



# SPA SANITATION & HYGIENE STANDARDS

## **Pure Touch Skin Center**

*This checklist provides general guidelines for reopening our medical spa and does not supersede any laws under which your medical spa operates. Always follow the health and sanitation regulations established by our local, state or national governments. The checklist is meant for us to follow the guidelines that are stated and signed, dated and a copy to take home to ensure the health and safety of our staff and patients.*

## INTRODUCTION & DEFINITIONS

Maintaining a high standard of cleanliness and sanitation is essential to the successful operation of any medical spa. Not only are visibly clean spaces more inviting to patients, but thoroughly sanitizing and disinfecting all areas of our offices can be critical to the health and safety of every person who walks through our doors.

This document provides guidance on how to effectively sanitize and disinfect our offices after a shutdown period to reduce the spread of communicable diseases as much as possible.

*A note about the terms used within this document:* “cleaning,” “disinfecting” and “sanitizing” are sometimes used interchangeably, but their meanings are distinct. The definitions below are those used by the Centers for Disease Control and Prevention (CDC) and are consistent with the way these terms are used in this document.

**Cleaning removes germs**, dirt and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

## MATERIALS AND SAFETY PRECAUTIONS

Before sanitizing our offices, make sure you have appropriate cleaning materials and personal protective equipment (PPE) on hand. Such items may include:

- Soap
- EPA-registered disinfectants (Sani-Cloth)
- Disposable gloves
- Face masks
- Household bleach
- Isopropyl Alcohol
- Hibiclens
- Acclean (mouth wash)

Additional PPE (protective eyewear, facemasks, face shield) may be required based on the cleaning products or disinfectants being used and whether there is a risk of splash.

If an EPA-registered disinfectant is not available, diluted household bleach solutions may also be used if appropriate for the surface.

- Follow the manufacturer's instructions for application and proper ventilation
- Wear protective inhalation masks and eyewear or full-face visors when using bleach and other hazardous chemicals
- **Never mix household bleach with ammonia or any other cleanser**

To make a bleach solution, mix:

- Five tablespoons (one-third cup) bleach per gallon of water, or
- Four teaspoons bleach per quart of water

Leave solution on surfaces for at least one minute.

*Note: a bleach solution should only be used if absolutely necessary, as its smell and vapors can be unpleasant for patients.*

Alcohol based wipes, sprays or solutions containing at least 80 percent alcohol may also be used to disinfect surfaces. Dry surfaces thoroughly after application.

## PRIOR TO REOPENING

We will be following the local, state and national regulations applicable for our offices regarding occupancy levels, social distancing protocols, etc.

Properly sanitizing our offices after an extended shutdown (especially due to a communicable disease) protects the health and safety of patients and staff. Observe the following guidelines to safely and effectively sanitize our offices prior to us reopening.

### Communal Areas, Treatment Rooms and Service Areas

#### *Hard Surfaces (not including electronics)*

- Wear disposable gloves to clean and disinfect
- Collect cleaning materials and make sure the area you are disinfecting is well-ventilated
- Using an EPA-registered disinfectant (and following the instructions on the label) clean and disinfect high touch surfaces, including tables, doorknobs, light switches, countertops, retail shelves, handles, desks, phones, keyboards, faucets and sinks, chairs, stools, trolleys, vanities, storage containers, etc.

#### *Soft Surfaces—Including Carpeted Floors, Rugs, Furniture and Drapes*

- Clean the surface with soap and water or with cleaners appropriate for use on those surfaces
- Launder items (if possible) according to the manufacturer's instructions, using the warmest appropriate water setting and drying items completely

#### *Electronics*

- For electronics such as tablets, touch screens, monitors and remote controls:
  - Consider a wipeable cover for applicable devices
  - Follow the manufacturer's instructions for cleaning and disinfecting

- For digital locks:
  - Follow the manufacturer's instructions for cleaning and disinfecting
  - No liquid cleaning solution should be applied directly to the lock
  - Apply disinfectant to a soft, lint free cloth and wipe down a single lock to test the solution; allow lock to dry completely
  - If no cosmetic change occurs after 10 minutes, disinfect remaining locks

## Retail Spaces

- Use the [guidelines for hard surfaces to clean and](#) disinfect shelves and individual items (when possible), along with other surfaces
- All testers will not be on display for any ones use.

## AFTER REOPENING

Once our offices are reopened following an illness-related shutdown, maintaining high sanitation standards is critical for both reducing the spread of communicable diseases that may appear in the future and ensuring peace of mind for patients and staff.

- We will follow the local, state and national regulations and guidelines applicable to our medical spa, including those related to occupancy levels, social distancing and other measures intended to reduce the spread of viruses
- Encourage patients to reschedule appointments if they are sick or exhibiting symptoms of illness, especially a cough, fever, sore throat, or shortness of breath
- Employees must stay home if they are sick or exhibiting symptoms of illness
- Routinely sanitize communal areas, treatment rooms and restrooms according to the guidelines.
- Continue to sanitize hydrothermal areas according to the guidelines.

## During Treatments and Services

For the safety of both patients and staff, all providers may adhere to some or all of the following guidelines before, during and after services to reduce exposure to germs and minimize the spread of communicable diseases.

### *All Service Providers*

- Always follow the local, state and national regulations and guidelines applicable to our offices, including those related to occupancy levels, social distancing and other measures intended to reduce the spread of viruses
- Stay home if you are sick or are exhibiting symptoms of illness such as a fever or persistent cough
- Consider greeting guests with a no-touch welcome ritual or greeting instead of a handshake
- Wash hands for 30 seconds with soap and warm water prior to treatment, and verbally notify guest that hands have been washed; if washing hands is especially impractical, use hand sanitizer
- Encourage guests to wash hands prior to treatment; if washing hands is impractical or guest would prefer, provide hand sanitizer

- As much as possible, all providers should refrain from touching their own faces during services
- Consider the use of personal protective equipment during services, including disposable gloves or facemasks

### In Case of Sickness

If a patient or staff member in the office is sick or exhibiting symptoms consistent with COVID-19 , we will follow these steps to reduce the likelihood of transmission:

- Always follow the regulations and guidelines provided by local, state and national authorities
- If possible, close off all areas used by the sick person
- If possible, open outside doors and windows to increase air circulation and wait up to 24 hours before you clean or disinfect (if 24 hours is not feasible, wait as long as possible)
- Clean and disinfect all areas used by the sick person.
- Continue routine cleaning and disinfection

All of the guidelines must and will be followed on the day and there after employment starts. Please sign and date and return back to the Director of Operations, Kathrine Juarez on the day of your shift.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Director Of Operations: Kathrine Juarez Date: \_\_\_\_\_

Signature: \_\_\_\_\_