Dora

Department of Regulatory Agencies

CLEANING AND DISINFECTING GUIDE FOR THE BARBER & COSMETOLOGY INDUSTRY

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Consumer protection is our mission

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Emergency Resources

Center for Disease Control (CDC)
800-232-4636 or http://www.cdc.gov/

Occupational Safety and Health Administration(OSHA)
(303) 844-5285 or www.OSHA.gov

Food and Drug Administration (FDA)
303-236-3000 or http://www.fda.gov/

Rocky Mountain Poison and Drug Center
1-800-222-1222 or http://www.rmpdc.org/

Department of Regulatory Agencies (DORA)
Division of Registrations
Office of Barber and Cosmetology Licensure
1560 Broadway, Suite 1350, Denver, Colorado 80202
303.894.7772
http://www.dora.state.co.us/barbers_cosmetologists

Consumer Tips

The next time you visit a salon or barbershop to receive a haircut, manicure, pedicure, waxing or other service, look around and ask yourself these questions:

- Is the overall appearance of the shop and the work area clean and free of debris?
- Are the tools and implements used in the service being properly cleaned and disinfected after every client?
- Are emery boards, cotton pads, nail buffers and similar items immediately thrown away after use on clients?
  Note: Some nail files can be disinfected and do not have to be thrown away depending on whether the tool survives the cleaning and disinfecting process.
- Do you see clean items stored separately from soiled/used ones? Are they properly labeled as "clean" or "used"?
- Are clean combs and brushes or new nail files and pumice stones used on you or other clients?
- Is there one plastic container of manicure implements in the drawer of the manicure table?
  Note: If so, check them to be sure they are clean and or new and the container should NOT have any debris (nail dust) in it.
- Are clean towels stored separately from soiled ones? Is a clean towel provided for each client?
- Did the professional wash his or her hands before beginning services on you?
- If receiving a manicure, did the professional have you wash your hands before the service? If receiving a pedicure, did the professional clean your feet before beginning services?
- Are there callus shaver blades in use?
  Note: Use of this instrument is illegal in a beauty salon or barber shop except when performed by a licensed physician. Do not allow a professional to use such a blade on you. Also, don't ask them to use it on you if you take one to the salon. In fact, it is NOT recommended you take any of your own tools to a manicure because proper cleaning & disinfecting cannot be assured.

If you are interested in verifying whether someone is licensed, please visit our Automated Licensure Information System Online (ALISON) found at
https://www.doradls.state.co.us/alison.php

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Barber and Cosmetology Consumer's Bill of Rights

All Colorado citizens who use barber or cosmetology services have a right to:

- A pre-consultation before any service to explain service options, expected results and side effects.
- A service environment and work area that is spotless and **never** dusty or dirty.
- Have **clean and disinfected** and/or **new** tools such as combs, brushes, files and equipment used for every service they receive.
- Competent professional services.
- Verify names, licenses and credentials of beauty professionals who provide barbering and cosmetology services.
- Receive clear explanations and costs of services offered.
- Refuse any service offered.
- File a complaint with the Office of Barber and Cosmetology Licensure regarding an incompetent or dangerous professional, salon/barbershop or an unlicensed person.
- Be treated with courtesy and respect
- Know that no beauty or barber service should hurt, injure or put you at risk of infection.

