

SALON AND SPA COMPLIANCE HANDBOOK

If you own or are opening a salon or spa,
all the information you will need for compliance can
be found in this comprehensive guide.

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The Cosmetology Association of Nova Scotia (the “Association”) is the licensing and regulatory body of Nova Scotia cosmetologists, salons and spas, industry business owners, and colleges offering cosmetology programs. Cosmetology licences and salon / spa permits are compulsory in Nova Scotia. The *Cosmetology Act*, 2012, c. 39 (the “Act”) and its By-Laws are legislation followed by the Association to advocate best practices for the safety of the public and member cosmetologists. The *Act* and By-Laws also guide the Association in promoting the highest licensing standards.

Universal precautions are an essential part of the cosmetology industry. It is imperative that all cosmetologists and business owners are aware of, fully understand and practice proper sanitation, disinfection, and sterilization methods required to maintain the universal safety precautions standard when equipment, implements, and surfaces become contaminated. A salon or spa may face inspection failure if such processes are not in place and adhered to.

Additionally, a salon or spa may fail the licensing portion of an inspection if: 1) the cosmetology establishment is not registered with the Association, 2) the salon or spa permit is not current, or 3) if the salon or spa cannot provide verification that all employees providing cosmetology services hold a valid work permit or current cosmetology licence with the Association.

To educate the membership for the purpose of ensuring the safety of the public and member cosmetologists, the Cosmetology Association of Nova Scotia has created this comprehensive guide to sanitation, disinfection, and sterilization for practical use in salons and spas. We invite you to learn more about us on our website by visiting www.nscosmetology.ca.

SALON / SPA COMPLIANCE: GENERAL GUIDELINES

Permits and Licences

- A salon or spa must be registered with the Cosmetology Association of Nova Scotia and hold a valid and current salon / spa permit.
- All employees providing services to the public for fee, gain, or expectation of reward or remuneration must hold a valid and current licence in their scope of practice.

- Licences and permits must be displayed in a location visible to the public.
- The Association may ask for proof that a business owner has fulfilled all other requirements to operate a cosmetology establishment before application approval, such as compliance with
 - ⇒ Canada Revenue Agency requirements
 - ⇒ Registry of Joint Stock Companies - business legislation
 - ⇒ Municipal Zoning requirements
 - ⇒ Occupancy Permit requirements
- Salons and spas must also be in compliance with Occupational Health and Safety standards, which can be viewed at:

www.novascotia.ca/lae/healthandsafety/

Effective as of October 15, 2018

The following additions are being added to the Association's Policies and Procedures and the Salon and Spa Compliance Handbook:

All salons and spas (including in home salons and spas) opened on or after October 15, 2018 must:

- Provide and maintain a separate entrance to the salon/spa (which does not require entry into personal living quarters); if you are unsure as to whether or not your facility is satisfactory in this regard, please contact the Association for clarification
- Provide and maintain a sign to be displayed on the outside (or in a window visible to the public) of the premises
- Provide and maintain an Open and Closed sign displayed to the outside public
- Post a price list and salon/spa operating hours that is visible to the public
- Provide and maintain washroom facilities for use by the public which does not require entry into or have visibility of personal living quarters; if you are unsure as to whether or not your facility is satisfactory in this regard, please contact the Association for clarification
- Provide and maintain a sink with running hot and cold water in the room or in an adjacent room where cosmetology services are being offered
- Provide proof of insurance to the Association
- Be in compliance with all Provincial and Municipal laws, including confirmation of the Municipality's approval (i.e.: zoning, building permit if applicable, and the NS Registry of Joint Stock Companies)

- Be separate from personal living quarters; if you are unsure as to whether or not your facility is satisfactory in this regard, please contact the Association for clarification
- Provide and maintain adequate lighting and ventilation
- Adhere to all other Provincial Act and By-Law requirements
- Adhere to the Association's inspection checklist requirements, which can be found on pages 4 to 6 of this Handbook.

Practice

- Processes must be in place and clearly observed to protect both the client and practising cosmetologists. For example:
 - ⇒ Clean neck strips / capes / robes / linens for each client
 - ⇒ Gloves and masks available for employee use where appropriate
 - ⇒ First Aid kit / eyewash station, tongs, goggles on-site
- Professional products should be used during services.
- Products should be clean, covered and labeled at all times (this includes wax pots).
- All porous items considered to be "disposable" must be discarded after each single-client use.
- No "double dipping" in wax pots.
- An extra supply of disposable items should be on-site to clearly display that these items are not being reused on other clients.

