

# Appendix 1: Client/ Visitor COVID-19 Questionnaire – Sample

Visitor/Contractor Covid-19 Questionnaire	
Name:	
Address/ Eircode:	
Mobile No.:	
Stylist/ Barber:	
Date:	

To ensure the Safety & Health of all people interacting with (insert Salon Name), clients and visitors must complete this declaration form prior to entering or on arrival our salon. If you indicate to us you have symptoms of COVID-19 OR you have been abroad in the last 14 days with exception to Northern Ireland you will be required to either restrict your movements or self-isolate.

Where this is the case, you are prohibited from entering the salon/barber shop and advised to seek professional medical help/ assistance in line with HSE Guidelines.

	Yes	No
1. Have you visited any of the countries outside Ireland excluding Northern Ireland?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you suffering any flu like symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you experiencing any difficulty in breathing, shortness of breath?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you experiencing any fever/temperature symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you consult a Doctor or other medical practitioner?	<input type="checkbox"/>	<input type="checkbox"/>
6. How are you feeling Health wise?	<b>Well</b> <input type="checkbox"/>	<b>Unwell</b> <input type="checkbox"/>
7. Have you been in contact with someone who is confirmed to have COVID-19 has visited an affected region in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: When in salon, please adhere to our in-salon standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette?		
Signature:	Date:	

## COVID-19 Return to Work Safely Protocol – Client Journey Sample Checklist

No	Topic	Yes/No	Action Required
A	Pre Arrival		
A1	Have you communicated and posted new salon procedure online?		
A2	Have you communicated to customers and advised them to stay home if they are feeling symptomatic and follow HSE guidelines on self-isolation?		
A3	Have you updated your appointment booking protocol?		
A4	Have you made provision for a walk-in client protocol in line with physical distancing recommendations?		
A5	Have you developed a provision for elderly or vulnerable clients?		
B	Salon/ Barbershop Point of Entry		
B1	Have you displayed any relevant COVID-19 screening question at the entrance?		
B2	Have you displayed your hygiene and salon protocol at the building entrance?		
B3	Have you established hand sanitation Zones at the entry and exit?		
C	Reception/ Retail area		
C1	Have you placed a physical barrier screen at reception if applicable?		
C2	Have you developed a policy asking clients, relevant COVID-19 screening questions?		
C3	Have you developed a policy that ensures that a contact log can be maintained?		
C4	Have you placed metre marking and any relevant signage to remind clients of physical distancing?		
C5	Have you developed a no touch greeting policy?		
C6	Have you developed a policy around managing any retail areas?		
C7	Have you established a cleaning and sanitation policy for all high touch area's and surfaces?		
D	Sanitisation Zones		
D1	Have you established hand sanitation Zones throughout the salon/barber shop? <ul style="list-style-type: none"> <li>• all entry/exit points</li> <li>• high traffic areas</li> </ul>		
D2	Have you developed a protocol to ensure clients preform hand hygiene?		
E	Gowns and Towels		
E1	If required, have you revised your laundry policy?		
E2	Have you a protocol for the use and disposable of single use gowns/towels?		
F	Consultation and Service delivery		
F1	Have you risk assessed and adjusted your standard operational procedures (SOP's) to account for any new measures required to carry out the service that are reasonable and practicable.		
G	Shared Reading Material		
G1	Have you removed all shared reading material?		
H	Implements and Equipment		
H1	Have you a policy in place to ensure all implements and equipment are cleaned and sanitised before and after each use.		
I	Restrooms		
I1	Establish a protocol for cleaning and sanitise high touch surfaces regularly		
I2	Ensure there is always soap or hand sanitiser available		
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