Be A Smart Consumer: Ensure You Receive Safe Barbering and Cosmetology Services

Pantry Checklist

Recommended Supplies For Every Shop and Salon

- ☐ Measuring cups (several sets)
- ☐ Spray bottles clearly marked with contents (alcohol, disinfectant, etc.)
- ☐ Funnels (to prevent spills)
- ☐ Trash cans for each service area
- ☐ Cleaning cloths, scrub brushes and sponges (stock many of these because they cannot be reused until laundered)
- ☐ Containers large enough for submerging implements in disinfectants.
- ☐ Terry towels and paper towels
- ☐ Bins for clean towels, tools and items
- ☐ Bins for used/dirty towels, tools and items
- ☐ Cotton balls and cotton swabs
- ☐ Plastic baggies
- ☐ Trash bags
- ☐ Antibiotic hand sanitizer (i.e. waterless hand sanitizer)
- ☐ First-aid kit with:
  - ☐ Liquid Band-Aid
  - ☐ Band-Aids
  - ☐ Antiseptic
  - ☐ Gauze
  - ☐ Eyewash (use for chemical burns)
  - ☐ Disposable gloves
- ☐ Protective clothing (for use when performing chemical service)
  - ☐ Plastic aprons
  - ☐ Capes
  - ☐ Masks
  - ☐ Goggles or protective eyewear
  - ☐ Gloves
- ☐ MSDS (Material Safety Data Sheet) booklet for all hazardous products
- ☐ Sharps (biohazard) container
- ☐ Cleaners or detergents (Strong enough to remove oil and debris (Mr. Clean, 409, Lysol, Fabuloso, etc.)
- ☐ Disinfectants
  - ☐ Two containers of PROFESSIONAL Environmental Protection Agency (EPA)-registered hospital grade disinfectant. So you always have another container in stock. (WARNING: If you run out, you CANNOT accept clients until you get more disinfectant.)
  - ☐ Alcohol
  - ☐ Bleach as a disinfectant: ¾ cup + 1 gallon COLD water = 10% bleach solution

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Glossary of Terms

Antibiotic gel: A water-less hand cleaner that can be used without soap and water.

Antiseptic: A product put on an injury to prevent and slow the growth of bacteria and can be used on the skin.

Bacteria: One-celled microorganism.

Bactericidal: Capable of destroying bacteria.

Detergent: A cleaning substance that dissolves dirt. It is not meant for use on the body. Is used for scrubbing and cleaning floors, walls, etc.

Contagious: Disease that can be easily spread to others by contact.

Disease: Abnormal condition of all or part of the body, organ, or mind that makes it incapable of carrying out normal function.

Disinfectant: A product that will kill some types of bacteria (read the label), must be registered with the Environmental Protection Agency (EPA), used as is instructed on the label to be effective, and cannot be applied to an injury.

Disinfection: Process that eliminates most microorganisms, but is not effective against bacterial spores.

Fungi: Microscopic plant parasites, including molds, mildews, and yeasts.

Fungicidal: Capable of destroying fungi.

Hepatitis: Blood-born virus that causes disease affecting the liver.

Herpes simplex: Fever blister or cold sore; recurring viral infection.

HIV: An infection that occurs by the transfer of blood or body fluid that can lead to acquired immunodeficiency syndrome (AIDS).

Infection: Invasion of body tissues by pathogenic bacteria.

Infectious: Infection that can be spread from one person to another person or from one infected body part to another.

Lesion: A mark on the skin that may indicate an injury or damage that changes the structure of tissues or organs.

Lice: Lice are parasitic insects that can be found on people's heads, and bodies. Human lice survive by feeding on human blood. Lice found on each area of the body are different from each other. Pediculus humanus corporis (body louse, clothes louse). Only the body louse is known to spread disease. Lice infestations (pediculosis and pthiriasis) are spread most commonly by close person-to-person contact.

Malassezia: Naturally occurring fungus that is present on all human skin, and is responsible for dandruff.

MRSA: Methicillin-resistant Staphylococcus aureus, aka a "superbug" and an extremely contagious, unpredictable staph infection, resistant to Methicillin, the antibiotic normally used to fight staph infections.

Nippers: Instrument used for manicures and pedicures to trim tags of dead skin.

Non-porous: An item that will get wet only on the outside and can be dried completely by wiping with a dry towel. For example, a plastic comb or brush, a metal tool such as a shears, metal pusher or nipper.

One client item: This is an item that can be used for one client but is not able to be cleaned and disinfected, so it must be disposed of and a new item must be used for the next client. For example, a pumice stone, buffer block, and file made of cardboard (does not have the words "clean or disinfectable" written on it).

One use item: An item that can only be used one time on the same client. For example, a wooden spatula must be thrown away after it is dipped into wax, or any cream or product, and thrown away after it touches skin.

Pathogenic: Causing disease; may cause harmful conditions or illnesses in humans.

