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# ***STAY CLEAN. STAY SAFE.***

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**Maintaining a clean workspace is vital for preventing the spread of disease and protecting both clients and salon professionals.**

The *Stay Clean. Stay Safe.* publication was created to help licensees comply with requirements found in Minnesota Laws and Rules.



# ***STAY CLEAN. STAY SAFE.***

## THE SALON PROFESSIONALS' GUIDE FOR ENSURING A CLEAN AND SAFE WORKSPACE

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In this industry, it has always been important to practice proper infection control and maintain cleanliness.

To prevent the spread of disease and protect yourself and clients, it is important we adhere to these practices.

This publication contains guidelines from the existing statutes and rules and is intended to support licensees in maintaining a safe salon atmosphere. However, it is not comprehensive of all laws and rules in place.

***Be sure to check the complete list of state laws and rules to ensure full compliance.***

# MAKE IT CLEAN. MAKE IT SAFE.

## THE SALON PROFESSIONALS' CHECKLIST



Follow this work checklist to ensure you're keeping your clients — and yourself — safe and clean.

*Only hospital-level, EPA-registered disinfectants that are labeled as bactericidal, virucidal, and fungicidal may be used, per manufacturer directions and for the required contact time.*

*Bleach products must have an EPA registration for hospital-level disinfection.*

*Alcohol is not an acceptable disinfecting agent.*

	AFTER EACH CLIENT	VISIBLY DIRTY	PRIOR TO SERVICE	DAILY	WEEKLY	ONGOING
<b>CLEAN AND DISINFECT:</b>						
Hair and debris	☑					
Work surfaces, where client's skin comes into contact	☑					
Electrical implements	☑					
Pedicure tub or basin (see pages 15 and 16)	☑			☑		
Work surfaces, where services are performed	☑			☑		
Service chairs	☑			☑		
Sinks and shampoo bowls	☑			☑		
Towel warmers				☑		
Containers with fluids, semifluids, creams, waxes, powders				☑		
Carts, trays, containers for tools		☑			☑	
<b>CLEAN:</b>						
Receptions area(s) including counters, tables, chairs, desks and door handles with soap and water or a cleaning agent				☑		
<b>LABELING:</b>						
Properly label all products, disinfectants and cleaning agents if not in the original container						☑
Properly label storage containers as "used" to ensure separation from all clean items						☑

## MAKE IT CLEAN. MAKE IT SAFE.

### THE SALON PROFESSIONALS' CHECKLIST

	AFTER EACH CLIENT	VISIBLY DIRTY	PRIOR TO SERVICE	DAILY	WEEKLY	ONGOING
<b>STORAGE:</b>						
New and disinfected implements are stored in a clean, closed container or on a clean towel and covered by a clean cloth						☑
Clean towels and linens are stored in clean, closed containers						☑
Sterilized tools must be stored in the packaging in which they were sterilized						☑
Fluids, semifluids, creams, waxes and powders are stored in clean, covered containers						☑
<b>LAUNDER:</b>						
Launder all towels, robes and linens with detergent and hot water in a washing machine, dry on hot	☑					
Clean nylon capes and aprons in a washing machine, dry on any setting or use disinfectant spray	☑					
<b>PRIOR TO A SERVICE:</b>						
Cover any work surfaces where services are performed with a clean cloth, paper towel or sheet to avoid skin contact			☑			
Implements pulled out for a service may be placed on and covered with a clean cloth			☑			
Fluids, semifluids, creams, waxes and powders are to be dispensed in a manner that prevents contamination of the unused supply			☑			
<b>LICENSING:</b>						
The establishment and all its practitioners have current and valid Minnesota licenses to provide services						☑
The establishment's license(s) are conspicuously posted in the reception area						☑
Each practitioner's individual license is posted at their assigned work station or each practitioner's license is conspicuously posted in the reception area with their name posted at their work station or on name badge, if worn						☑
<b>HANDWASHING SINKS:</b>						
Liquid or foam soap available						☑
Single service paper or cloth towels available						☑

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# WASH YOUR HANDS



Before providing any service, you must wash your hands with soap and water, and completely dry.



Hand sanitizer with a minimum of 60 percent alcohol is an acceptable alternative as long as your hands are free of lotions, ointments or product.



Gloves and hand wipes **are not acceptable** substitutes for hand washing.

## IMPORTANT GENERAL REMINDERS

- Only use cleaned, disinfected and/or sterilized, and properly stored tools on clients.
- Following infection control requirements is the responsibility of licensees, the designated licensed salon manager and salon owners.



