

## **Work health and safety plan for COVID-19**

This plan outlines our commitment to providing a safe and healthy work environment for all employees, clients, and visitors.

### **What are the symptoms?**

The symptoms of Coronavirus range from a mild cough to pneumonia and in severe cases can lead to death. People who have coronavirus typically experience some or all of the following symptoms:

- fever;
- flu - like symptoms such as cough, sore throat and fatigue; and
- shortness of breath.

It is important to seek immediate medical advice if the illness quickly becomes worse or if any of the following symptoms occurs:

- shortness of breath;
- chest pain;
- confusion or sudden dizziness;
- persistent vomiting.

### **How is it spread?**

Coronavirus is spread from person-to-person through:

- Close contact with an infected person;
- Contact with droplets from an infected person's cough or sneeze; and
- Touching surfaces or objects (like doorknobs and tables) that have cough or sneeze droplets from an infected person and then touching your mouth or face.

### **What can be done to stop the spread of coronavirus?**

Everyone should practice good hygiene to protect against infections. Good hygiene includes:

- Washing hands with soap and water;
- Using a tissue and cover your mouth when you cough or sneeze;
- Avoid touching your face
- Avoiding close contact with others, such as touching.
- Regularly disinfection hands
- Wearing a mask

### **Reporting and Notification of COVID19**

- If there is a confirmed or probable diagnosis of COVID-19 infection in a person who is part of our workplace, VIC Health will be notified by the medical professional who confirms the diagnosis and the laboratory that completed the test.

### **Workers' responsibilities in relation to COVID-19**

- Workers have a duty to take reasonable care for their own health and safety and the health and safety of other persons in the workplace.
- **What does a worker do if they test positive for COVID-19?**
- VIC Health will contact you if you have a positive test for COVID-19. You must self-isolate and follow the instructions of health authorities. You should inform your supervisor of your diagnosis and you must not attend work.
- VIC Health will contact your employer, if required, for the purpose of contact tracing and will advise on what actions are required to protect other workers who may have had close contact with you.
- **When can a worker return to work if they have COVID-19?**
- Your health care provider will advise you when you are no longer infectious and can return to work.

### **What should a worker do if they have had close contact with someone who has tested positive for COVID-19?**

- VIC Health will undertake contact tracing. This involves identifying people who have had close contact with someone with confirmed COVID-19 infection. If you are considered a close contact, you will be directed to self-quarantine and provided with information to prevent the further spread of infection.
- People who are not close contacts do not have to go into quarantine but should be alert to the signs and symptoms of COVID-19, monitor their health and continue to practice recommended social distancing and hygiene measures.

### **When can a worker return to work after self-quarantine?**

- If you have self-quarantined for 14 days without any symptoms, you can return to work. If you need a medical certificate you should see your GP. If you have tested negative for COVID-19 during this period, you must remain in quarantine for the full 14 days. You should seek medical attention immediately if you develop symptoms while in self-quarantine.

### **What happens if a worker develops symptoms while they are in self-quarantine?**

- If you develop symptoms while you are in self-quarantine, you should seek medical attention immediately from your GP or a Fever Clinic. Call ahead to let the doctor or clinic know you are under quarantine so they can prepare for your arrival. If you are tested for COVID-19, you must remain in quarantine while waiting for the test results. If your test comes back negative, you are still required to complete the rest of your quarantine period. If you test positive for COVID-19 infection you will be required to self-isolate.

<b>Business Name:</b> Reverse Skin Clinic	
<b>Salon Owner:</b> Deanne Sirianni	<b>Approval:</b> Y
<b>Worker Representative Name:</b> Deanne	<b>Approval:</b> Y/N
<b>Date completed:</b> 25/05/2020	

