



Dear Salon Owner,  
According to your **business license**, your employees offer **on-site** manicures. There are certain safety and **sanitation** requirements relating to this type of work. Your business must be in **compliance** with the following regulations.

- You must provide your employees with **face masks** and **disposable gloves**.
- Employees must wash their faces, hands and arms frequently.
- Material Safety Data Sheets for all products must be available to employees.
- Your salon must enforce a strict **no-smoking policy** inside, and also near dumpsters that contain **flammable** materials.
- No client with open sores, wounds or infections may have an appointment.
- No employee showing signs of a **communicable** disease may perform services.
- All used equipment must meet disinfection standards. Store all tools in a **UV sanitizer** between uses. Any implements that have come into contact with bodily fluids must be immersed in **disinfectant** solution for ten minutes.
- Clean tools and linens must be used with each new client.
- A constant flow of air must be maintained to prevent the build-up of dangerous **fumes**.

Thank you for your cooperation.  
The Department of Workplace Safety

## Get ready!

1 Before you read the passage, talk about these questions.

- 1 What safety precautions must a beauty salon take?
- 2 Why is it important to have clean manicure tools?

## Reading

2 Read the letter. Then, mark the following statements as true (T) or false (F).

- 1  The salon owner must provide employees with protective equipment.
- 2  Smoking is not allowed in salons that perform manicures.
- 3  Salon employees must store tools used during a manicure in a disinfectant solution.

## Vocabulary

3 Read the sentence and choose the correct word.

- 1 Max wore a **face mask** / **UV sanitizer** to avoid breathing in dust at work.
- 2 The salon has a strict **no-smoking policy** / **business license** and even staff members must smoke outside of the building.
- 3 Sally's infection was highly **flammable** / **communicable** and stopped her from working as a pedicurist.

4 Read the sentences and choose the correct meaning of the underlined word.

- 1 The manicure kit does not include nail polish as we cannot mail flammable materials.
  - A capable of transmitting to others easily
  - B at a place of business
  - C capable of catching fire easily
- 2 Tina always uses disinfectant to clean her salon's tools.
  - A the act of following rules
  - B a chemical substance that cleans things and destroys bacteria
  - C the act or process of making something clean and healthy
- 3 The colorist wore disposable gloves to dye her client's hair.
  - A hand coverings that can be used and thrown away after use
  - B substances that are put on the face to clean the skin
  - C gas or vapor that is irritating and often dangerous

- 5 Listen and read the letter again. What safety rule applies to clients?

## Listening

- 6 Listen to a conversation between a client and a nail technician at a salon. Choose the correct answers.

- 1 The client mostly asks questions about \_\_\_\_.
- A protective equipment for employees
  - B maintaining her manicure tools at home
  - C how to treat a nail infection
  - D salon procedures for avoiding the spread of illness
- 2 What is true about the woman?
- A She is an employee of the Department of Workplace Safety.
  - B She is concerned about the risks of infection.
  - C She usually gets a manicure and a pedicure at the same time.
  - D She brought her own manicure tools to the salon.

- 7 Listen again and complete the conversation.

**Client:** How often do you 1 \_\_\_\_\_ the equipment?

**Nail Technician:** We disinfect all of the tools that we use 2 \_\_\_\_\_ after the manicure.

**Client:** And how exactly are those tools 3 \_\_\_\_\_?

**Nail Technician:** We put them in a disinfectant solution for ten minutes. That's how long the Department of 4 \_\_\_\_\_ recommends.

**Client:** I wonder, do you allow clients to bring their 5 \_\_\_\_\_ from home?

**Nail Technician:** Of course. That's one way to make sure everything is clean.

**Client:** I might do that next time.

**Nail Technician:** That's not a problem at all. But I assure you, we work very hard to make sure that all of 6 \_\_\_\_\_ and manicure stations are sanitary. The last thing we want is for our clients to get sick or have a bad experience here.

## Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

### USE LANGUAGE SUCH AS:

*How often do you ...*

*And how exactly are those tools sanitized?*

**Student A:** You are a client having a manicure at a salon. Ask Student B questions about:

- the salon's sanitation procedures
- the salon's policies about bringing manicure tools from home

**Student B:** You are a nail technician at Bella Salon. Answer Student A's questions and convince him or her that the salon is a safe place to have a manicure.

## Writing

- 9 You are the owner of a salon. Use the letter and the conversation from Task 8 to write a notice to employees about sanitation. Include:

- Measures that protect employees
- Measures that protect clients
- The sanitation process at the salon