



Protocol the Joint Canadian Tanning Association Member will follow in BC

1. Tanning salon in general have a low contact intensity, due to staff not having to touch a client.
2. Educate Staff on COVID-19
 - Basic transmission facts and work with them:
 - Coronavirus is transmitted via **larger liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person.** The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the **eyes, nose or throat** of that person.
 - This requires you to be in close contact – less than the so-called social distancing of 3 – 6 feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.
 - In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone **touches the contaminated area then touches their face or eyes without cleaning their hands.** This speaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.
 - A key issue in transmission is the median incubation period (the time from infection to appearance of symptoms) and the serial interval (the time between successive cases) for the Covid-19 virus. The **serial interval for Covid-19 virus is estimated to be 5-6 days.** The serial interval is 3 days for influenza with transmission taking place in the first 1-3 days of illness, **pre-symptomatic transmission** (transmission of the virus before the appearance of symptoms) being a major driver of transmission for influenza. For Covid-19 there are some emerging indications that there are people who can shed Covid-19 virus 24-48 hours prior to symptom onset, but at present, the WHO suggests that this **does not appear to be a major driver of transmission.** However, we need to acknowledge that there is debate about this and that at this time we cannot be categorical.
3. **2-Meter Distancing requirement**
 - a. Owner will mark floor showing 2 meter distancing requirements – client to adhere to floor marking
 - b. No more than 1 client per piece of equipment will be allow in the facility.
 - c. Set waiting room area – chair to be 2 meters apart.

- d. When a client approaches the front counter staff and client will maintain 2-meter distancing. If this can't be maintained, masks will be used. If masks are not used a Plexi Glass will be installed

4. Staff Control

- a. Educate staff on the transmission of COVID-19
- b. Staff is not allowed to touch a client – this normally doesn't happen
- c. If product is passed from staff to client, it will be cleaned first
- d. Staff will step back 2 meters from client when client need to access the front counter – receiving product, credit card transactions, registering for a tanning session.
- e. Client will not be allowed to enter the tanning room when staff is in cleaning the equipment, which will include cleaning of any contact point client would have touched – chairs, door handle etc
- f. Client will only be allowed in the room after the room has been cleaned

Before Opening:

1. Follow all Provincial Government requirement for reopening your salon as it relates to COVID-19. This document is a guideline only. Make sure you are following all protocol out by the government. You can contact the JCTA for any of the provincial government protocols
2. Continue with following the JCTA Professional Standards
3. Do a complete cleaning of your facility from top to bottom with hospital grade cleaner (we should all be using this type already). All surfaces. Make sure that your cleaner product includes a Health Canada DIN (Drug Identification Number) number. If you purchase from a local supplier, your cleaner should already have DIN Number. Importing from outside the country, you may not have Health Canada DIN number
4. Clean your equipment inside as well; vacuum all equipment filters and fans
5. If required by governments, you may need a plexiglass barrier on your front counter. This will stop transmission between your staff and clients
6. If you have no plexiglass barrier at the front counter, have your staff step back from the counter when the client moves forward to the counter.
7. Mark/tape your floor in front of your main counter, showing the 2-meter distance.
8. Set up your waiting area so you can maintain 2-meter distancing.
9. If you have two washrooms, use one for employees only and one for customers. Limit customer use of the washrooms and sanitize after every use. Make sure you are following government regulations/bylaws before making any changes.
10. Train your staff to clean surfaces twice to be safe.
11. Have hand sanitizer available everywhere – front desk, and at the front door
12. Remove all reading material from your facility to limit contact surfaces that need to be cleaned every time a client comes in. Suggest table be removed as well
13. Suggest you remove coffee or water station to limit transmission or you will need to clean each time a client uses.
14. If you have other services that you offer, that has person to person contact, we suggest you do not open these services until government allow these services to open
15. It is suggested to operate by appointment only and limit the number of walk-ins

16. Ensure your staff are fully trained and understand your complete cleaning procedure using the information given here. Make sure they completely understand we are in a different world since CODVID-19
17. Do a daily inventory of cleaning products/sanitizer to avoid running out. Include masks, if required, if you are not able to maintain 2-meter distancing
18. Cleaning Equipment:
 - a. Clean all surfaces and leave cleaning solution on for twice as long as you did before; follow manufacturer's recommendation for sanitization. Do this twice, so clients see how you are protecting them.
 - b. Clean every part of the equipment, chairs, door handle, anywhere someone would touch.