Personal hygiene: Daily maintenance of cleanliness by practicing good sanitary habits.

Glossary of Terms Continued

Porous: Absorbent, having pores or openings. An item that will absorb water or a liquid. For example, a sponge, cloth, a cardboard file, a wooden spatula or orangewood stick.

Psoriasis: Skin disease characterized by red patches, covered with silver-white scales usually found on the scalp, elbows, knees, chest, and lower back, but rarely on the face.

Sanitation: or sanitizing Cleaning to remove all visible debris and matter.

Scabies: Contagious skin disease that is caused by the itch mite, which burrows under the skin.

Sterilization: A process that completely destroys all microbial life, including spores.

Submerge: Immersed or completely covered with liquid (i.e disinfectant).

Tinea: Medical term for ringworm, a contagious condition caused by fungal infection.

Tuberculocidal: Disinfectants that kill the bacteria that cause tuberculosis.

Universal Precautions: A set of guidelines published by the Occupational Safety and Health Administration (OSHA) that requires the employer and employee to assume that all human blood and body fluids contain pathogens and are thus infectious.

Virucidal: Capable of destroying viruses.

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Universal Precautions: Protecting Your Client and Yourself

Healthy Practices to Control Infection

Every year, many people get sick -- some even die – after becoming infected by diseases that could be prevented through healthier practices and infection control measures called "Universal Precautions." These guidelines from the Centers for Disease Control and Prevention outline steps to stop the spread of diseases found in and on the body. Such practices are important for anyone providing a hands-on client service, including barbers and cosmetologists. **Remember: Every client is a possible carrier of an infectious disease.**

Hand Washing: The Foundation of Good Health

Proper hand washing is the most effective way to prevent the spread of infection in any setting, including the salon, barbershop or day spa. Before any service, wash hands – the client's and your own. To be sure hands are clean, scrub them in soap and warm water for a minimum of 20 seconds. Unsure how long this is? Just sing "Happy Birthday."

Create A Healthy Environment

- Cover coughs and sneezes.
- Stay up to date with immunizations.
- Use gloves, masks, protective eyewear and clothing.
- Make tissues and waterless hand cleaners available.
- Follow Universal Precautions – the guidelines hospitals use when dealing with blood or contaminated items.

When Someone Is Cut: Use Universal Precautions

As careful as professionals try to be, cuts do happen, especially with the many sharp tools involved in the salon or barbershop. Follow these guidelines to control infection:

If someone is cut with a single-use item (i.e. disposable file, pumice or buffer):

1. STOP
2. If you are not wearing gloves, put some on.
3. Blot the blood with cotton or gauze.
4. Apply antiseptic with a cotton swab.
5. Cover with a Band-Aid.
6. Place any cotton, gauze or swabs, as well as the tool in a plastic bag and then put all in a puncture-resistant biohazard container (i.e. "Sharps" container).
7. Remove gloves and place them in a Sharps (biohazard) container.
8. WASH your hands.

Universal Precautions Continued

If someone is cut or injured with a reusable tool (i.e. shears, straight razors, nippers or metal file):

1. STOP
2. If you are not wearing gloves, put some on.
3. Blot the blood with cotton or gauze.
4. Apply antiseptic with a cotton swab.
5. Cover with a Band-Aid.
6. Clean the tool by wiping or rinsing it.
7. Put the tool in a hospital grade Environmental Protection Agency (EPA) -registered disinfectant mixed according to manufacturer's directions.
8. Put any cloth or cotton with blood on it in a puncture-resistant biohazard container (i.e. "Sharps" container).
9. Remove gloves and put them in a biohazard container.
10. WASH your hands.

Remember: Dispose of waste the right way. There are waste disposal services to handle biohazard containers for you. Don't put someone else at risk!

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Cleaning and Disinfecting Specialized Items

METAL ELECTRIC NAIL FILE BITS - Immediately after each client	
CLEAN	**DISINFECT**
• Remove metal file bit from electric file. • Place in container of solvent or acetone to soften and dissolve acrylic on bit. • When acrylic has softened, use brush to remove all traces of acrylic. • Rinse.	• Completely immerse bit in disinfectant according to manufacturer's instructions. • Rinse. • Place in clean and dry container.