# GENERAL INFECTION CONTROL TECHNIQUES

## CLEANING

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- STEP 1** Remove any visible debris and disposable parts from surfaces and tools.
- STEP 2** Wash tools and surfaces with either soap and water or a cleaning agent.
- STEP 3** Thoroughly rinse tools and let them dry before disinfecting.



## DISINFECTING

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Only hospital-level, EPA-registered disinfectants labeled as bactericidal, virucidal and fungicidal may be used for disinfection.

Contact time, safety precautions, dilution requirements and disposal techniques can vary by brand, so it is required to follow manufacturer instructions as indicated on the label when using disinfectants.

Alcohol is not an acceptable disinfecting agent and bleach products must have an EPA registration for hospital-level disinfection.

### DISINFECTANT SOLUTIONS MUST BE:

- Legibly labeled with the disinfectant name and any dilution requirements.
- Disposed of immediately if visible debris is present.
- Diluted, if required, according to manufacturer instructions using proper measuring devices.
- Made daily, in a covered container, and disposed of at the end of the day unless otherwise directed by the disinfectant label.

## DISINFECTION STEPS FOR SUBMERSIBLE TOOLS

- STEP 1** Make sure the tools you intend to disinfect have been cleaned thoroughly beforehand.
- STEP 2** Protect yourself by wearing gloves or using tongs to avoid direct skin contact with the disinfectant.
- STEP 3** Using a large, covered container, fully submerge all surfaces of the tools, including handles, in the disinfectant.
- STEP 4** After submerging tools for the full time listed on the disinfectant label, rinse and dry them to prevent exposing yourself or clients to unsafe pesticides and chemicals.

### EXAMPLES OF TOOLS TO BE SUBMERGED IN EPA-REGISTERED DISINFECTANT

- Makeup Brushes
- Hair Combs/Brushes
- Neck Brushes
- Color Brushes
- Tweezers
- Removable Clipper Guards
- Drill Bits
- Crocodile/Butterfly Clips
- Color and Facial Bowls
- Nail Clippers
- Perm Rods
- Curling Rollers
- Removable Pedicure Fans
- Diffusers
- Eyelash Stands, Holders, Pallets and Trays

## DISINFECTION STEPS FOR SPRAYABLE TOOLS

- STEP 1** Make sure the tools you intend to disinfect have been cleaned thoroughly beforehand.
- STEP 2** Protect yourself by wearing gloves or using tongs to avoid direct skin contact with the disinfectant.
- STEP 3** Spray or wipe the tool for the full contact time listed on the disinfectant label.

### EXAMPLES OF TOOLS TO BE SPRAYED OR WIPED WITH DISINFECTANT

- Shear and Razors
- Electric Clippers
- Nail Drills
- Flat Irons
- Blow Dryers
- High-frequency Wands
- Glass/Metal Electrodes
- Esthetic Machines
- Steamers
- Diffusers
- Clipper Blades



## STORAGE OF TOOLS

Disinfected tools must be stored in clean, closed containers, cupboards, drawers, or on a clean towel. If placed on a towel, the disinfected tool must be covered with a clean cloth towel or clean drape and must not come into contact with contaminated or non-disinfected tools.

Additionally, any tools pulled out for a service before the client's arrival must be placed on and covered by a clean cloth or paper towel, which must be discarded at the end of the service.

Disposable or disinfected spatulas or applicators must be used to remove products from containers. Spatulas, applicators or scoops must not be stored in the container. Licensees should never use their fingers to remove products from containers.



### STORAGE CONTAINER REQUIREMENTS

- Containers must have solid sides and lids.
- Clean and disinfect storage containers weekly and before use, if visibly soiled.
- Licensees may only use disinfectant wipes or sprays when the container is too large to be submerged in disinfectant.
- Do not use plastic or paper bags or sealed wrapping to store disinfected tools unless the tool was sterilized in that packaging.

## STERILIZING

Tools designed to puncture or invade the skin must be cleaned and sterilized before reuse. Autoclaves or other sterilizers must be registered and listed with the U.S. Food and Drug Administration and used only as instructed by the manufacturer.

## SINGLE-USE ITEMS

Store all new, clean single-use items in covered containers. All single-use items must be thrown away in the trash immediately after each service.



