

## COVID SAFE PLAN

*(Insert business name)*

### Introduction

*(Insert business name)* as part of its business continuity planning, is implementing a COVID-19 Management Plan to help mitigate the risks associated with the Global COVID-19 Pandemic.

*(Insert Pandemic Coordinator Name)* is nominated as the Pandemic Coordinator for *(Insert Business Name)* and will work with all divisions of the business to assess risks and implementing precautionary measures as required to maintain a safe and effective work environment.

*(Insert Pandemic Coordinator Name)* intends that these precautionary measures will:

- Ensure the health, safety and well-being of our team members and clients.
- Allow the provision of high-quality products and services for our clients in a safe manner.
- Implement and monitor safe workplace practices to minimize the risk of community transmission of COVID-19, thus protecting our team members, their families, and the local community.
- Maintain a confidential register of suspected or confirmed cases of COVID-19 which have directly affected team members, their families, clients, and on-site visitors.

## COVID-19 FACTS

The Australian Department of Health and Human Services is closely monitoring the outbreak of an influenza virus caused by a new coronavirus, known as COVID-19. This virus was first detected in Wuhan City, Hubei Province, China in December 2019 and has since spread throughout the globe.

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Symptoms can range from mild flu like illness to pneumonia. Affected people may experience:

- Fever (at least 38°C).
- Flu like symptoms such as coughing, sore throat and headaches; and
- Difficulty breathing.

Scientific evidence confirms that COVID-19 is spread by droplets and is highly contagious. When an infected person coughs, sneezes, or talks, they may generate droplets containing the virus. Transmission is most commonly spread from an infected person to others through:

- The air, by coughing and sneezing.
- Close personal contact, such as touching or shaking hands; and/or
- Touching an object or surface with the virus on it, the touching the mouth, nose, or eyes before washing the hands.

For this reason, it is extremely important to use good hygiene, regularly wash and thoroughly dry hands, and use good cough/sneeze etiquette.

People at greatest risk of serious impacts from the virus are:

Aboriginal and Torres Strait Islander people over 50 years and non-Indigenous people over 65 years – particularly those with underlying health issues, including respiratory conditions;

- Aboriginal and Torres Strait Islander people in remote communities.
- People with medical conditions – e.g. COPD (Chronic Obstructive Pulmonary Disease), heart conditions, high blood pressure, kidney problems and diabetes;
- People undergoing a treatment for cancer and blood conditions – these conditions often affect the immune system;
- Pregnant women; and
- People without easy access to healthcare.

Further information about the COVID-19 virus can be obtained from the National Coronavirus Helpline 1800 020 080.

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## Prevention and Management of COVID-19 Spread

Good hygiene remains the key to preventing spread of COVID-19. Prevention is best through:

- Hygienic cleaning regime of high traffic contact surfaces, such as doorknobs, toilets, light switches, desks and mobile equipment cabs, shared tooling and equipment, etc;
- Washing of hands often with soap and water for at least 20 seconds;
- Regular use of antibacterial hand sanitisers.
- Avoiding touching eyes, nose, or mouth with unwashed hands; and
- Avoiding close contact with people who are sick and displaying symptoms.

Social distancing is the secondary measure to preventing the spread of COVID-19. Social distancing entails the practice of keeping a minimum of 1.5 metres (and/or allowing 4m<sup>2</sup> per person) distant from others to prevent the inadvertent spread of the COVID-19. Social distancing at [Salon Name] will be conducted by:

- Identifying those roles which can be conducted from home.
- Avoiding crowded spaces and unnecessary contact with others by:
  - Limiting the numbers of staff in one office where on-site work remains necessary,
  - Meetings and breaks staggered, and numbers restricted to one worker per 4m<sup>2</sup>: and
  - Toilet facilities cleaned minimum of twice per day, personal hygiene reinforced with workers.

Further to the above steps will implement the following measuring:

- Monitor team members' health at the start (via temperature/symptom checking) and during the shift.
- Monitor client's health upon entry to salon (via temperature/symptom checking).
- Restricting face to face meetings to low numbers of people,
- Maintaining strict social distancing and using alternative means for meetings wherever possible (e.g. phone, online or radio).

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- Treatments via appointment only to control flow of people in and out of salon and keep numbers as low as possible. Booking systems records name and contact phone numbers of clients and customers.
- Minimising number of staff in communal areas and dedicating treatment rooms to a single beautician for the length of the shift where possible.
- Treatment rooms are to be sanitized after each customer.
- All deliveries are to be contactless.
- Wearing face coverings in line with government regulations.

If a staff member presents with obvious symptoms, then that person must leave site and contact their GP by calling ahead or The National Coronavirus Helpline 1800 020 080.

If a temperature above 37.5°C is recorded the team member will be asked to move to an isolated area (e.g. the outdoor hut) and avoid contact with other staff members. The team member will then receive a second temperature check 60 minutes later. If the high temperature is persistent the team member will be asked to go home and can return the next day if no other symptoms develop. If on the following day, the high temperature is persistent that team member will be asked to leave and get a COVID-19 test before returning to work.

### **Workplace COVID-19 Incident Notification**

In the event of a known or suspected COVID-19 case the Pandemic Coordinator or Salon Owner will notify The Department of Health and Human Service. Where appropriate WorkSafe Victoria will also be notified.

### **Responsibility**

**All Managers and Employees of** *(Insert business name)*

**Procedure Owner**

**Pandemic Coordinator**

*(Insert Pandemic Coordinator Name)*

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