ARBOR SANDING BANDS - Immediately after each client
• Remove from file
• Place in trashcan

WORK AREA - Immediately after each client
All work areas, such as beds for facials or manicure tables and chairs, must be covered with towels or sheets, which must be put in dirty laundry bins and replaced with clean towels or sheets for each client. Paper coverings must be thrown away immediately and replaced with new covers.
All surfaces touching clients, whether chairs, tables or beds, must be cleaned after each client unless surfaces are covered (see instructions above). • Spray areas with detergent or household, kitchen or bathroom cleaner. • Wipe with a clean cloth. • Place cloth in dirty laundry bin.

CAPES AND TOWELS
Place towels or neck strips between capes and clients' skin. Otherwise, a NEW cape must be used for each client. **Reminder: One towel per client.** Paper towels must be thrown away immediately after each use.

MAKEUP, CREAMS, LOTION, WAX AND APPLICATORS
Containers of products used on more than one client, whether eye shadows, moisturizers or waxes, can ALL harbor bacteria. **Public make-up displays:** Never allow professionals to apply products by dipping hands or fingers into product containers. Spatulas and applicators should be used. Once applicators touch someone they can't be re-dipped. Wooden spatulas also must be thrown away immediately. Plastic or metal applicators must be cleaned and disinfected before use on another client.

WARNING

ANYTHING THAT TOUCHES SOMEONE – HANDS, SALON TOOLS, IMPLEMENTS OR APPLICATORS – MUST THROWN AWAY OR CLEANED AND DISINFECTED.

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SHEARS - Immediately after each client	
CLEAN	**DISINFECT**
• Remove ALL traces of hair and/or debris. • Wipe with dry/clean cloth or use moist cloth if hair is stuck to shears.	• Spray shears with disinfectant and wipe with clean cloth. • Place in clean and dry container.

SHEARS - At the end of each day	
CLEAN	**DISINFECT**
• Remove ALL traces of hair and/or debris. • Wipe with dry/clean cloth or moist cloth if hair is stuck to shears.	• Spray shears with disinfectant and let air dry for 10 minutes or immerse in disinfectant according to manufacturer's instructions. • Completely remove disinfectant from shears by rinsing and drying.

To lengthen the life and help maintain the condition of your shears:

- Apply a few drops of oil to the screw head and tip. Then apply oil between the blades near the screw.
- Move the shears as if you were cutting with them.
- Use your finger to wipe a thin amount of oil on the nipper area to help dissolve any dirt and for added protection of the area.
- Wipe with clean cloth to remove any excess oil.
- Place in a clean and dry container.

HELPFUL HINTS: It is extremely important to use only oil designed for shears. Never use electric clipper oil on shears or scissors!
Disinfectants can corrode shears so whichever disinfectant you choose, it's smart to completely remove disinfectant from the shears (hinge, etc.) after the disinfection process is complete. It's also very important to buy both a cleaner and disinfectant designed specifically for shears.

OTHER METAL TOOLS/IMPLEMENTS - Immediately after each client (Razors, metal combs or picks, nail clippers, nippers, files, pushers, metal files, tweezers, metal callous files)	
CLEAN	**DISINFECT**
• Remove ALL traces of hair and/or debris. • Wipe with dry/clean cloth or moist cloth if hair, nail dust, or skin is stuck on tool.	**Use a disinfectant specially designed for use on metal tools.** • Spray metal tool with disinfectant and let air dry for 10 minutes or immerse in a disinfectant according to manufacturer's instructions. (Use tongs to remove items from disinfectant or wear gloves. • Completely remove disinfectant from metal tool by rinsing and then wiping tool. • Place tool in a clean/dry container labeled "Clean."