When you are open:

1. Do not allow staff to come to work that have cold or flu like symptoms
2. Do not allow any client in the salon that have cold or flu like symptoms
3. Do not allow anyone that has been outside the province unless they have isolated for 2 weeks
4. Signage for front door
 - a. PLEASE DO NOT ENTER IF YOU HAVE THE FOLLOWING
 - i. You have symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, in the past 10 days.
 - ii. Anyone under the direction of the provincial health officer to self-isolate
 - iii. You have arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case for 14 days.
5. Or each client should be asked to complete the following declaration;
"In an effort to protect our guests and staff at this time, I have a few questions to ask you regarding COVID-19."
 - a. "Are you currently experiencing cold or flu like symptoms?"
 - b. "Do you have a fever over 100 degrees?"
 - c. "If you have travelled outside of the province have you isolated for two weeks?"
6. Allow no more than 1 client in per piece of equipment, but always maintain 2-meter distancing
7. Make sure each client walking in the door uses the hand sanitizer
8. Take appointments instead of walk ins to control the number of clients in the salon at any time.
9. If taking appointments, let the client know to come in only at the exact time of the appointment. Always maintain 2-meter distancing. If you cannot, have client stand outside until you are ready for them.
10. Cleaning Equipment:
 - a. Clean all surfaces and leave cleaning solution on for twice as long as you did before on the equipment; follow manufacturer's recommendation for sanitization. Recommend that you sanitize the equipment once and then clean the room. Then sanitize the equipment one more time.
 - b. Clean every part of the equipment, chairs, door handle, anywhere someone would touch.

- c. Have you staff sanitized their hands every time they clean a piece of equipment.
11. Have staff clean surfaces hourly in the lobby area, including main touch point areas such as credit card machines and counters. If a client sits in a chair or picks up any products, clean them right after. If you have a new client using a clipboard and pen to complete intake documents, clean and sanitize both immediately before allowing further use
 12. Staff should sanitize hands before handling products and make sure clients have sanitized as well
 13. Make sure your staff are telling clients to maintain social distancing – 2-meters. If you have taped the floor, client will see the distance required.
 14. Once the staff has registered a client to tan or made a sale, allow the client to come to the front counter and have the staff step back. Let the client sign in or complete the transaction and have the client step back. Staff can then move forward and complete the transaction. This may sound like a lot of work, but once the staff and client get into the routine it will not be that hard.
 15. Staff and clients should never be in a sunbed/sunless room at the same time – you need to maintain the 2-meter distancing.
 16. Allow the client to come out of the room first and then have staff clean the room.
 17. Have this document in your facility at all times, you may be inspected and the inspector will want to see your protocols.

Note that this document is a working draft being circulated for stakeholder feedback. This document has not been reviewed by Public Health or finalized by WorkSafeBC.

Tanning salons safety protocols for COVID-19

Appointments

- Only allow pre-booked appointments
- Communicate the facility's risk protocols to customers before the appointment (this can be done on an online booking system but should require active consent) and again verbally when they arrive, including that:
 - Customers need to remain at least 2 metres away from people while using the facility
 - Customers should reschedule the appointment if they become sick, symptomatic, or are placed on self-isolation.
- Minimize exposure between workers and customers by:
 - Ensuring customers do not arrive more than 5 minutes before the appointment;
 - Staggering appointment times and setting up the waiting area so customers can remain at least 2 metres apart;
 - 2 metres markers for line-ups outside facility;
 - Removing waiting area tables and chairs to increase waiting area floor space

Front desk and sales

- Minimize contact between front desk customer service and sales workers by:
 - Install Plexiglas barriers between workers and members;
 - Place markings on the floor to ensure at least 2 meters between workers and customers, and between each customer in line;
 - Ensure workers step back when customer is paying to maintain 2 metre distance
 - Minimize use of cash and limit handling of debit/credit/membership or other cards;
 - Set up pre-order sales online or by telephone;
 - Minimize the handling of physical documents;
 - Avoid use of common pens for sign-in sheet for visitors.
- Wipe down the POS machine after each use
- Provide front desk and other customer-facing workers with hand sanitizer for their use only.
- Remove unnecessary communal items, such as candy, magazines and complimentary phone chargers.
- Provide a safe place for customers to dispose of used sanitizing wipes and other personal protective equipment when entering and exiting the facility.
- Avoid offering beverages or snacks in reception area.
- Replace water coolers with dispensers and water fountains by providing bottles of water.
- Keep a record of all visitors for the past 14 days to allow for contact tracing in case of infection.