Sanitation, Disinfection, and Sterilization

- Proper disinfection processes must be in place and adamantly practiced.
- Approved sanitizers and disinfectants must be on-site, accessible, and in their original containers.
- All stations and treatment rooms must be disinfected after each client and be free of dirt, debris, hair, and bodily tissues.
- Reusable tools and implements must be disinfected after each client.

- Machines must be well maintained and disinfected.
- Barbicide jars and disinfectant trays must be regularly changed, keeping them free of dirt and debris, and should fully submerge all items they contain.
- Sharps container and/or contaminated products bag should be onsite and utilized.

Cleanliness

- Washroom facilities must be clean and contain liquid soap, bathroom tissue, and disposable hand towels and/or paper towel.
- Sink areas must be clean, free of dirt, debris, and build-up.
- Floors must be regularly swept and free of hair and bodily tissues.
- Waste materials must be disposed of in appropriately labeled and covered containers.
- Waste containers must be available in all areas and used for the disposal of throwaway items.
- Clean linens must be kept in a clean, dry place and dirty linens must be placed in a separate basket or container for laundering.
- All linens must be laundered after each client.
- Clean tools and implements must be separated from soiled tools and implements.

INSPECTION COMPLIANCE CHECKLIST

This checklist includes, but is not limited to, requirements for inspection compliance as outlined by the Cosmetology Association of Nova Scotia's *Act and By-Laws*.

My Salon or Spa...

- ✓ is registered with the Registry of Joint Stock Companies of Nova Scotia
- ✓ has been issued a valid business permit from the Association (renewal deadline: December 31 of each calendar year)
- ✓ employs only cosmetologists who hold a valid and current Nova Scotia cosmetology licence (renewal deadline: December 31 of each calendar year)
- ✓ displays its business permit as well as all employee licences in a place that is visible to the public and any inspection officer
- ✓ has washroom facilities that are clean and contain bathroom tissue, liquid soap, and one-time use hand towels or paper towel
- ✓ has waste containers in all areas that are available for the disposal of appropriate items
- ✓ keeps clean linens available in a clean, dry area and uses a separate container or basket for soiled linens
- ✓ has approved sanitizers and disinfectants that are on-site, accessible and in their original containers
- ✓ demonstrates that sanitizers and disinfectants, along with their processes, are being used appropriately and according to manufacturer's instructions
- ✓ discards single-use items after each client and a supply of additional new items are on-site (this includes any porous items, wax sticks, etc.)
- ✓ disinfects all stations and surfaces used during a client service after each client, keeping them free of dust, dirt, debris, hair, and bodily tissues
- ✓ launders soiled linen after every single client (neck towels, robes, head bands, slippers, etc.)
- ✓ disinfects all reusable tools and implements after each client use

- ✓ ensures all Barbicide jars and disinfectant trays are free from dirt and debris, are regularly changed, and all tools and implements are fully submerged
- ✓ ensures Barbicide is mixed according to manufacturer's instructions
- ✓ stores disinfected tools and implements in a clean, dry, covered container that is separate from used tools and implements
- ✓ disinfects all machines being used and keeps them in good working condition
- ✓ sweeps and mops floors regularly, keeping them free of dirt, hair, debris, and bodily tissues (all hair and bodily tissues are disposed of in appropriately covered containers)
- ✓ ensures sink areas are clean and kept free of dirt, debris, and build up
- ✓ ensures product containers are clean, covered, and labeled at all times (this includes heated wax)
- ✓ has gloves available on-site for use during services to protect myself all employee(s) and clients
- ✓ has masks available on-site for appropriate use
- ✓ maintains a full list of employees who are on the salon's business payroll, and that will be made available to an inspection officer from the Cosmetology Association of Nova Scotia confirmation of employment
- ✓ maintains a client appointment book / computer system register that is available to an inspector from the Cosmetology Association of Nova Scotia for verification of all information regarding employees providing services to the public
- ✓ grants to any inspector from the Cosmetology Association of Nova Scotia full access to the salon or spa's facilities in order to facilitate a proper inspection (it is not a requirement for a manager or owner to be on-site during this process)
- ✓ stores sharps and/or other contaminated materials in a hazardous materials container or bag for proper disposal

