

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



## 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	Mouda Laser & Skin Clinic
Business location (town, suburb or postcode)	Wentworthville
Completed by	Roxanne Farah
Email address	<a href="mailto:roxy@moudalaserandskin.com.au">roxy@moudalaserandskin.com.au</a>
Effective date	3 January 2021
Date completed	12 January 2021

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### Wellbeing of staff and customers

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

yes we do.

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

Yes we have.

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

Yes we have.

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

all clients and staff must be wearing a mask when entering the clinic. all staff and clients will we temperature checked and must use our hand sanitizer.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

yes.

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## **Physical Distancing**

Capacity must not exceed one customer per 4 square metres of space (Greater Sydney), or one per 2 square metres (other regions). Children count towards the capacity limit.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

not applicable

**Face masks must be worn by staff and by customers 12 years and over in Greater Sydney, unless exempt.**

yes.

**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.**

not applicable.

**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.**

yes.

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

yes.

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

yes

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

yes all on our bookings system

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

not applicated.

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

all left at our front door.

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

not applicable.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

hand sanitizer are used once client and staff enter the clinic

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

no bathrooms on premises

**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.**

all surface are cleaned with hospital grade disinfectant

**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.**

we clean surfaces after every client

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

yes.

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

yes.

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

no magazines in clinic.

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

staff are always using gloves in every treatment

**Encourage contactless payment options.**

yes we done.

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

not applicable

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## Record keeping

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Hairdressing salons must use the NSW Government QR code system. Processes must be in place to ensure that customers provide the required contact information, such as by checking customer phones for the green tick to confirm they have checked in. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

all records are on our bookings system

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

we have applied for a QR code.

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

yes we have

**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.**

yes thankyou

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

Yes