

# > HELPING BUSINESS GET BACK TO WORK



30 June 2020

## COVID-19 Safety Plan

**Effective 1 July 2020**

### Beauty and other services (including spas, nail, waxing, tanning and hairdressing salons, and massage and tattoo parlours)

**We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.**

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

BUSINESS DETAILS
Business name:
Plan completed by:
Approved by:

## > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff and customers who are unwell from the salon.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Display conditions of entry (website, social media, salon entry).	

## Wellbeing of staff and customers

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Swimming pools (including spa pools, saunas and steam rooms).

## REQUIREMENTS

## ACTIONS

### Physical distancing

Capacity must not exceed one customer per 4 square metres of space.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as at the counter.

Where possible, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks and in offices or meeting rooms) and assign workers to specific workstations.

Ensure seating in waiting and treatment areas complies with physical distancing of 1.5 metres, where possible.

Use telephone or video for essential meetings where practical.

Where reasonably practical, stagger start times and breaks for staff members.

Consider physical barriers such as plexiglass around counters with high volume interactions with customers.

Review regular deliveries and request contactless delivery / invoicing where practical.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

## REQUIREMENTS

## ACTIONS

### Hygiene and cleaning

Adopt good hand hygiene practices.

Hygiene and cleaning
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.
Any surfaces customers touch should be cleaned with a detergent or disinfectant solution or wipe between each customer. Towels and linen should be laundered between customers.
Clean areas frequented by staff or customers at least daily with detergent /disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.
Remove product testers or samples from public access.
Remove books, magazines, pamphlets and iPads.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
Encourage contactless payment options.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep a record of the name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	