

SPECIFIC STANDARDS AND REQUIREMENTS FOR SALONS

SECTION 1 EQUIPMENT AND FACILITIES

(a) Water Supply

An adequate supply of hot and cold running water, at proper temperatures, from a municipal or approved private source shall be provided for service for customers, cleanliness of employees and for washing floors, walls, ceiling and equipment.

(b) Waste Disposal

Wastewater from all plumbing fixtures shall be discharged into municipal sewers, otherwise, suitable facilities shall be installed for the absorption of the wastes by the soil in subsurface sewage disposal systems in accordance with provisions of the Public Health Code of the State of Connecticut and Glastonbury Health Department.

(c) Plumbing Fixtures

- (1) Plumbing fixtures shall be of impervious material and of a type which is easily cleanable. They shall be free from cracks and from parts which are not readily accessible for cleaning. They shall be of a type which does not constitute a hazard to a public water supply through back siphonage, or cross connection.**
- (2) All plumbing installation and fixtures shall conform to applicable building and plumbing codes.**
- (3) There shall be one (1) shampoo station for each three (3) work stations. Salons where the majority of clients are children shall have one (1) shampoo station for each four (4) work stations.**
- (4) Shampoo bowls shall be used for barbering, hairdressing and cosmetology work only.**
- (5) A utility sink shall be provided for proper cleaning of surfaces and equipment.**
- (6) At least one (1) handwash facility shall be provided.**

(d) Floors

Floors in work area shall be nonporous and of such construction as to be easily cleaned. Floors where tinting or shampooing are done, or where chemicals for bleaching hair are used, shall have hard and washable surfaces. Floors shall be clean and in good repair.

(e) Lighting

Lighting fixtures shall be in sufficient number and properly placed so as to provide adequate illumination.

(f) Ventilation

The shop shall be properly and adequately ventilated so as to remove excess heat and odors. Salon ventilation shall comply with state and local building codes and ordinances.

(g) Cabinets

Cabinets shall be provided for storage of clean linen, towels, blankets and gowns. They shall have tight-fitting doors that shall be kept closed to protect the linen, towels, blankets and gowns from dust and dirt.

(h) Receptacle for Used Towels and Gowns

A covered receptacle, which can be readily emptied and cleansed, shall be provided and maintained in a sanitary manner. Chemically soiled towels and linens shall be stored in fire-retardant containers.

(i) Refuse

Covered containers for hair clippings, paper and other waste material shall be provided and maintained in a sanitary manner.

(j) Toilet Facilities

- (1) Adequate toilet facilities and handwash sinks must be provided for customers and employees. Such facilities and washbasins shall be kept clean and in working order.
- (2) A minimum number of one (1) changing room shall be provided for patrons where ten (10) workstations exist in the salon. Changing rooms shall be equipped with a covered receptacle for soiled gowns. Those premises in operation prior to (Adoption Date) are exempt from this requirement.
- (3) Adequate and conveniently located handwashing facilities shall be provided with hot and cold running water, a sanitary soap dispenser and single-use towels for customers and employees.
- (4) The use of common soap for more than one (1) person is prohibited.
- (5) A covered refuse receptacle shall be provided in the ladies' room.

SECTION 2 MAINTENANCE AND OPERATION

(a) General Cleanliness

- (1) The permittee of every barbershop or hairdressing and/or cosmetology shop shall keep it in a clean and sanitary condition at all times.
- (2) No hair clippings shall be allowed to accumulate on floors. Hair clippings shall be removed frequently and as soon as possible, in such a manner as not to cause objectionable conditions.

(b) Walls, Ceiling and Fixtures

- (1) Ceiling shall be kept in good repair, and cracks in walls, especially around baseboards, shall be filled in so as to prevent the harboring and breeding of insects.
- (2) Cabinets, shelves, furniture, shampoo bowls and fixtures shall be kept clean and free of dust. Dirt and hair clippings. Arms, seats and rests of chairs shall be wiped of hair clippings after serving each customer.

(c) Sanitary Services

- (1) No person affected with any infectious disease shall be attended.
- (2) A towel shall not be used for more than one (1) person without being properly laundered before each use.
- (3) A sanitary paper strip or clean towel shall be placed completely around the neck of each customer before an apron or any other protective device is fastened around the neck.
- (4) Clean towels shall be kept in a closed cabinet or closet. A commercial linen service shall be used for laundering if not done on the premises and laundry shall be delivered in closed containers.

