Nails and Aesthetic Services  
COVID-19 Prevention Checklist

When providing manicures, pedicures or aesthetic services, staff and clients can be in close contact. The virus can spread from respiratory droplets and shared surfaces of a person with COVID-19. This is a summary checklist of required measures to reduce the spread of COVID-19. Please review the Toronto Public Health COVID-19 Guidelines for Personal Service Settings for more information on how to keep your employees and clients safe. Please note the requirements under the Ontario Personal Service Settings Regulation 136/18 still apply.

A. Staff Health & Screening
- Staff are advised to report illness to their supervisor/manager and to stay home if sick.
- Staff are screened before starting each shift.
- If a staff person becomes ill during the shift, they are advised to go home right away and self-isolate. Call telehealth/health care provider for guidance to get tested.
- Staff are trained on the proper use of personal protective equipment (PPE), including putting on and taking off gloves, masks/face coverings, face shield/goggles, and gown if worn.
- Staff use mask/face covering at all times while providing services. Masks should be used properly and cleaned or discarded appropriately. Masks should be changed when they become damp or soiled.
- Eye protection (face shield/goggles) should be worn by staff as needed.
- Personal protective equipment such as gloves, masks, and eye protection (face shield/goggles) are available on-site for staff at all times, to use as needed.
- Re-usable face shields/goggles are assigned to one staff, and cleaned and disinfected between use.
- Staff are trained on proper hand hygiene techniques and respiratory etiquette.
- Staff launder their clothing after each shift or wear a protective cover over clothing and launder after each shift.

B. Signage at the Premises
- Signage for COVID-19 health assessment and the number of clients permitted at one time is posted at the entrance of the premises.
- Clients with COVID-19 symptoms and/or who have been in contact with someone with COVID-19, are not permitted to enter the premises.
- Signage for handwashing and respiratory etiquette are posted at the entrance and throughout the premises.
- Floor stickers and physical distancing signage are available in high visibility areas to remind clients to keep two metres/six feet apart from others at all times.
C. Number of People in the Premises
- The number of staff and clients is restricted to ensure ease of movement and to maintain two metres/six feet between people.
- Flexible work schedules and staggered lunch and break times are implemented to limit the number of people in the premises at one time.

D. Scheduling Appointments
- Clients are advised that they must use a mask/face covering for the duration of their appointments.
- Clients are informed that services on the face are not permitted. This includes facials, facial hair grooming (e.g. waxing, threading), eyebrow grooming, makeup, microblading, microneedling, and microdermabrasion to the face.
- Client appointments are scheduled by phone or online. Walk-in clients are asked to call from outside the premises to make an appointment.
- Waiting areas are not permitted. Clients are instructed to wait outside of the premises until their scheduled appointment.
- Clients are screened for symptoms of COVID-19 by staff when booking appointments. Clients are not permitted to bring guests, including children, unless they also have an appointment.
- Records of staff and client contact information (e.g. full name, telephone/email), including date and time at premises, are maintained on-site for contact tracing purposes, should the need arise.
- There is enough time between appointments to ensure thorough cleaning and disinfection of equipment and workstations between clients.

E. Workstations
- Workstations and equipment in use are two metres/six feet apart, or equipped with barriers/dividers that are adequate in height to ensure the protection between clients and staff.
- Alcohol based hand sanitizer (ABHR) with a minimum of 70% alcohol concentration is available at each workstation, and staff and clients are encouraged to use it frequently.
- Magazines, brochures, decors and other unnecessary items are removed.
- Workstations have their own products and tools, and are not shared between staff.

F. Providing Services
- A mask/face covering is used by staff and clients at all times, even when physical distancing and barriers/dividers are used.
- Services on the face are not permitted.
- Premises has disposable masks available to provide to clients when needed.
- Face-to-face contact with clients is limited as much as possible.
- A two metre/six foot distance or use of a barrier/divider is used, if possible.
- Gloves are changed and discarded immediately, and hands are cleaned when a task is changed (e.g. from manicures to aesthetic services) after every client, or more often as necessary.
- Single-use items (i.e. towels) are used where possible, and discarded immediately after each client.
- Items that are not necessary for the delivery of the service are not provided (e.g. hot towels).
Client food/beverages are not permitted. Credit/debit/e-transfers with no signature transactions are preferred. Barriers/dividers are used when the two metres/six foot distance cannot be maintained. ABHR is used before and after each cash transaction.

**Manicures and Pedicures**
- Clients are required to wash their hands or use ABHR before a manicure.
- Clients are not permitted to touch/handle retail supplies, such as nail polish when selecting colours.
- Hand and foot massages are not permitted. This includes facials, facial hair grooming (e.g. waxing, threading), eyebrow grooming, makeup, microblading, microneedling, and microdermabrasion to the face.
- All clients and staff are wearing a mask when nail dryers are in use. Nail dryers are thoroughly cleaned and disinfected between each client, ensuring appropriate contact time of the disinfectant.

**Aesthetics**
- Client wear a mask/face covering during the entirety of all aesthetic services.
- Aesthetic services on the face are **not** permitted.
- Regulated health professionals who provide cosmetic injectables must also comply with the Ontario COVID-19 Operational Requirements: Health Sector Restart, [Directive #2](https://covid-19.ontario.ca/how-your-organization-can-help-fight-coronavirus).

**Environmental Cleaning and Disinfection**
- Work surfaces and equipment are thoroughly cleaned with soap and water before disinfection.
- Surface and equipment disinfectants are used after cleaning, and according to the manufacturer’s instructions.
- Cleaning/disinfection wipes are only used for surfaces and used according to the manufacturer’s instructions.
- Barriers and dividers must be protective and stable enough to be easily cleaned and disinfected.
- Disposable covers must be discarded immediately after use. Chairs, head, armrests, squeeze bottles, must be cleaned and disinfected between clients.
- Frequent and thorough daily environmental cleaning and disinfection is maintained. This includes high touch surfaces such as phones, computers, pens, cash registers, credit card machines and door handles.
- Washroom surfaces are cleaned and disinfected twice daily or as often as necessary.

**More information**

For more information, visit our website at [www.toronto.ca/COVID19](http://www.toronto.ca/COVID19) or call us at 416-338-7600. You can also contact [BodySafe@toronto.ca](mailto:BodySafe@toronto.ca) or visit their website at [BodySafe.ca](http://BodySafe.ca).