**ALL ITEMS ON THIS LIST CAN ONLY BE USED ONCE!**

- Any Items Made with Paper, Wood, Foam, or Other Porous Materials
- Ceramic Nail Files (unless completely sealed by a glaze)
- Cotton Balls
- Cotton Pads or Swabs
- Flip-flops or Slippers
- Foam Buffer Blocks
- Foam Toe Separators
- Foil
- Gauze Pads
- Gloves
- Lancets and Extraction Needles
- Nail Files (unless made of metal, glass or crystal)
- Neck Strips
- Paper Sandpaper Drill Bits
- Pedicure Tub Liners
- Pumice Bars or Stones
- Sanding Bands or Sleeves
- Sponges
- Tape
- Under-eye Pads
- Wax Strips
- Wooden Applicators



## GLOVES FOR SAFETY AND INFECTION CONTROL

Before putting on gloves, licensees must wash their hand and wrist areas with soap and water. If a glove is damaged or comes in contact with any non-disinfected surface, objects or a third person, the licensee must change gloves. Gloves must be discarded at the end of every service.



### LICENSEES MUST WEAR GLOVES WHEN:

- Mixing or touching disinfectant solutions
- Exposed to blood or bodily fluids
- Performing extractions, waxing or hair removal services
- Using a device that penetrates the skin
- Providing any service on the skin where the skin barrier is compromised
- A product manufacturer's or device directions recommend or require
- Scoring new nail files
- Preparing towels to be placed in a warmer



## CLEANING AND STORING LINENS

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Linens including towels, washcloths, robes or any other products used to cover or protect clients must be cleaned after each use. Any used linens must be stored in a closed container labeled “used.”

- STEP 1** Clean dirty linens in the washing machine using the detergent of your choice and hot water.
- STEP 2** Dry the linens on the hot cycle.
- STEP 3** Store the dry linens in a clean, covered container.

Clean plastic or nylon capes and aprons in a washing machine and dry them on any setting. Alternatively, these may be disinfected using a disinfectant spray for the full contact time.

## TOWEL WARMERS

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Linens including towels, washcloths, robes or any other products used to cover or protect clients must be cleaned after each use. Any used linens must be stored in a closed container labeled “used.”

- STEP 1** Salons must prepare hot steamed towels daily.
- STEP 2** Those who prepare towels placed in the warmers must wash their hands or wear gloves.
- STEP 3** At the end of the day any unused steamed towels must be removed and laundered.
- STEP 4** Clean steamed towels with detergent and bleach and dry towels on the hot cycle.
- STEP 5** Clean towel warmers with a disinfectant wipe or spray daily.



## **SHEARS AND RAZORS**

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Shears and razors are not required to be washed, but must be wiped to remove hair, product residue, and skin debris, and then disinfected with an EPA-registered, hospital-level disinfectant spray or wipe after each use. The surfaces must remain wet with the spray or wipe disinfectant for the contact time listed on the disinfectant label.



## **BRUSHES**

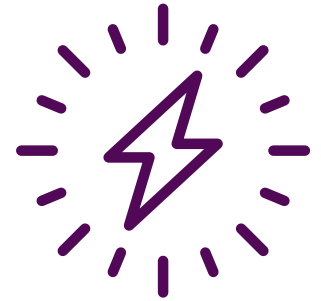
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Licenseses must clean and disinfect all hair or color brushes, brushes used in nail or skin services, makeup brushes and neck brushes. See rules for proper disinfection requirements.



## **ELECTRICAL AND ELECTRONIC TOOLS**

Electric clippers, nail drills, flat irons, blow dryers, glass or metal electrodes, high frequency wands, esthetic machines, steamers, diffusers, or other electric or electronic tools must be cleaned and disinfected or sterilized after each use, including the body, handle, and attached cord.



### **IF YOU USE ELECTRIC TOOLS:**

Only hospital-level, EPA-registered disinfectants that are labeled as bactericidal, virucidal, and fungicidal may be used.

Clean, disinfect or sterilize after each use

Removable non-metal parts and plastic guards must be removed, cleaned, and disinfected.

Removable metal parts

Product residue, hair, skin debris, nail dust, and other visible debris must be removed using a disinfected brush or clean towel

Parts must be detached and disinfected with spray or wipe

Non-removable parts

Product residue, hair, skin debris, nail dust, and other visible debris must be removed using a disinfected brush or blade wash

Parts must be sprayed with disinfectant

The surface of the tool's body, handles and attached cord must be brushed or wiped clean of all product residue, hair, skin debris, nail dust, and other visible debris, and then disinfected with a spray or wipe

Skin care machines and equipment must be cleaned and then disinfected or sterilized according to the manufacturer's instructions.

