



**NEW  
YORK  
STATE**

# Reopening New York

## Hair Salon & Barbershop Guidelines for Employers and Employees

These guidelines apply to Hair Salons and Barbershops in regions of New York that have been permitted to [reopen](#). See Interim COVID-19 Guidance for Hair Salons and Barbershops for full details.

During the COVID-19 public health emergency, all hair salons and barbershops should stay up to date with any changes to state and federal requirements related to personal care services and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

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	Mandatory	Recommended Best Practices
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ Limit the workforce and customer presence to no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy.</li> <li>✓ Ensure 6 ft. distance between individuals, unless safety or core function of the work activity requires a shorter distance (e.g. haircuts).</li> <li>✓ Ensure that customer seating allows customers to maintain 6 ft. distance from all others except for the employee providing services, unless a physical barrier is in place</li> <li>✓ Waiting rooms must be closed and lines should be avoided, to the extent possible. Walk-in customers who are not able to be immediately served should be provided a time to return.</li> <li>✓ Small spaces (e.g. stock rooms, behind cash registers) must be occupied by only one individual at a time, unless all individuals are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity of the space.</li> <li>✓ Limit in-person employee gatherings (e.g. meetings) as much as possible.</li> <li>✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.</li> <li>✓ Close all non-essential amenities including product samples, water fountains, and reading/magazine areas.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Implement “by appointment only” policy to limit walk-in customers.</li> <li>✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting hair salon and barbershop hours to spread employee and customer traffic over a longer period of time, staggering arrival/departure times, or creating A/B teams.</li> <li>✓ Use tele- or video-conferencing for employee interactions whenever possible. Essential in-person gatherings (e.g. staff meetings) should be held in open, well-ventilated spaces with appropriate social distancing.</li> <li>✓ Modify the use and/or restrict the number of workspaces and employee seating areas to maintain 6 ft. distance.</li> <li>✓ Install physical barriers to divide employee workstations.</li> <li>✓ Modify layouts and reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.</li> <li>✓ Ask customers to wait in cars or outside the location at least 6 ft. away until the appointment time.</li> <li>✓ Provide clearly designated, separate entrances and exits.</li> <li>✓ Eliminate or relax cancellation fees to encourage customers to stay home if they become sick.</li> <li>✓ Encourage customers to use touchless payment options or pay ahead.</li> <li>✓ Prohibit non-essential visitors at the salon or barbershop location.</li> <li>✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used areas.</li> </ul>

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	Mandatory	Recommended Best Practices
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of need for replacement.</li> <li>✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields.</li> <li>✓ Employees must wear a face covering that completely covers the nose and mouth and either a face shield or safety goggles when providing service directly to customers.</li> <li>✓ Employees also must wear face coverings any time they interact with customers (e.g. at the cash register, hair consultations), even if they are 6 ft. or more apart.</li> <li>✓ Customers must only be permitted entry into the hair salon or barbershop if they wear an acceptable face covering, provided that they are over age two and medically able to tolerate one.</li> <li>✓ Face coverings must be cleaned and disinfected or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.</li> <li>✓ Employees must use gloves when providing service to a customer, or perform hand hygiene before and after contact. If gloves are used, they must be replaced after each appointment.</li> <li>✓ Employees must wear clean smocks or gowns.</li> <li>✓ If providing coverings (e.g. apron, smocks) to a client, coverings must be disposable, or cleaned and disinfected between each use.</li> <li>✓ Services offered must not require removal of a facemask (e.g. beard trim).</li> </ul>	<ul style="list-style-type: none"> <li>✓ At check-out registers, use physical barriers such as plastic shield walls in areas where they would not affect air flow, heating, cooling, or ventilation.</li> </ul>



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	Mandatory	Recommended Best Practices
<b>Hygiene, Cleaning, and Disinfection</b>	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene, cleaning, and disinfection requirements from the <a href="#">Centers for Disease Control and Prevention</a> (CDC) and <a href="#">Department of Health</a> (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning and disinfection.</li> <li>✓ Provide and maintain hand hygiene stations, including handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.</li> <li>✓ Place hand sanitizer throughout the hair studio or barbershop for use by employees and customers.</li> <li>✓ Provide and encourage employees to use cleaning and disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.</li> <li>✓ Wash hands for 20 seconds with soap and water before and after providing services to each customer.</li> <li>✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and more frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as payment devices, restrooms, common areas, using <a href="#">Department of Environmental Conservation</a> (DEC) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> <li>✓ Limit the sharing of objects (e.g. clippers, combs, scissors, tools) and discourage touching of shared surfaces. Wear gloves (trade-appropriate or medical) or perform hand hygiene before and after contact.</li> <li>✓ Clean and disinfect workstations and tools (e.g. brushes, chairs, shears) between each customer.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</li> <li>✓ Encourage employees to bring meals from home and reserve adequate space for employees to observe social distancing while eating meals.</li> </ul>

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	Mandatory	Recommended Best Practices
Hygiene, Cleaning, and Disinfection (cont'd)	<ul style="list-style-type: none"> <li>✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.</li> <li>✓ Leave time between appointments for full workstation cleaning (e.g. 15 min.).</li> <li>✓ Prohibit shared food and beverages among employees.</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Post signage inside and outside of the hair salon or barbershop to remind personnel and customers to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</li> <li>✓ Train all personnel on new protocols and frequently communicate safety guidelines.</li> <li>✓ Notify the state and local health departments immediately upon being informed of any positive COVID-19 test result by an employee.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use social media, verbal communication, and signs to provide customers with instructions and to encourage them to use of face coverings, in accordance with Governor's Executive Orders, CDC, and DOH guidance.</li> <li>✓ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.</li> </ul>



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Screening	<ul style="list-style-type: none"> <li>✓ Ensure that employees performing services directly on or to customers (i.e. haircutting) are tested for COVID-19 through a diagnostic test every 14 days, so long as the region in which the hair salon/barbershop is located remains in Phase II of the State's reopening.</li> <li>✓ Implement mandatory health screening practices (e.g. questionnaire, temperature check) for employees asking about (1) COVID-19 <a href="#">symptoms</a> in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days.</li> <li>✓ An individual who screens positive for COVID-19 symptoms must not be allowed to enter the location and must be sent home with instructions to contact their healthcare provider for assessment and testing.</li> <li>✓ Immediately notify state and local health departments of confirmed positive cases and provide the individual with information on healthcare and testing resources.</li> <li>✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.</li> <li>✓ Designate a central point of contact, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all questionnaires, with such contact also identified as the party for individuals to inform if they later are experiencing COVID-19- related symptoms, as noted on the questionnaire.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Customers are strongly encouraged to inquire with the employee providing services directly on or to them about whether the employee has received testing.</li> <li>✓ Customers cannot be mandated to complete a health screen or provide contact information but may be encouraged to do so.</li> <li>✓ Perform screening remotely (e.g. by telephone or electronic survey), before people arrive, to the extent possible.</li> <li>✓ Maintain a daily log of every person who may have close or proximate contact with other individuals at the hair salon or barbershop; excluding deliveries that are performed with appropriate PPE or through contactless means. Encourage but not require customer and visitor information as part of this log.</li> <li>✓ Coordinate screening to prevent people from intermingling in close or proximate contact with each other prior to completion of the screening.</li> <li>✓ Refer to CDC guidance on "<a href="#">Symptoms of Coronavirus</a>" for the most up to date information on symptoms associated with COVID-19.</li> <li>✓ Screeners should be trained by individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.</li> <li>✓ Refer to DOH <a href="#">guidance</a> regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.</li> </ul>