

Covid-19 General Cleaning Guidelines

For the latest updates and guidelines, please visit the [Ministry of Health](#) and [Unite Against Covid-19](#) websites.

It is important to ensure everyone is working together and clear steps are followed. Mixed messages can cause confusion and it's important to make the right decisions quickly.

Below are guidelines on what you can do to ensure your business is doing all it can to protect and promote good hygiene practices.

General Guidelines

- Sanitise surfaces, doorknobs, counters, chairs, basins, kitchen equipment and any other high-touch areas several times a day.
- Provide hand sanitiser for clients and staff as well as providing hand wash dispensers instead of soap in kitchens and bathrooms.
- Reinforce hand sanitising amongst staff and make sure that everyone is taking necessary precautions.
- Ensure all handbasins are accessible and available for people to use with handwash, warm water and paper towels to dry.
- Make sure you provide bins for staff and clients to use to dispose of their tissues. These bins need to be disinfected and cleaned as well as emptied as much as possible. It is advisable to line the bins with a plastic bag that can be removed regularly.
- Provide plenty of tissues to encourage hand hygiene and appropriate rubbish disposal.
- Clean all phones, Eftpos machines, touch-screen monitors, keyboards and your mouse as regularly as possible.
- Advise staff to sanitise their hands before and after they have had their meal breaks.
- Advise staff to cover their face with the bend of their elbow or a tissue if they are coughing or sneezing, and to sanitise their hands.
- Keep doors and window open if possible, to make sure your salon/barbershop is well ventilated.
- Provide masks for your staff, if necessary.
- Make sure staff stay at home if they are unwell. Provide the Healthline number in advance to all staff - **P. 0800 611 116**
- If you suspect an employee is unwell at work, remain calm. Send the employee home and ask them to call their healthcare provider.
- Develop a plan if someone becomes ill with what could be COVID-19 at your workplace. The plan could be to isolate the person in a room where they are comfortable but are not in contact with others in the workplace. After doing so, immediately call Healthline to advise them of the situation **P. 0800 611 116**