



COSMETICS VENDOR HYGIENE EXPECTATIONS

At Nordstrom, hygiene and cleanliness are of the utmost importance. While in our stores, vendors are expected to meet or exceed the Nordstrom hygiene expectations. We appreciate your cooperation.

Supplies:

The following supplies (if applicable) should be stocked at every workstation:

- Tissue
- Disposable lip brushes
- Disposable mascara wands
- Disposable make-up sponges
- Cotton balls
- One spray bottle for water (labeled accordingly)
- One spray bottle for alcohol (labeled accordingly)
- Hand sanitizer
- Hand mirror
- Disinfecting wipes
- Glass cleaner

Cleanliness:

- Before applying make-up or product to a customer, wash hands with soap and water, or use a hand sanitizer.
- Your workspace and your tools should be clean and ready for the next customer at all times.
- To clean a lipstick: scrape or wipe-off the top layer, clean with alcohol, and wipe dry.
- Use a sharpener to shed the top layer of eye pencils and lip pencils before disinfecting with alcohol.
- Always use q-tips when sampling product from jars.
- Wipe-down all testers as needed and at closing. Clean with disinfecting wipes e.g., Cavicide Wipes, or Clorox Wipes. Wipe down tester bottles/containers and let air-dry.
- Glass surfaces should be cleaned after each consultation, or whenever an area has been contaminated. Wipe clean with alcohol, and then do a second cleaning with glass cleaner.

Disposable Applicators:

- Use disposable applicators whenever possible.
- Never re-use an applicator after it has come in contact with a customer.

Make-up Brushes:

- Between customers, clean brushes with a spray-on brush cleaner such as Brush-Off.
- Non-disposable brushes should be washed thoroughly at the end of each working day with a mild brush shampoo and water; lay flat to dry.
- Never wash make-up brushes in customer restrooms.
- Never use a dirty make-up brush on a customer.

Spa Services in Cosmetics:

- An EPA registered disinfectant should be at any station where salon/spa tools are being used (i.e. tweezers, nail tools).
- For waxing services, never re-use wax or the applicator. If wax is contaminated, select bacteria can live in wax and be harmful to other clients. You may need to use several disposable wax applicators to complete one brow wax.
- Customers must fill-out consent for service forms for the following services: professional peels, microdermabrasion, spray tanning, and waxing/tweezing. Ask the Cosmetics Department Manager to walk you thru our consent process. Nordstrom shall retain all consent forms.
- It is the sole responsibility of the vendor and vendor's employees to know and understand the State's current Cosmetology Board and Health Board laws and regulations; practice accordingly.

Additional Information:

- OSHA requires that items such as spray bottles and chemical containers are clearly labeled.
- If a large spill occurs of alcohol or an unknown substance, contact your local fire department.
- After a supply container is emptied (e.g., alcohol, cavicide), rinse the empty container in the staff sink drain and flush thoroughly with water. Screw the cap back on securely before disposing as waste.
- To dispose of small amounts of substances such as alcohol or cavicide, pour the liquid down a staff sink only. Use plenty of water to flush down drain.
- Isopropyl Alcohol (rubbing alcohol) is flammable and needs to be handled with care. Please refer to the following guidelines:
 - Use CAUTION as alcohol is a flammable liquid.
 - Avoid contact with skin.
 - Keep alcohol in covered containers to avoid spills/and or inhalation.
 - Store alcohol in a tightly sealed and labeled container at all times. Store away from a heat source on the bottom shelf of a closed cabinet.

Important:

- Do not apply make-up or products to broken skin, unidentified skin lesions, bumps, or rashes, or in any situation in which you are uncomfortable.
- If you have ANY concerns or questions at any time, inform your Manager.