



STANDARD OPERATING PROCEDURES TO BE FOLLOWED BY BARBER SHOPS/ SPA/ SALOON EMPLOYERS

Uttarakhand State Disaster Management Authority
Government of Uttarakhand



*SOPs to be followed by barber shops/ spa/ saloon employers
Version : 1 Order No.: dated: / / 2020*

The District Administration shall ensure that mechanism is put in place for monitoring of the following activities during operations of Barber Shops/ SPA/ Saloon in districts. In case of violation, the district administration shall ensure enforcement of concerned section of Disaster Management Act, 2005, the Epidemic Diseases Act, 1897 and IPC.

1. Training shall be imparted to all employees prior to their reporting to the workplace (by the employers of barber shops/ spa/ salons).
2. Ensure regular thermal screening of all such employees and clients at entrance gate, using a non-contact thermometer/ fever guns by the owners.
 - 2.1 Employees and/or clients coming from containment zones shall be strictly prohibited to serve and be served till further order. List of such zones shall be collected by the employers of barber shops/ spa/ salons from the district administration.
3. The employers of barber shops/ spa/ salons shall ensure complete sanitization of the premises on a daily basis, as per MoHFW guidelines (*annexure-1*).
4. The employers shall ensure that employees of barber shops/ spa/ salons wear masks, face shields and disposable gloves and other personal protective gears at all times (mandatory during business hour).
 - 4.1 Hand sanitizers may be kept at the entrance points, reception desks and work counters.
 - 4.2 Employees of salons/shops shall use disposable smocks and dispose of the smock after each use. They may use plastic smocks and ensure its disposal shall be done as per MoHFW guidelines (*annexure-1*).
 - 4.3 Neck strips/towels shall not be used without disinfecting after every use.
 - 4.4 Remove all unnecessary items such as magazines, newspapers, service menus & other unnecessary products which may become a major source of infection, if handled by a COVID positive person.
 - 4.5 Disinfect all seats and tables, chairs after each use. For this purpose, using a plastic cover should be considered (*refer annexure – 1 MoHFW guidelines*).
 - 4.6 Ensure that employees frequently sanitize their hands after using phones, computer, cash register and/or credit card machine and also regularly disinfect these surfaces. They shall also ensure regular sanitization of reception desk.

- 4.7 Ensure cleaning of all door handles and other surfaces that are regularly touched by staff and/ or clients with disinfectant wipes/ solution.
 - 4.8 They shall ensure that a detailed work plan (preferably shift-wise) is prepared for employees to ensure social distancing (as per guidelines of state government).
 - 4.8.1. They shall also ensure that the staff residing in various containments zones are identified and are not allowed to attend the workplace till further order by district administration.
 - 4.9 If anyone is found exhibiting symptoms of Covid-19, the owner shall intimate to the nearest health centre/ local police/ control room to ensure requisite medical treatment. In such case Standard Operating Procedures to handle infected corona virus cases at work place shall be followed.
5. The employers shall ensure social distancing among the employees and customers.
- 5.1 Barber shops/ salons/ spas should consider serving clients preferably by appointment. If required, encourage customers to wait outside the barber shops/ salons/ spas/ or in their vehicle to maintain social distance.
 - 5.2 Ensure that customers are only allowed to enter in the barber shops/ salons/ spas wearing a mask. If the customer does not have one, mask may be provided on payment basis and arrangements for proper waste disposal/ management shall be ensured.
 - 5.3 Avoid exchange of cash to prevent spread of virus and if this is unavoidable, be sure to wash and sanitize hands well after each transaction.
6. The employer shall ensure that Do's and Don'ts regarding Covid-19 awareness are displayed.
- 6.1 Ensure that floor stickers and signage are displayed to provide guidance for social distancing.
 - 6.2 Pre-recorded audio messages may also be played to generate awareness among the customers.

ANNEXURE - 1

COVID-19: Guidelines on Disinfection of Common Public Places Including Offices

Source:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

1. **Scope:** This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.
2. Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.
3. In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19.
4. **Indoor areas including office spaces**
 - 4.1. Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
 - 4.2. Start cleaning from cleaner areas and proceed towards dirtier areas.
 - 4.3. All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is mentioned at Annexure I (***May be read as Appendix- mentioned at para-6***).
 - 4.4. High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

- 4.5. For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
 - 4.6. Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
 - 4.7. In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
 - 4.8. Carefully clean the equipment used in cleaning at the end of the cleaning process.
 - 4.9. Remove PPE, discard in a disposable PPE in yellow disposable bag (with inside sprayed with 1% sodium hypochlorite solution) and wash hands with soap and water.
5. In addition, all employees should consider cleaning the work area with a disinfecting wipe prior to use and sit one seat further away from others, if possible

6. (Annexure – 1) Appendix

Guidelines for Preparation of 1% sodium hypochlorite solution

Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any Other	As per manufacturer's Instructions	