

# Staff (Employees and Contractors) Training & Policies

The following guidelines are for nail salons to help protect themselves from diseases such as Coronavirus (COVID-19).

**HIGHLY RECOMMEND**

Strongly advised to implement

**CONSIDER**

Implement if possible

- **Salon owners/managers should:**



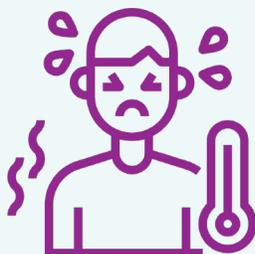
- o Thoroughly review COVID-19 salon policies with all staff, including sanitation, hand-washing, cough etiquette, and using Personal Protective Equipment (PPE). Have a printout of safety guidelines available for all staff to review.
- o Conduct weekly all staff meetings to discuss salon procedures, and modify salon guidelines as needed to ensure that staff are able to maintain a safe workplace, including having enough time to disinfect between clients.
- o Keep a log of which days staff work to track exposure if a client or staff develops COVID-19.

**HIGHLY RECOMMEND**



- **Staff Travel:** Staff that have flown domestically or internationally should self-isolate at home for 14 days before returning to work. This does not apply to those traveling by bus/train. See up-to-date guidance on [www.CDC.gov](http://www.CDC.gov)

- **Require staff with symptoms to stay home.** Screen staff for the following symptoms before coming into the salon:



- Feeling feverish or temperature greater than or equal to 100.4 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Known close contact with a person who has tested positive for COVID-19
- Sore throat
- Loss of taste or smell
- Diarrhea
- Headaches

## Temperature Checks



Use touchless infrared thermometer to check temperature of staff and clients every day before they enter the salon. On a hot day, wait a few minutes to take temperature. Any staff or client who has a temperature 100.4°F or higher should be sent home immediately and not allowed to return to the salon until they have had no fever for at least 3 days and no COVID-19 symptoms. Be aware that some people may have the virus and show mild or no symptoms.

CONSIDER

## Next Steps



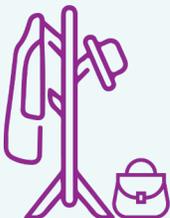
### Staff with symptoms or positive case of COVID-19

- **Positive Case:** If staff tests positive for COVID-19, immediately report it to your local health department and inform all staff and clients within 24 hours of receiving the information.

If staff is diagnosed with COVID-19 or has any symptoms, they may return to work when **all three** of the following criteria are met:

- o No fever for at least 3 days (without the use of fever-reducing medications)
  - o Improvement in symptoms (e.g., cough, shortness of breath)
  - o At least 14 days have passed since symptoms first appeared
- **Symptoms of Covid-19:** If staff has symptoms of COVID-19 and does not get tested, they are assumed to have COVID-19 and should not return to work until they meet the same 3 criteria listed above; or have been tested negative.
  - **Positive case of family member or close contact:** Do not allow staff to come to work if they have been in contact with someone who has tested positive. Staff should monitor their symptoms during 14 days of self-quarantine from the last date of exposure, then return to work.

## Travel to Work



### Traveling To and From Work

- When possible, avoid taking public transportation to limit risk of exposure.
- Once at work, remove outerwear and leave it in a dedicated area for personal items, away from the workstation.
- Always wash hands when arriving at and before leaving the worksite.

CONSIDER

Please check your local county or city health guidelines for specific requirements.

[www.CAHealthyNailSalons.org](http://www.CAHealthyNailSalons.org)



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HEALTHY NAIL SALON  
COLLABORATIVE

Liên Hiệp Ngành Móng Tay Lành Mạnh