(d) Sanitation of Equipment and Implements

- (1) Hair brushes, combs and all other implements used on a customer shall be kept clean and sanitary at all times and shall undergo thorough cleansing and sanitizing after serving each customer or single-service disposable implements shall be used.
- (2) Cleaned and sanitized implements shall be stored in sanitary-covered containers which shall contain a disinfectant, or in a clean drawer.

- (3) After handling a customer affected with an eruption or whose skin is broken out or is inflamed or contains pus, the instruments shall be effectively cleaned, washed with soap or a detergent and water, then rinsed with water having a temperature of at least one hundred seventy degrees Fahrenheit (170°F) or allowed to remain for five (5) minutes in alcohol (seventy to eighty percent (70%-80%) or some other approved disinfectant or sanitizing process.
- (4) Pump-top containers must be provided for dispensing lotions and shaker top containers provided for the dispensing of powders.
- (5) Single-service paper towels and other material shall be disposed of in the proper receptacle immediately after use and shall not be used again.
- (6) All disposable materials that come into contact with blood and/or body fluids shall be disposed of in sealable plastic bags prior to placing in the waste receptacle.
- (7) All articles that come into direct contact with the customer's skin, nails, or hair that cannot be effectively cleaned and sanitized shall be disposed of in a covered waste receptacle immediately after use. Exception: orangesticks, emery boards, buffing squares, cosmetic sponges and disposable nail bits may be kept for the original customer if kept in a covered container labeled with the customer's name.

(e) Shaving Brushes, Mugs, Finger Bowles and Credo Blades

The use of shaving brushes, shaving mugs and credo blades is prohibited. The use of finger bowls for manicuring purposes is allowed, but the finger bowl must be properly cleaned and sanitized after each customer. Disposable, single-use finger bowls may be used.

(f) Alum and Other Astringents

Alum or other material used to stop the flow of blood shall be applied in powdered or liquid form only.

(g) Employee Break Room

An employee break room shall be provided if food and non-alcoholic beverages are to be consumed by the employees. Premises in operation prior to (Adoption date) are exempt from this requirement.

(h) Animals, Pets or Live Birds

No animals, pets or live birds shall be kept in any salon. This prohibition does not apply to trained guide dogs (or dogs in training) for the disabled, sightless or hearing impaired.

SECTION 3 HYGIENE OF OPERATORS

(a) Cleanliness of Operators

The hands of the operator shall be thoroughly washed with soap and warm water or an approved sanitizer before serving each customer and immediately after using the toilet, or after eating.

(b) Health of Operators

No person known to be affected with any communicable disease in an infectious stage shall engage in barbering, hairdressing or cosmetology, and no person so affected shall be employed as a barber, hairdresser or cosmetician.

(c) Operators shall not eat or drink while providing service to a customer.

SECTION 4 SMOKING PROHIBITED

No operator shall smoke while providing services to a customer

SECTION 5 PROPER ATTIRE

Operator shall wear, while attending any customer in a salon clean, washable garments.

SECTION 6 RECOMMENDED SANITIZERS

(a) The following chemical methods constitute satisfactory sanitization of implements. No method is considered effective without prior thorough cleaning with detergent (soap, trisodium phosphate, etc.)

<u>Disinfectant</u>	<u>Type of Use</u>	<u>Comments</u>
Quaternary ammonium Compounds	1:1000 dilution for 30 seconds	One of the most recent developments because they are odorless, non-toxic, highly stable and noncorrosive.
Boiling Water	5 minutes	The addition of 1% sodium carbonate will prevent rusting.
Lysol (or compound cresol Solution or phenolic Compound)	5% solution for 3 min. 2% solution for 10 min.	For use on colored gowns or towels
Commercial formalin	10% solution for 1 min.	May be irritating; Deteriorates On standing.

<u>Disinfectant</u>	<u>Type of Use</u>	<u>Comments</u>
Alcohol 70% ethyl alcohol or 99% isopropyl alcohol)	3 min.	
Lubricant sanitizer	Combination	Recommended for electric Clippers
Other EPA-registered Disinfectants		Use according to the manufacturer's instructions

- (b) Chemicals suitable for low temperature washing (less than or equal to 158°F) of towels and linens shall be used. Lysol or household bleach (sodium hypochlorite) shall be used according to manufacturers' specifications.
- (c) Non-chemical methods of sanitizing must be approved in writing by the Director of Health. Equipment specifications shall accompany requests for approval.