Tanning rooms and equipment

- Allow no more than 1 client in per piece of equipment;
- Workers and clients should never be in a sunbed/sunless room at the same time;
- Allow the client to come out of the room first and then have workers clean the room.
- Ensure equipment and other high touch surfaces are fully sanitized between each use and allowed to air dry naturally before the next use.
- Leave cleaning solution on for twice as long as you did before;
- Clean your equipment inside as well; vacuum all equipment filters and fans
- Workers should wear single-use, disposable droplet PPE, including a procedural/surgical mask and eye protection plus an apron to protect clothes during cleaning; ensure protocols for donning and doffing PPE is communicated and properly disposed of after use.
- Avoid the use of spray bottles or pressurized sprayers that might aerosolize contaminants.

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- If commercial or household cleaning products are not readily available, you can prepare a bleach and water solution with 20 ml of unscented household bleach per 980 ml of water. When using the bleach and water solution, allow surface to air dry naturally. Make a fresh bleach solution each day.
- Place hand sanitizer with a minimum of 60% alcohol in dispensers near equipment

Linens and towels

- Leave fresh linens and toiletries in a safe place for customers to self-serve to minimize contact with workers.
- Provide a linen or plastic bag for the customer to place their dirty linens in, te.
- Advise customers to tie laundry and waste bags shut and leave them in a safe place for collection and collect regularly.
- Do NOT shake dirty laundry. This minimizes the possibility of dispersing the virus through the air
- Place dirty laundry directly into a linen bag without sorting. Do not overfill bags.
- Clearly mark laundry bins as 'clean' or 'dirty'. Ensure dirty laundry only contacts dirty laundry bins, and clean laundry only contacts clean laundry bins.
- Clean and disinfect clothes hampers according to manufacturer's guidance. Consider using a liner that can be laundered.
- Wash and dry items in accordance with the manufacturer's instructions. Use the warmest possible water settings. Dry all items thoroughly.

Ventilation

- Consider general ventilation adjustments at the workplace, such as increasing ventilation and increasing the amount of outdoor air used by the system. Maintain the indoor air temperature and humidity at comfortable levels for building occupants.
- For complex buildings, consult with a ventilation technician or other expert in adjusting the system.
- If using portable fans or air conditioners, make sure they are arranged so they don't exhaust from one worker to another.

General sanitation

- Ensure high touch surfaces are cleaned frequently. This includes doorknobs and handles, telephones, elevator panels and buttons, light switches, tables, chairs and work surfaces in staff rooms, desktops, and washrooms.
- Ensure workers can take frequent handwashing breaks so that they can wash their hands with soap and water for at least 20 seconds.
- Place hand sanitizer with a minimum of 60% alcohol in dispensers near entrances/exits, equipment, doors, and other high-touch locations.
- Make trash bins available for disposal of sanitary products such as disinfectant wipes.
- Avoid the use of spray bottles or pressurized sprayers that might aerosolize contaminants.
- If commercial or household cleaning products are not readily available, you can prepare a bleach and water solution with 20 ml of unscented household bleach per 980 ml of water. When using the bleach and water solution, allow surface to air dry naturally. Make a fresh bleach solution each day.
- For flooring:
 - Only use vacuum cleaners equipped with exhaust filters, preferably HEPA filters, for carpeted areas;
 - Built-in vacuums are ideal;
 - Do NOT using vacuums without an exhaust filter;
 - If using a steam cleaner, ensure it reaches a minimum temperature of 71°C, unless the floor coverings are not heat tolerant.
- For removal of waste:
 - Ensure staff wear disposable gloves;
 - Use a single, sturdy, leak-resistant garbage bag;
 - If a garbage bag is punctured or contaminated, it should be placed into a second bag.

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- Items that cannot be easily cleaned and disinfected should be removed.

Other

- If you have two washrooms, use one for employees only and one for customers. Limit customer use of the washrooms and sanitize after every use.

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