

**> HELPING BUSINESS GET  
BACK TO WORK**

## Your COVID-19 Safety Plan

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

### Business details

Business name	Pang's Remedial Massage
Business location (town, suburb or postcode)	Moss Vale 2577
Plan completed by	Phairin Wicharak
Email address	<a href="mailto:phairin.wicharak@gmail.com">phairin.wicharak@gmail.com</a>
Date	12 September 2020

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### Wellbeing of staff and customers

**Exclude staff and customers who are unwell from the salon.**

Self employed with no employees so I will not work if unwell

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

NA

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

NA

**Display conditions of entry (website, social media, salon entry).**

Signs will be displayed at entry and in massage room

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

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

NA

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## **Physical Distancing**

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

Only one customer at any given time

**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.**

Appointments will be spaced out that there will be no overlapping with customers

**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.**

NA

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

Appointments will be spaced out so there will never be more than one customer on the premises at any given time

**Use telephone or video for essential meetings where practical.**

NA

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

Appointments will be spaced out

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

NA

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

Already in place

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

Appointments will be spaced out that there will be no possible gathering outside of premises

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Trained and equipment will be available to ensure good hand hygiene practices

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

Disinfectant soap and paper towels will be used in bathroom

**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.**

Before and after each client towels will be changed with clean ones and all surfaces will be wiped down with cleaning agent

**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.**

Massage room will be cleaned after each client and at the end and beginning of each day

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

Have instructions placed with all cleaning agents to ensure appropriate strength is used

**Remove product testers or samples from public access.**

Not selling any products

**Remove books, magazines, pamphlets and iPads.**

No such material will be in the massage room or waiting area

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Gloves and all cleaning agents are available and signs to show procedures will be displayed

**Encourage contactless payment options.**

EFTPOS available as well as HiCap machine which both allow contactless payment options

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## **Record keeping**

**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**

Each customer will be asked to sign in with name and contact email or contact phone number. Within 24hrs lists will be transferred to electronic document and kept for the period of 28 days as per the requirements

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

COVIDSafe app downloaded on my phone

**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.**

Will ensure to have all information easily available if I am contacted by NSW Health

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

Yes