

Example of Sanitation Checklists



An Innovative Approach to Business Development

Front Desk

Client Arrival

- Acknowledge arrival and ask client to remain in their car
- Review client release form and make sure it is saved on file
- Ask client if they have a behind the ear mask with them

Welcoming Clients Inside

- Temperature check
- Ask client to sanitize hands
- Pass client off to stylist (provide clean robe if needed)

Assistants

After Shampooing a Client

- Wipe down entire sink w/ disinfectant spray
- Wipe down sink chair w/ disinfectant spray
- Remove all hair from detangling brush
- Disinfect detangling brush

Stylists

After Servicing a Client

- Place all combs used in barbicide
- Remove all hair from brushes
- Spray all tools used w/ disinfectant spray and thoroughly wipe each tool
- Spray chair with cleaning disinfectant and wipe thoroughly
- Place used cape in laundry bin
- Disinfect each product used

Example of Sanitation Checklists

Front Desk Coordinator

After/During Checking Clients Out

- Handle all cash with gloves
- Disinfect all touch points on desk by client
- Disinfect pen if used

Retail

- Clients are not permitted to touch retail
- Stylist and front desk coordinators retrieve retail pieces for client and place on desk

ATM

- All clients must request use of ATM by team member
- Wipe down and disinfect ATM before and after use
- Ask client to sanitize hands after use

Bathroom

Assistants/Full team Effort

The Bathroom must be cleaned and disinfected regularly throughout each work day

- Disinfect all touch points including:
 - Door handle (inside & out)
 - Sink and handles
 - Top of small white table
 - Toilet flush handle
 - Toilet seat

Throughout the Day

- Refill hand sanitizing stations as needed (***Front desk & Assistants***)
- 2 team members will be permitted in the team room at a time
- Team members must practice social distancing in the salon whenever possible
- Wipe down color bar