

Back to Practice Guide – Checklists

Treatment Room & Office Readiness Checklist

Remove:

- Remove any unnecessary items that do not serve a purpose such as candles, magazines, and knick-knacks.
- Remove product testers from retail shelves and front desk counters. Create client signage: “Let me know if you want to sample this product.”
- Rearrange seating in waiting areas so that clients are 3–6 feet apart, per the CDC and WHO, or remove seating altogether.
- Eliminate self-serve items and move water-dispensers to a place where the esthetician controls their use.

Clean:

- Establish a cleaning schedule for bathrooms within the spa that are accessible to clients (every 20–30 minutes) and in a sole practitioner setting (after every client visit).
- Wash all linens, rugs, blankets, and curtains thoroughly and clean any holding receptacles for dirty laundry.
- Clean bolsters, tables, chairs and/or stools, trollies and stations, and ensure all implements are disinfected and stored in a closed container as directed by the CDC and product manufacturer.
- Clean light fixtures and switches; doorknobs, doors, and door frames. Clean floors thoroughly.

Add:

- Have hand sanitizer, cleaning wipes, and facial tissues available in all spaces.
- Have disposable paper towels or a standing wipe dispenser available to use when handling doorknobs.
- Have a hard-surfaced, non-porous chair or large hard-surfaced/plastic basket for clients to put their clothes and belongings on/in.
- Exchange all trash cans for those that are lidded and operated by a foot pedal.
- Install no-touch soap and paper towel dispensers and lidded, foot-pedal trash cans within your restroom.
- Place CDC handwashing guidance posters within your restroom.