

# REOPENING YOUR HAIRDRESSERS/BARBERS FROM 4TH JULY

A FINAL CHECKLIST TO HELP YOU, YOUR BUSINESS AND YOUR WORKFORCE GET READY FOR RE-OPENING FROM 4TH JULY.

## GETTING YOUR TEAM READY

- Conduct an internal risk assessment and share with all team members.
- Finalise any working groups, fixed shift patterns and flexible working hours you wish to implement with your team.
- Create working groups, fixed rotas and flexible working hours for teams as required and share with teams across the workplace.
- Speak to team members about any fears they have returning to work and how you are minimising risks.
- Have you provided your team with all the necessary PPE they need to safely return to work?
- All hairdressers must wear a protective visor that extends below the chin, do you have a sufficient supply of these



## PERSONAL HYGIENE AND HAND WASHING

- Have you completed the governments "Staying Covid-19 Secure in 2020" poster and displayed it in your workplace?
- Are your hand washing facilities accessible and stocked?
- Do you have a twice daily cleaning schedule including disinfection of all surfaces in place?
- Are you providing hand sanitiser for team members at contact points such as tills?
- Are you set up to provide hand washing or sanitiser for customers on entrance to the shop?
- Can you wedge your door open to avoid customers touching it?
- Do you have a safe entrance and exit system?
- Do you have a supply of disposable equipment to use where possible, if not possible are you set up to wash equipment inbetween clients
- If you want to provide refreshments to clients do you have disposable cups?



## ASSISTING NHS TEST AND TRACE

- Do you have a manageable system in place to keep temporary records of all customers for 21 days after visiting

At the time of writing the UK government has stated it will be working with the industry to design this system in line with data protect and will set out the details shortly. If you need further advice on this please call a member of the BID team on 01256 331010 or email [info@basingstoketogether.co.uk](mailto:info@basingstoketogether.co.uk)



## PHYSICAL DISTANCING FOR YOUR TEAM AND CUSTOMERS

- Do you have suitable signage outlining expected customer behaviours, social distancing and hygiene measures for visitors?
- Have you placed markings on the floor to show people where to go?
- What limits are you placing on the number of people in your business & how are you communicating this?
- Do you have a queuing system prepared and marked outside your salon?
- Do you have a designated team member to limit customer numbers at busy times?
- Do you have a one-way system, if so is this clearly advertised upon entry to the business?
- Are your team able to maintain social distancing while carrying out all daily activities?
- Have you encouraged customers to turn up to appointments exactly on time and on their own to avoid congregating in waiting areas?
- Have you arranged chairs so customers are seated away from each other, side to side and with at least one metre between them?
- Do you have sufficient ventilation?
- Have you, where practical, created a barrier between work stations?
- Have you removed all magazines from the waiting area?
- Have you turned off or turned down televisions or music systems to avoid people shouting?



## PLANNING FOR PAYMENTS

- Are you set up for contactless payment or even payment in advance e.g through your website?
- Have you protected those operating the till? Do you have a screen in-front of the till and or marked out 1 metres from the counter?
- Do customers face directly at the till operator without a barrier, can you amend this?
- Are you providing gloves for team members who have to handle cash?
- Have you provided a washable cover for the keys on the till and will this be disinfected regularly?



## DAILY CHECKS

- Ensure all team members are fit and well. They should not be working if they, or anyone within their household, is displaying symptoms of COVID-19
- Has the daily cleaning schedule been followed, dated and signed?
- Have the start-up and closing checks been completed, signed and dated?
- Check you and your teams PPE and replace when required



COMMUNICATION IS KEY FOR A SMOOTH PROCESS IN ORDER TO KEEP EMPLOYEES, CUSTOMERS AND PROVIDERS UP TO DATE WITH YOUR POLICIES AND MEASURES IN PLACE TO HELP PROVIDE REASSURANCE, MEET EXPECTATIONS, MINIMISE ANXIETY AND MAKE A SIMPLE TRANSITION SAFELY.

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