### **STORAGE:**

Disinfected electrical and electronic tools must be stored when not in use. Acceptable storage includes a clean and disinfected:

Surface

Stand or hook

Closed container, cupboard or drawer

## PEDICURE TUBS WITHOUT A LINER

Pedicure tubs, including basins, as well as piped and pipeless tubs must be cleaned and disinfected immediately after each service. Tub or basins not in service should be cleaned and disinfected daily as if they were used without a liner.

**STEP 1** Drain dirty water and remove any visible debris

**STEP 2** Remove detachable filter screens, inlet jets, footplates, impeller assemblies, other parts and debris before scrubbing with a disinfected brush, detergent and water

**STEP 3** Scrub the tub or basin with detergent and water

**STEP 4** Rinse the tub or basin with water and drain it

**STEP 5** Reattach any removable parts

**STEP 6** Fill the tub or basin with clean water and add an EPA-registered, hospital-level disinfectant, following the manufacturer's directions

**STEP 7** If the pedicure tub is electrical, turn the fan or pump on for the entire contact time

**STEP 8** After the contact time is complete, drain the disinfectant and rinse the tub or basin with clean water

**STEP 9** Use a disinfectant wipe to disinfect the faucet, faucet handles, controls, and all surfaces not covered with water when the tub or basin is filled — make sure the surface remains wet for the entire contact time per the manufacturer's directions





## PEDICURE TUBS WITH A LINER

Pedicure tub and foot basin liners are single-use items and must be disposed of immediately after use. If salons elect to use liners, only disposable foot basin or tub liners specifically designed and manufactured for that purpose may be used. Salons that choose to use liners must do so on all pedicure tubs and basins and must maintain a sufficient supply based on the practitioner and salon service volume.



### IMMEDIATELY AFTER EACH SERVICE LICENSEES MUST:

- Discard the liner in the trash
- Clean and disinfect any magnetic or removable parts exposed to the water contained in the liner
- Scrub and clean all visible debris in the basin or tub with a clean brush, liquid soap and water
- Rinse the tub or basin with clean water
- Wipe the tub or basin dry with a new, clean paper towel
- Wipe the faucet, faucet handles, controls, and any other surface not covered by the liner with a disinfectant wipe, making sure the surface remains wet for the entire contact time per the manufacturer's directions
- At the end of each business day, each tub or basin must be cleaned and disinfected following steps 1-9 on Page 15

## WAX AND PARAFFIN SERVICES

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Licensees must keep wax pots and paraffin warmers covered and clean the exterior daily.

If debris is found in the wax pot or paraffin warmer, or if the wax or paraffin is contaminated by contact with skin, unclean applicators, or double-dipping, it must be emptied. The licensee must throw away the wax and disinfect the pot or warmer.

Only dip disposable spatulas and wooden sticks into the wax once, and discard without using the other end. This includes sticks used for the purposes of stirring.

If using a single-service item, then the unused wax must be discarded after each service.

Any surface touched by a used wax stick must be cleaned and disinfected immediately after the service.

Licensees must portion paraffin wax into a bag or other container for each client or dispense in a manner that prevents contamination of the unused supply.



## EYELASH EXTENSION SERVICES

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Licensees must clean and disinfect eyelash stands, holders, pallets and trays before use with each client.

Clean and disinfect glue pallets and holders before use with each client.

Eyelash extensions must be stored in a clean, closed container or closed in the original packaging.

Eyelash extensions that are removed from the container or original packaging for an eyelash service and not used must be disposed of and cannot be used for another client.

When removing eyelashes from the container or package to portion out eyelashes for a service, a licensee must use disinfected tweezers, scissors, blade or other tool.





## BLOOD AND BODY FLUID EXPOSURE

Whenever a licensee or client incurs a cut, scratch or other bodily injury that results in exposure to blood or other bodily fluids, the licensee must stop the service and take the following precautionary measures:

**LICENSEES MUST NOT PERFORM SERVICES ON CLIENTS WITH OPEN WOUNDS OR SORES IN THE AREA OF THE BODY TO BE SERVICED**



- Put on gloves
- Rinse the wound with running water if possible
- Clean the wound with an antiseptic solution and cover it with a sterile bandage
- Place any blood-stained body fluid-contaminated materials in a plastic bag before sealing and discarding the items
- Remove any equipment, tools and implements that came into contact with blood or other body fluids
- Clean and disinfect any contaminated surfaces
- Wash hands with soap and water before resuming service
- Wear a glove or finger cover covering if the wound is on the licensee's hand
- Wear gloves on both hands if the wound is on the client