GUIDELINES FOR MOBILE HAIRDRESSING

The Cosmetology Association of Nova Scotia requires an individual to possess the following to legally operate a mobile hairdressing business:

- a valid cosmetology licence in their scope of practice
- a valid mobile cosmetology establishment permit (as outlined in the *Cosmetology Act, 2012, c. 39*, at s. 2 (i)(o) and in the By-Laws at s. 4.1 (a - l) and s. 5.1 - 5.4

The Association must receive the following to register a mobile hairdressing business:

1. mobile salon / spa permit registration form
2. business owner agreement form
3. salon / spa proprietor registration fee
4. mobile services permit fee

All paperwork must be filled out in its entirety, be signed and submitted to the Cosmetology Association of Nova Scotia for approval and all fees must be paid in full as outlined in Schedule B of the By-Laws, at p. 20.

An individual can legally operate a mobile hairdressing business once a permit is obtained. They may also at this time request an inspection of their mobile hairdressing kit to be conducted by the Inspections Compliance Officer at the Cosmetology Association of Nova Scotia.

Mobile Hairdressing or Esthetics Kits

Mobile kits must include the following:

- an appropriate, portable carrying case
- cosmetology licence and business permit
- First Aid kit
- appropriate, approved sanitizers and disinfectants for skin, implements and surfaces
- leak-proof container for implement disinfection
- clean linens (towels, bedding, etc.) and appropriate client draping supplies
- properly labeled products for services

- adequate supplies for required services
- disposable supplies when necessary for required services (Gibson towels, gloves, etc.)
- disinfected tools and supplies (including brushes, combs, clips, clippers, trimmers, rollers, etc.) in separate, sealed and labeled containers or bags
- labeled container for soiled linens
- labeled container for garbage

NOTE: An inspector is permitted to ask to view an appointment book and to temporarily remove the appointment book for the purpose of creating a photocopy or a computer printout of a schedule.

GUIDELINES FOR MOBILE ESTHETICS

The Cosmetology Association of Nova Scotia requires an individual to hold the following to legally operate a mobile esthetics business:

- a valid cosmetology licence in their scope of practice
- a valide mobile cosmetology establishment permit (as outlined in the *Cosmetology Act*, 2012, c. 39) and By-Laws at s. 4.1(a-l) and s. 5.1 to 5.4

The Association must receive the following to register a mobile Esthetics business:

- mobile salon/spa permit registration form
- business owner agreement form
- salon/spa proprietor registration fee
- mobile services permit fee

All paperwork must be filled out in its entirety, be signed and submitted to the Cosmetology Association of Nova Scotia for approval and all fees must be paid in full, as outlined in Schedule B of the By-Laws, at p. 20.

An individual can legally operate a mobile esthetics business once a permit is obtained. They may also at this time request an inspection of their mobile esthetics kit to be conducted by the Inspections Compliance Officer at the Cosmetology Association of Nova Scotia.

Mobile Esthetics Kits

Must include the following items:

- an appropriate, portable carrying case
- cosmetology licence and business permit
- small First Aid kit
- appropriate, approved sanitizers and disinfectants for skin, implements, and surfaces
- leak-proof container for implement disinfection
- clean linens (towels, bedding, etc.)
- appropriate client draping supplies
- stainless steel pedicure bowl
- properly labeled products for services
- adequate supplies for required services
- disposable supplies when necessary for services (nail files, foot buffers, cotton pads, Q-tips, Gibson towels, gloves etc.)
- disinfected implements, brushes and supplies (including all necessary mixing bowls, manicure bowls, etc.) in separate, sealed, and labeled containers or bags
- labeled container for soiled linens
- labeled container for waste material

Note: An inspector is permitted to ask to view an appointment book and to temporarily remove the appointment book for the purpose of creating a photocopy or a computer printout of a schedule.

CLOSING YOUR SALON

If in the future you decide to close your business, you are required to notify the Association **in writing** of such closure and request that the corresponding account/membership with the Association be discontinued.

It is also recommended that you notify the Registry of Joint Stock Companies to remove your business name from the business registry in accordance with the *Partnerships and Business Names Registration Act, R.S., c. 335*, the *Corporations Registration Act, R.S., c. 101*, or any other legislation applicable thereto.