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SALONS

GENERAL STANDARDS AND REQUIREMENTS

SECTION 11.94 DEFINITIONS

“Barbering”- includes the practices as described in CGS 20-234.

“Barbershop”- Any establishment engaged in the practice of barbering for the public.

“Changing Room”- A separate and discrete area, not a toilet facility; where patrons may change from their street clothes to a gown prior to receiving services.

“Director of Health”- The Director of Health for the Town of Glastonbury, or his/her duly authorized agent.

“Hairdressing and Cosmetology”-includes the practices as described in CGS 20-250.

“Hairdressing or Cosmetology Shop”- any establishment engaged in the practice of hairdressing, cosmetology, or barbering for the public.

“Hearing Officer” – the person designated by the Glastonbury Town Manager to hear appeals taken under the provisions of this Ordinance.

“Nail Technician”-means a person who, for compensation, cuts, shapes, polishes or enhances the appearance of the nails of the hands or feet, including but not limited to, the application and removal of sculptured or artificial nails.

“Salon”-includes any shop, store, day spa, or other commercial establishment at which the practice of barbering, hairdressing and cosmetology, or the services of a nail technician, or any combination thereof, is offered and provided.

“Operator” – An operator is any person, including but not limited to, a licensed hairdresser/cosmetician or barber, or unlicensed person who is performing tasks allowed under the scope of this Code and the Public Health Code of the State of Connecticut.

“Shampoo Station”- A shampoo station consists of a shampoo bowl (sink) and a shampoo chair.

“Working Area”- A working area is defined as a separate room with more than one work station, or a private room set aside to serve one customer at a time.

“Work Station”- A work station is defined as a chair, countertop and floor space or a mobile work station, and includes the floor space for the operator to stand while serving the customer.

SECTION 11.95 PLAN REVIEW AND PRE-OPERATION INSPECTIONS

No salon having a permanent location shall be relocated, constructed, remodeled or extensively altered, nor shall a structure be converted to use as a salon, except in accordance with plans and specifications approved by the Glastonbury Director of Health.

Properly prepared plans drawn to a scale of not less than ¼":1', and specifications for such construction, remodeling, or alteration, shall be submitted to the Director of Health, for review and approval before relocation, construction, remodeling, alteration, or conversion is begun. The plans and specifications shall indicate the proposed layout, arrangement and construction materials of work areas and the type and model of proposed fixed equipment and facilities. The Director of Health shall approve the plans and specifications if they meet the requirements of this Ordinance and the Public Health Code of the State of Connecticut.

Prior to the salon's opening, the Director of Health shall conduct a pre-operational inspection to determine compliance with the approved plans and specifications and with the requirements of this Ordinance and the Public Health Code of the State of Connecticut.

SECTION 11.96 PERMITS

No person shall maintain or operate any salon without having a valid permit issued by the Director of Health. Only a person who complies with requirements of this Ordinance shall be entitled to receive or retain such a permit.

Application for a permit shall be made on forms furnished by the Director of Health, wherein the owner of a salon shall state his/her/its name, mailing address, the address of the place of business, the name of the person in charge of the salon if other than the owner, and any such other pertinent information as the Director of Health may require and affix his signature to the application. All permits are valid for one (1) year or a portion thereof, and are renewable on or before June 30 of each year. Every applicant for a permit to operate a salon shall pay an annual permit fee of \$100.00. The annual permit fee shall be adopted by resolution of the Town Council and amended from time to time by the Town Council. No permit shall be issued or renewed until a completed application has been submitted, the permit fee has been paid and the salon meet the requirements set forth in this Ordinance and all other applicable state and local regulations.

Permits shall be valid until the expiration date indicated on the permit unless suspended or revoked by the Director of Health, or until such time as the facility changes owners, closes, or goes out of business.

Permits shall not be transferable from person to person or from location to location.

The Director of Health, after proper identification, shall be permitted to enter, during normal operation hours, any portion of any salon for the purpose of making inspections to determine compliance with this Ordinance and the Public Health Code of the State of Connecticut.

