



SALON REOPENING

CHECKLIST

- READ UPDATED GUIDELINES AT IRISHHAIRFED.COM**
- READ THE WORK SAFELY PROTOCOL**
- APPOINT LEAD WORKER REPRESENTATIVE(S)**
- TRAINING FOR LEAD WORKER REPRESENTATIVE (S)**
- RETURN TO WORK TRAINING FOR ALL TEAM MEMBERS**
- PRE-RETURN TO WORK FORM TO BE COMPLETED BY ALL TEAM MEMBERS BEFORE RETURNING**
- REVIEW AND UPDATE RISK ASSESMENT**
- UPDATE EMPLOYEE POLICY/PROCEDURES/CONTRACTS**
- UPDATE TEAM ON CHANGES TO POLICIES OR PROCEDURES**
- APPLY FOR WAGE SUBSIDY SCHEME**
- ROTAS**
- CONTACT INSURANCE**
- CONTACT LANDLORD**
- CONTACT BANK**
- CONTACT BIN COMPANY**



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CHECKLIST

- CHECK WATER AND BASINS**
- ALL ELECTRICAL EQUIPMENT**
- CHECK ELECTRICITY INCLUDING BULBS AND SOCKETS**
- CHECK COMPUTER SYSTEMS FOR UPDATES**
- CHECK TILL SYSTEMS REFLECT 23% VAT RATE ON RETAIL**
- CHECK CAMERAS ARE WORKING**
- CHECK PHONE LINES AND BROADBAND**
- CHECK CREDIT CARD MACHINES ARE WORKING**
- STOCK TAKE**
- ORDER STOCK**
- ORDER PPE**
- ORDER CHANGE FROM BANK**
- DOWNLOAD PRINT/ORDER/SIGNAGE (HEALTH & SAFETY)**
- WEBSITE UPDATE - HOURS/ONLINE BOOKINGS ETC**
- GOOGLE MY BUSINESS UPDATE OPENING HOURS**



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CHECKLIST

- SOCIAL MEDIA UPDATE - HOURS/CONTACT INFO**
- UPDATE VOICEMAIL MESSAGE**
- REOPENING INFO & BOOKING ENQUIRES WINDOW DISPLAY**