SANITATION, DISINFECTION, and STERILIZATION

Universal precautions are an essential part of the cosmetology industry. Provided is a comprehensive guide for practical use in salons and/or spas. Understanding and utilizing proper sanitation, disinfection, and sterilization methods and products is required to maintain universal safety precautions when reuse of tools, implements, and equipment is necessary and/or when surfaces become contaminated.

Classification

Tools, implements, and equipment can fall under the following three categories:

1. Critical
2. Semi-Critical
3. Non-Critical

Different tools, implements, and equipment require different treatments to be considered “clean,” and the required treatment depends on the classification.

CRITICAL

Treatment
=
Sterilization

Example:
Instruments/equipment that puncture the skin, contacts the puncture site or sterile instrument before puncturing.

SEMI-CRITICAL

Treatment
=
High Level Disinfection (HLD)

Example: Instruments/equipment that contact non-intact skin or mucous membrane, but that ordinarily *does not* penetrate it.

NON-CRITICAL

Option 1:
Intermediate Level Disinfection (ILD)

Example: Instruments/equipment that during routine use only contacts intact skin, but may accidentally contact non-intact skin, blood or body fluid splatter.

Option 2:
Low-Level Disinfection (LLD)

Example: Instruments/equipment that does not directly touch the client, or that only contacts intact skin.

Levels of Disinfection

1. High-Level Disinfection (HLD)
2. Intermediate-Level Disinfection (ILD)
3. Low-Level Disinfection (LLD)

High-Level Disinfection (HLD)	Intermediate-Level Disinfection (ILD)	Low-Level Disinfection (LLD)
<p>What is it? A process capable of killing vegetative bacteria, mycobacteria, mycobacterium tuberculosis, fungi, and enveloped (lipid) and non-enveloped (non-lipid) viruses, as well as some, but not necessarily high numbers of, bacterial endospores.</p>	<p>What is it? A process capable of killing vegetative bacteria, mycobacteria, mycobacterium tuberculosis, most fungi, enveloped (lipid) viruses and most non-enveloped (lipid) viruses.</p>	<p>What is it? A process capable of killing most vegetative bacteria, some fungi, enveloped (lipid) viruses and some non-enveloped (non-lipid) viruses.</p>
<p>What product do I use? When choosing a disinfectant, the label must state “High-Level Disinfectant.” If it does not, the product is not deemed acceptable unless it meets all requirements mentioned above.</p>	<p>What product do I use? When choosing a disinfectant, the label must have an efficacy claim stating mycobatericide or tuberculocide.</p>	<p>What product do I use? When choosing a disinfectant, the label must have a general disinfectant claim, including Salmonella, Pseudomonas and Staphylococcus.</p>

Disinfectant products must claim the appropriate level of disinfection. This can be identified through their **Drug Identification Number (DIN)**, which is a number provided by only Health Canada. This number ensures labeling and supporting data have been provided, and that the product has undergone and passed a review of its formulation, labeling, and instructions for use.

Common Disinfectant Trade Names
(must have DIN)

<p>Sterilization</p>	<p>Statim Autoclave, Prestige Autoclave, Pelton & Crane Autoclave, MDT Chemiclave</p>
<p>High-Level Disinfection (HLD)</p>	<p>Cidex OPA, MetriCide, Accell CS 20 7%, Rapicide PA, Steris 20, Steris Resert HLD 5, Optim CS 20, Sporox, 6.15% Ultra Clorox Professional Bleach (5000 ppm)</p>
<p>Intermediate-Level Disinfection (ILD)</p>	<p>BioMERS, BioSURF, BM-6400, Instrubex-E, SEPTeFX, tbMinuteman, T36 Disinfex, AccelTB, 5.25-6.15% Household Bleach (1000 ppm)</p>
<p>Low-Level Disinfection (LLD)</p>	<p>Barbicide, Marvicide, Zepamine-A, Environ LpH, Lysol chemicals, Carpe Diem Virox 5, Supergermiphene, Quat-based Antiseptic Towelettes, Disinfectant Cleaner Virox 5 Concentrate, Accel Surface Cleaner, Germacide-3, Cavicide, BioTEXT Gamut Plus, 7D TEXT, 5.25-6.15% Household Bleach (100 ppm)</p>

Tools of the Trade

Beside each service listed below are common tools / implements used to perform the service ranked by level of disinfection – from critical to non-critical and disposable items.