COVID-19 Risk Assessment		
Checks and preparation, we have done to know we can re-open?	<p>We will:</p> <ol style="list-style-type: none"> <li>1. Review infection prevention and control policies and procedures which include actively promoting social distancing, good hand and respiratory hygiene, and increased cleaning of common areas, frequently touched surfaces and shared workstations within the work environment;</li> <li>2. Implement a safe system of work consistent with directions and advice provided by health authorities</li> <li>3. How workers and/or their health and safety representatives (HSRs) will be consulted;</li> <li>4. Monitor the covid-19 situation as it develops, relying on information from authoritative sources such as health authorities;</li> <li>5. Check condition of equipment and facilities, condition of perishable items, staff training;</li> <li>6. Ensured staff have completed COVID 19 Infection control training; and</li> <li>7. Encouraged all staff to get vaccinated for winter flu season.</li> <li>8. Ensure we have adequate supplies of hand sanitiser, disinfectant wipes, soap, gloves and masks.</li> <li>9. Ensure all premises have a thorough clean before opening</li> <li>10. Ensure Covid 19 safety signs on door prior to entering,</li> </ol>	Salon Owner Salon
How we are complying with social distancing requirements?	<p>We will:</p> <ol style="list-style-type: none"> <li>1. Ensure all people entering the premises are wearing a mask and sanitise their hands, on arrival;</li> <li>2. Maintain social distancing in public areas; and</li> <li>3. Limit cash transactions, encouraging use of contactless payment options</li> </ol>	Salon Owner
How we are complying with hygiene and cleaning requirements?	<p>We have:</p> <ol style="list-style-type: none"> <li>1. Hand washing facilities or alcohol-based hand sanitiser at entry.</li> <li>2. Signs posted regarding practicing of proper hygiene and hand washing, and</li> <li>3. Scheduling appointments/bookings to allow for sufficient cleaning time</li> </ol>	Salon Owner

	4. Should the Salon have a case of Covid 19 the premises will be immediately shut and will be sanitised by a professional cleaner	
How we are managing deliveries, attending the workplace?	We have: 1. Arranged a drop off point for deliveries	Salon Owner
How we are reviewing and monitoring work health and safety compliance?	We review: 1. Seek government updates and advice 2. Review procedures monthly, and incorporate updated information	
Extra measures we are doing to keep clients safe?	<ol style="list-style-type: none"> <li>1. Provide hand washing facilities and make sure these are kept clean, properly stocked and in good working order;</li> <li>2. Provide alcohol-based hand sanitiser tissues and cleaning supplies;</li> <li>3. Supply face masks and gloves to clients if required.</li> <li>4. Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as door handles to help prevent contamination;</li> <li>5. Ensure appropriate sterilisation of relevant equipment between clients, where appropriate; and</li> <li>6. Ensure all people entering premises have their temperature checked on arrival and sanitise their hands</li> <li>7. Ensure staff, and clients with any flu or cold symptoms stay home until they are recovered.</li> <li>8. Provide disposable paper cups for beverages</li> <li>10 Remove reading material from waiting areas</li> <li>11 Promote our Covid Safety Plan on our Website for access by clients</li> <li>13 Provide a copy of the Covid 19 Safety Plan at reception</li> <li>14 If someone becomes ill with respiratory symptoms at work arrange for the person to be sent home or access medical assistance.</li> </ol>	
Record keeping	<b>Ensure we have up to date contact information for clients entering the salon</b>	Salon Owner
Directions for Clients	<b>Clients</b> 1. Clients are not to enter the clinic if they are unwell or have COVID19 symptoms. We have the right to refuse service and must insist that anyone with these symptoms leaves the premises;	Salon Owner

	<ol style="list-style-type: none"><li>2. Verify on treatment plans each visit they are well and not displaying any signs of Covid19</li><li>3. Sanitise hands on arrival</li><li>4. Use tap and go, direct deposit or other contactless payment options and limit the use of cash transactions</li><li>5. Limit walk-in appointments and client interaction at the counter through the use of online or phone bookings;</li><li>6. Maintain social distancing in reception area; and</li><li>7. Refrain from any unnecessary contact with products they are not purchasing and surfaces not applicable to their treatment.</li><li>8. Clients can access our Covid19 safety plan from our website and will be advised of the following requirements when booking:<ul style="list-style-type: none"><li>● need to stay at home if unwell</li><li>● They will need to provide record keeping details</li><li>● Wash hands or use hand sanitiser on arrival</li><li>● Not bring friends or family to appointments</li></ul></li></ol>	
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