A temporary permit to operate a salon may be granted for a period not to exceed fourteen (14) calendar days. A temporary permit would be required for conducting a public demonstration, a fund-raising event or a public convention. Holders of current permits are exempt from temporary permitting. A temporary license fee will be charged at a rate determined by the Town Council.

SECTION 11.97 ANNUAL INSPECTIONS

At least once a year, the Director of Health shall inspect each salon and shall make as many additional inspections as are necessary for the enforcement of this Ordinance and the Public Health Code of the State of Connecticut.

SECTION 11.98 ENFORCEMENT

Failure to comply with the provisions of this Ordinance and applicable state regulations shall be grounds for revocation or suspension of any permit issued under the provisions of this Ordinance.

In the event that the Director of Health finds unsanitary conditions in the operation of a salon or if a violation or set of violations appears on more than one (1) consecutive inspection report, the Director of Health may immediately issue a written order to the salon owner, or person in charge, citing such conditions, specifying the corrective action to be taken and time frame within which action shall be taken. If correction is not made in the allotted time, the permit may be revoked or suspended.

The Director of Health may suspend, without warning, prior notice or hearing, any permit to operation a salon:

If the operation constitutes an imminent hazard to public health; or
If the owner, or person in charge has interfered with the performance of the Director of Health's duties.

An imminent health hazard shall include, but is not limited to, any one of the following:

An ongoing outbreak of an infectious, pathogenic or toxic agent capable of being transmitted to consumers; or
The absence of potable water, supplied under pressure, in a quantity which, in the opinion of the Director of Health, is capable of meeting the needs of this facility; or
A sewage backup into the facility.

Suspension or revocation shall be effective immediately upon delivery of the written order to the permit holder or person in charge of the facility by the Director of Health. When a permit is suspended or revoked, all cosmetology operations shall cease immediately and shall not resume

until written approval to resume has been issued by the Director of Health. The Director of Health shall remove a suspended permit from the premises.

When a permit is suspended or revoked, the holder of a permit, or the person in charge, shall be notified, in writing, of the suspension or revocation and an opportunity for a hearing will be provided if a written request for hearing is filed with the Hearing Officer by the salon owner or person in charge within seventy two (72) hours of the suspension or revocation. The Director of Health may end the suspension at any time by giving written notice to the permit holder if reasons for suspension no longer exist.

Upon receiving a request for a hearing, the Hearing Officer shall, within five (5) calendar days of the date of appeal, conduct a hearing to examine the merits of such suspension and may vacate, modify or affirm such suspension.

The permit holder who is aggrieved by such action of the Hearing Officer may, within forty-eight (48) hours after the making of such decision, appeal to the Commissioner of Health for the State of Connecticut who shall thereupon notify the authority from whose order the appeal was taken and examine the merits of such suspension and may vacate, modify or affirm such suspension.

SECTION 11.99 PERMIT REINSTATEMENT

Suspension

Whenever a permit has been suspended, the salon owner or its person in charge of the suspended permit may make written request for permit reinstatement. Within ten (10) days following receipt of a written request, including a statement signed by the owner or person in charge that, in his opinion, the conditions causing the suspension have been corrected, the Director of Health shall make a reinspection. If the Director of Health determines that the salon owner has complied with the requirements of his Ordinance and the State Public Health Code, the permit shall be reinstated and returned to the salon.

Revocation/Non-renewal

After a period of sixty (60) days from the date of revocation or refusal to renew, a written application may be made for the issuance of a new permit. This application will be treated as a new application. All appropriate procedures and inspections will be required, including a plan review.

SECTION 11.100 HEARINGS

The Hearing Officer shall conduct the hearings provided for in this Ordinance at a time and place designated. The Hearing Officer shall summarize the proceedings of such hearings and provide sufficient copies. The Hearing Officer shall make a final finding based upon the complete hearing record, and shall sustain, modify or rescind any notice or order considered in the hearing. The Hearing Officer shall furnish a written report of the hearing decision to the salon owner within ten (10) calendar days of the hearing date.

SECTION 11.101 SERVICE OF NOTICES OR ORDERS

A notice or order provided for in this Ordinance is properly served when it is delivered to the salon owner, or person in charge, or when it is sent by registered or certified mail, return receipt requested, to the last known address of the salon owner. A completed and signed inspection report shall constitute a written notice.

