

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Beauty and other services

Business details

Business name	The ReVamp Rooms
Business location (town, suburb or postcode)	2031
Select your business type	
Beauty services	
Completed by	Julie Hubbard
Email address	<u>therevamprooms@gmail.com</u>
Effective date	11 September 2021
Date completed	20 September 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Ask the client to rebook when they are feeling better and not showing any signs of illness.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Keeping up to date with the health advice and NSW Government guidelines. Staff are provided with masks and tools to allow distancing as best as possible. We have disposable items where possible. Staff will not attend work if sick.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Everything is kept on file in a salon computer program. It is confidential and only accessible by the owner.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

We also have a hard copy of details of the client cannot check in electronically.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

This has already been done. We are all vaccinated.

Physical distancing

Capacity must not exceed the lesser of one person per 4 square metres of space in the premises, or 5 persons.

Agree

Yes

Tell us how you will do this

Our salon cannot fit more. It's a small salon.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

It's a small space and we take well spaced bookings. There won't be an exceeded amount of customers at one time.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

We will keep our door open as often as we can.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

This is not possible as we are an indoor business.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Open doors and windows.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

We will avoid recirculating air. We will use fresh where possible and open doors and windows.

Agree

Yes

Tell us how you will do this

Regular maintenance is already in our plan.

Agree

Yes

Tell us how you will do this

Already done.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

We have boxes of disposable hospital grade masks which are changed regularly and disposed of throughout the day.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the

venue.

Agree

Yes

Tell us how you will do this

Soap is available to wash hands and sanitizer in common areas and also in treatment rooms.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

We have hand soap and paper towels.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day, and clean surfaces that customers touch between each customer.

Agree

Yes

Tell us how you will do this

Benches and high touch surfaces are cleaned between each client. Common areas are cleaned at conclusion of the work day.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

We have laminated sheets upon entry on the premises.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Visually sight the app.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

A hard copy is kept.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes