresser chairs	Yes/No	Yes/No	
10	Furniture arranged to maintain 1m between customers	Yes/No	Yes/No	

11	Disinfectant solutions available.	Yes/No	Yes/No	
12	List of services provided and instructions are pasted outside and inside the salon	Yes/No	Yes/No	

I certify that the information provided above is correct and that I am aware if I fail to maintain the above requirements the Medical Officer of Health has the authority to close down my barber salon/beauty salon. I further state that I will ensure that only the procedures that are listed in section 1.2 above are performed in this salon and no other service will be provided.

…….. ……. ……

Name and signature of the Owner/Manager National ID Number Date

Opening of the Barber Salon/Beauty Salon is Recommended/Not Recommended.

…… ……

Signature of the Range PHI Date

Recommendations of the Range PHI is submitted

…… ……

Signature of the Supervising Public Health Inspector Date

Opening of the Barber Salon/Beauty Salon is approved

…… ……

Signature of the Medical Officer of Health Date

Annex 02

Certificate for Commencement of a Barber or Beauty Salon

Name of the Barber or Beauty Salon: ……..

Address: ……..

Name of the Owner/Manager: ……

Your application dated …….. with regards to the above barber salon/beauty salon has been reviewed and approved for commencement with effect from ……..This facility shall provide the following services only.

- Cutting/trimming of hair
- Dyeing of hair
- Manicure and pedicure and
- Waxing of arms and legs

If you fail to maintain the prescribed requirements stipulated in the guideline this certificate will be revoked without warning.

……. ……..

Signature and official seal of Medical Officer of Health

Date