Cleaning & Disinfecting Metal, Non-Porous & Electrical Tools and Implements

NON-POROUS TOOLS (Hard-plastic combs, brushes, clipper guards, picks, clips, perm rods, rollers, glass files, plastic cuticle pushers, nail or pedicure files that are hard plastic.)	
CLEAN	**DISINFECT**
• Remove ALL traces of hair, nail dust, skin, and/or debris. A dry comb or brush will help clean the item. • Wash thoroughly with soap and water. • Rinse. • Dry.	**Use a disinfectant specially designed for plastic tools.** • Immerse clean tool in disinfectant according to manufacturer's instructions. (Use tongs to remove items from disinfectant or wear gloves.) • Completely rinse disinfectant from plastic tool. • Air dry on clean surface. • Place in clean and dry container labeled "Clean."

ELECTRIC EQUIPMENT

CLIPPERS - Immediately after each client	
CLEAN	**DISINFECT**
• Remove plastic guard from clipper. • Use a stiff brush (toothbrush) to brush all visible hair from blade and clippers. • Spray canned air between the clipper blade and clipper to remove trapped hair. • Clean surface of clippers with cloth (you touched the client, several implements and then the clippers so the body of the clippers has been contaminated).	• Turn clippers on and spray with spray disinfectant in between clipper blade and clippers so disinfectant drips. • Shake clippers while spraying with disinfectant until hair stops falling out. • Generously spray the clippers with disinfectant again. • Air dry on clean surface according to manufacturer's directions. • Place clippers in clean/dry container.

WAX POT - Immediately after each client
• Wipe entire outer surface with cloth moistened with oil. Because the pot is warm, this removes wax drippings and is the easiest away to maintain a clean wax warmer. • This same procedure should be used for the table or floor - wherever wax has dripped.

ELECTRIC NAIL FILE - Immediately after each client	
CLEAN	**DISINFECT**
• Remove ALL electric nail file bits. • Wipe file with cloth to remove all nail dust.	• Wipe with alcohol-soaked cloth and place in clean/dry area or container.

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Cleaning & Disinfecting Pedicure Spa Tubs

Immediately after each client

1. Throw away **ALL** cotton or paper trash, non-metal or non-glass files, buffers and pumice blocks. Place soiled towels in the dirty laundry bin.

CLEAN

2. Drain all water and remove all visible debris from spa tub.

3. Clean tub surfaces and walls thoroughly with detergent and cloth and/or brush to remove debris and product residue. Rinse with clean water.

4. Place the cloth, brush or sponge used to clean the spa tub in the dirty laundry container.

DISINFECT

5. Spray foot-basin surface with appropriate disinfectant.

6. Wipe dry with clean towel.

7. Place towel in dirty laundry bin.

After last client at end of each day

1. Throw away **ALL** cotton or paper trash, non-metal or non-glass files, buffers and pumice blocks. Place used towels in a dirty laundry bin.

CLEAN

2. Drain all water and remove all visible debris from spa tub.

3. Remove **ALL** removable spa tub parts. **This includes the screen**.

4. Remove all visible debris from spa tub openings covered by screen, the screen itself, and spa tub parts. Clean all parts with cloth, brush or sponge and detergent to remove all debris, oil and product residue. Place cleaning cloth, brush or sponge in dirty laundry bin or used tool container.

5. Place all removable parts back in tub.

6. Fill tub with warm water and low-suds detergent, turn on the jets and run for 5 minutes.

7. Drain soapy solution and rinse basin with clean water.

DISINFECT

8. Refill basin with **cold** water and EPA (Environmental Protection Agency)-registered hospital-grade disinfectant mixed according to manufacturer's instructions or bleach solution.

9. Turn on jets and run spa tub for 10 minutes.

10. Drain, rinse, and wipe basin with clean towel. Place towel in dirty laundry bin.

11. Log cleaning and disinfecting of each pedicure foot spa chair.
Enter and initial the date and time on PEDICURE FOOT SPA CLEANING AND DISINFECTING LOG. You must maintain a record of the last **30** days and it must be available at all times for client or inspector.

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Pedicure Foot Spa Cleaning and Disinfecting Log

NAME OF BUSINESS_____

(A Log is needed for each chair)

Month/Year_____**Chair number** _____

DAY	TIME	NAME
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