Tools/Implements: Sterilization Critical Items	Tools/Implements: High-Level Disinfection Semi-Critical Items	Tools/Implements: Intermediate-Level Disinfection Non-Critical Items	Tools/Implements: Low-Level Disinfection Non-Critical Items	Tools/Implements: Single-Use Disposable Items
Hair Straight razors (disposable, single-use is recommended)	Hair clipper blades Crochet hooks (if skin is nicked)	Shaving razor handle and cradle	Combs Brushes Shears Hair razors Clipper blades Rollers, clips, caps Service trays Crochet hooks	Disposable razors Straight razors Neck strips Needles (used for hair extensions and weaves)
Nails	Clippers Nippers Cuticle scissors Cuticle pushers Drill bits Rasp Callus remover (non-porous)	Mani / pedi bowls Footbaths (must remove and disinfect the filter, as well as the bowl for recirculating types)	Treatment beds Client chairs Benches Worktables Neck and arm rests Tabletops Counters Manicure trays UV-light cabinets	Emery boards Nail files Foam sandals Toe separators Pedicure blades Paraffin wax Manicure drill Sanding bands Mani / pedi burs Applicator (for styptic product)

Tools/Implementations: Sterilization <i>Critical Items</i>	Tools/Implementations: High-Level Disinfection <i>Semi-Critical Items</i>	Tools/Implementations: Intermediate-Level Disinfection <i>Non-Critical Items</i>	Tools/Implementations: Low-Level Disinfection <i>Non-Critical Items</i>	Tools/Implementations: Single-Use <i>Disposable Items</i>
Esthetics Lancets Extractor needle Tweezers (if used to break skin; ingrown hair removal)	Drill bits Waxing tweezers Glass suction cups Metal suction cups Comedone extractor	Water basins Facial vaporizer	Treatment beds Client chairs Benches Neck and arm rests Work counters Tabletops Brushes Electrodes Glass ventuse	Facial lancets Facial needles Extractor loops Waxing applicators Waxing spatulas Waxing strips Wax used to double dip Makeup applicators (eye and lip pencils can be reused if sharpened before each client)
Laser Tips exposed to blood	Eye goggles	Laser wand	Treatment beds Client chairs Benches Tabletops Neck and arm rests	
Electrolysis Forceps Tweezers Lancets	Needle holders Metal pin devices Scissors Eye goggles Plastic needle holder tips		Epilators buttons Epilators trays Magnifying lamp Instrument container Scissors	Gloves Razors Needles Lancets Electrolysis needles Pre-sterilized filaments Towels / gel pads Swabs, cotton, gauze Wooden depressors Applicators (for cream and cotton)

Electrolysis and laser treatment are not currently regulated by the Cosmetology Act, 2012, c. 39.

APPENDIX

Preparing Household Bleach as a Disinfectant

Disinfection Level	When to Use	Mixing Bleach Solution
<p>High-Level</p> <p>1:10 dilution of bleach (1 part bleach: 9 parts water) ≥ 5000 ppm</p> <p>Must have DIN and indicate HLD on the label.</p>	<p>SEMI-CRITICAL</p> <p>Instruments / equipment that come into contact with non-intact skin or mucous membrane, but ordinarily do not penetrate it.</p> <p>Note: Also used to clean surfaces following contact with blood or bodily fluids, or where sterilization is not possible.</p>	<p>100 mL bleach with 900 mL water makes 1L of solution</p> <p>OR</p> <p>½ cup bleach with 4 cups water</p>
<p>Intermediate-Level</p> <p>1:50 dilution of bleach (1 part bleach: 49 parts water) ≥ 1000 ppm</p>	<p>SOME NON-CRITICAL</p> <p>Instruments / equipment that, during routine use, only contacts intact skin, but may accidentally contact non-intact skin, blood, or bodily fluid splatter.</p>	<p>20 mL bleach with 980 mL water makes 1L of solution</p> <p>OR</p> <p>4 teaspoons bleach with 4 cups water</p>
<p>Low-Level</p> <p>1:500 dilution of bleach (1 part bleach: 499 parts water) ≥ 100 ppm</p>	<p>NON-CRITICAL</p> <p>Instruments / equipment that do not directly contact the client, or only contacts intact skin during routine use.</p> <p>Note: These items do not contact blood or bodily fluids. May be used for routine housekeeping.</p>	<p>5 mL bleach with 2 ½ L water</p> <p>OR</p> <p>1 teaspoons bleach with 10 cups water</p>