



## **SJB Hair and Makeup Covid 19 Policy & Procedures.**

### **Following Government Guidelines: Keeping clients and visitors safe**

Here at SJB Hair and Makeup, we are really looking forward to be able to look after you again after a long break away but understand that we need to adopt some new working practices to minimise the risk of transmission and protect the health and safety of clients and visitors in close contact services.

### **Government Guidelines**

#### **1.1 Managing Risk (From Government guidance 1.1)**

**Objective:** To reduce risk to the lowest reasonable practicable level by taking preventative measures, in order of priority.

When providing close contact services, it is often not possible to maintain social distancing guidelines (2m, or 1m apart with risk mitigation is acceptable). As a result, personal protective equipment in the form of a visor (Hair Only) or visor/mask (Makeup) will be required to mitigate the risk.

To read the full government guidelines for my industry here is the link:

<https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/Keeping-workers-and-clients-safe-during-covid-19-close-contact-services-230620.pdf>

**My number one priority is the wellbeing of my lovely clients, myself and family, as well as making you look and feel beautiful, during these unprecedented times.**

Please find detailed below, the Health and Safety precautions I have put in place to minimise contact between all those involved and to ensure hygiene habits are in place and maintained until further notice / Government guidelines are changed, to protect us all during your appointment.

#### **1. Keeping Clients safe:**

- **Feeling Unwell?** - Please cancel your appointment asap if you have any of the below symptoms:
  1. *Have you or a member of your house had the recent onset of a new continuous cough?*
  2. *Do you have a high temperature? **I will do a quick temperature check before I begin.***
  3. *Have you or a member of your household noticed a loss of, or change in, normal sense of taste or smell?*

I will also have to cancel your appointment if I or anyone in my household has any of the symptoms above. If this was the case I would do everything possible to secure another amazing artist for you and of course you will be given a refund for that day.
- **Cancellations** - I will not charge for cancelled appointments due to ill-health.
- **Contact Tracing** - I will take the name and contact number for any client having hair or makeup done. (This would be to pass onto NHS track and trace should the need arise).
- **Greetings** - Although I would love to give you a hug (especially on your wedding day), I'll have to refrain :(
- **Work Area** - My Home Studio / A clients home / Wedding Venue **work area** will be wiped down and sterilised by myself before and after use. Wherever possible, I will not be touching too many

surfaces in your home / in the Bridal Suite at a wedding venue. I will have a routine of cleaning and disinfecting common touch points.

- **Rubbish** - I will bring a bag to take away at the end of the job, with all single use disposables used.
- **Working outside** - If you are getting ready at home and the weather is fine, I'm more than happy to work outside in a shaded area. I will always have a long extension lead in my car, if you could provide a good size table and chair to put my kit on.

## 2. Hair and Makeup Artist

1. Kit will be sanitised prior to all client visits.
2. Hair and Makeup Artist will wear a masks/visors during the service.
3. On arrival to any venue or home we will want direct access to wash our hands before beginning any services.
4. Hand sanitiser and regular washing of hands will be used throughout the service.
5. Hair styling & Makeup Application will take more time now due to all the extra safety precautions. If time is an issue extra artist may need to be added to the booking.
6. Extra time will be needed for disinfecting the space and all our tools & PPE thoroughly in between clients.
7. We will also need regular short breaks to wash our hands.
8. It is really important that the getting ready space remains clutter free and with great ventilation. This means it may get a little chilly from time to time if windows need to be kept open, so please keep this in mind.
9. Where possible, only the artist and recipient will be allowed in the getting ready space to minimise risk of transmission.

## 3. The Client:

**Before your appointment: Communication** – A few days before your trial / wedding day, you will receive:

- A consultation questionnaire (reviewed on the day of your trial).
- A Health Questionnaire (please complete 24 hours before your appointment).
- Confirmation email of your appointment detailing time and location.
- Invoice for any payments due. (I accept cashless payments in advance).

### **The Appointment:**

- Avoid touching their face whilst providing the Service(s)
- Avoid touching their mobile phone and any other personal items whilst providing the Service(s)
- Spend only the minimum amount of time possible, which is necessary to complete the Service(s), within 2 metres of the Client/member of the Party.
- Avoid touching the Client/member of the Party unless performing a process which is necessary to provide the Service(s).
- Only accept cashless payments if payment is required on the day that the Service(s) are performed.
- We will need you to confirm that you or your household have not had any Covid like symptoms.

#### **4. Practice makeup kit hygiene:**

- Using one set of makeup brushes on one Client/member of the Party only, then placing them into a sealed plastic bag until they can be cleaned using an appropriate anti-viral cleaning fluid.
- Using disposable makeup tools where possible.
- Scooping makeup products onto a disposable palette or using a fresh brush for each application in order to reduce the risk of cross contamination through “double dipping”.
- Using disposable wipes and towels.

#### **5. Practice hairstyling kit hygiene:**

- Using spray or pump products where possible in order to reduce the risk of cross-contamination through “double dipping”.
- Cleaning heated contact styling tools between each Client/member of the Party using an appropriate anti-viral cleaning fluid.

#### **6. Remain vigilant for Symptoms.:**

- In the event that the Client/member of the Party believes they may have been infected with Coronavirus, or is informed that someone with whom they have been in Contact with in the past 14 days has or may have become infected with Coronavirus, they shall inform the Artist as soon as possible.
- Agree to the doors and windows remaining open for ventilation during provision of the Service(s).
- The Client/member of the Party shall not eat or drink during the provision of the Service(s), except for water from a bottle if required, which they will keep in their possession.

#### **7. Circumstances in Which Service(s) Cannot be Provided:**

- It is at the Company’s discretion as to whether Service(s) can be provided to the Client/members of the Party where:
- The Client/member of the Party has knowingly had Contact with someone who has shown Symptoms within the last 14 days.
- The Client/member of the Party has knowingly had Contact with someone who themselves has knowingly had Contact with a person who has shown Symptoms within the last 14 days.
- The Client/member of the Party is or has been advised to be shielding.
- The Client/member of the Party has been found to be untruthful.
- The Client/member of the Party is deemed by the Artist to be showing Symptoms on the day of the scheduled booking/Event.
- Where the circumstances in section above come to the attention of the Artist in advance of the scheduled booking/Event, the Staff member shall contact the Client to discuss the matter and attempt to find a workable solution. If one cannot be found the Artist may not, at their discretion be able to provide all or part of the Service(s) within the Agreement and any fees paid may be retained at the discretion of the Company.

## 8. Coronavirus Infections or Exposure:

- There is a continuing duty of care placed on the Artist and the Client/members of the Party to immediately notify each other if they believe that they may have or have been in Contact with someone who is showing Symptoms within the last 14 days.
- In the event that up to 14 days after the scheduled booking/Event the Client/member of the Party starts to show Symptoms, or becomes aware that they came into contact with someone showing Symptoms within 14 days before the scheduled booking/Event, they must inform us immediately, regardless of whether they themselves have developed Symptoms.
- Where the notification described has been received, or the artist has otherwise reason to believe that they themselves, or someone that they have come into Contact with within the last 14 days, is showing Symptoms, the following shall apply.
- The artist shall immediately notify all persons they have provided Service(s) to within the last 14 days.
- Lastly, we will be keeping a log of each day detailing clients and interactions, along with times and the cleaning protocols etc, in case we need to refer back to it.
- Confidentiality as per GDPR shall remain in place to ensure that the personal details of anyone who the Staff member has been contacted by shall remain confidential.

