

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



Your COVID-19 Safety Plan

Beauty and other services

Business details

Business name	SOFIA LEIGH
Business location (town, suburb or postcode)	Suite 7.11, 75 Mary Street, St Peters NSW, 2021
Select your business type	
Beauty services	
Completed by	Sofia Leigh
Email address	sofia@sofialeigh.com
Effective date	2 August 2021
Date completed	28 August 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

The safety of our staff & clients is first and foremost therefore we practice strict hygiene measures. We thoroughly wash and sanitise our hands before and after touching a client's face and / or hair and at various times whilst applying make-up and / or styling hair.

The make-up / hair brushes that our team use are thoroughly disinfected with hospital grade disinfectant & they are also sanitised with 80% Isopropyl Alcohol. When providing make-up services, our teams have individual brush sets for each client which they store in a sealable bag when services are complete and are taken home to be washed with shampoo and conditioner once the artist leaves our studio / clients premise.

Mascara is applied with disposable mascara wands; other disposable tools are used when needed and powder, cream, liquid products are decanted using a spatula.

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

- Every creative who works out of our studio and on location will be asked to present their individual COVID 19 Safe Plan as well as a completed Department of Health Infection Control Training – COVID 19 Certification.
- Every client will be asked to wash their hands prior to sitting in the Hair and Make-up Chair and will be offered Hand Sanitizer after their service. Clients are also advised to wash their hands before and after they eat or go to the bathroom.
- All clients are required to arrive to their appointment with WASHED & DRIED HAIR, this needs to be completed the night before your appointment.
- All clients are required to arrive to their appointment with CLEANSED SKIN, no make-up is to be present on the skin.
- All Hair Equipment i.e. Hair Brushes, Hair Combs, Hair Products will be disinfected after every use to avoid cross contamination.
- All Workstations, Chairs, Tables will be wiped down with Anti-Bacterial Wipes before & after every client.
- Gloves, Masks, Hand Sanitizer, Anti-Bacterial Wipes will be readily available in Hair and Make-up Kits.
- Palettes will remain closed on workstations to avoid cross contamination.
- Brushes will be separated and placed in separate Zip Locked Bags for each client prior

to Make-up Application.

- All Make-up Products and Items will be decanted onto a Stainless Steel or Ceramic Palette.
- Brushes will not be “spot cleaned”, all used brushes will be placed in a cup or container and then placed in a Zip Lock Container and taken home to be thoroughly washed with Shampoo, Conditioner and SARD Soap.
- Disposable Mascara Wands will be used for Mascara Application and Disposable Lip Wands will be used for Lip Product Application.

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

Agree

Yes

Tell us how you will do this

All clients and staff are required to sign in using our dedicated QR Code, if you do not have a mobile phone you will be asked to manually sign in by recording your details onto our paper displayed sign in document which is located the front of our premises. All details are kept for 28 days to assist with contact tracing.

Please contact us to reschedule your appointment if you or someone in your household is unwell and showing any flu like symptoms.

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

All clients and staff are required to sign in using our dedicated QR Code, if you do not have a mobile phone you will be asked to manually sign in by recording your details

onto our paper displayed sign in document which is located the front of our premises. All details are kept for 28 days to assist with contact tracing.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

As we manage and provide face to face services we highly encourage staff to undergo vaccination however it is not mandatory.

Due to current privacy laws we do reserve the right to not disclose this information to clients and other staff.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Agree

Yes

Tell us how you will do this

Capacity within our studio premises does not exceed two persons per day; staff that are not required to be at our studio premises are advised to work from home.

If our staff are providing mobile services at a clients residency and / or location we do ask our clients and staff to perform mobile services outdoors i.e balcony etc. if feasible otherwise we do ask for physical distancing measures to be followed within the clients residency and / or location.

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

Work tables, within our studio, have been placed 1.5 m apart to comply with physical distancing rules.

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

Masks are to be worn by staff and clients when working within our studio space. The only time clients will be asked to remove their masks is when make-up services are being performed. If you are exempt from wearing a mask, due to health reasons, you must provide an exemption document from your health care practitioner.

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

Agree

Yes

Tell us how you will do this

Hand hygiene should be a regular practice but here is a friendly reminder regarding hand washing.

Washing your hands frequently with liquid soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

Please wash your hands after bathroom use, after you cough or sneeze, before you eat and when you prepare food, after you handle animals, when you care for someone unwell, after using public transport / gym etc. This will help reduce the spread of germs and any contagious virus.

Our studio location has hand sanitiser at the front of our premises as well as within our studio; our teams also carry hand sanitiser in their kits for all mobile services.

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

Agree

Yes

Tell us how you will do this

Bathrooms are cleaned and tended to three times a day.

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

All Workstations, Chairs, Tables will be wiped down with Anti-Bacterial Wipes after every client.

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).

Agree

Yes

Tell us how you will do this

Windows are opened to increase ventilation within our studio premises; when providing mobile services we ask our clients to have their chosen services performed outdoors on a balcony if feasible.

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

All clients and staff are required to sign in using our dedicated QR Code, if you do not have a mobile phone you will be asked to manually sign in by recording your details onto our paper displayed sign in document which is located the front of our premises. All details are kept for 28 days to assist with contact tracing.

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

Our QR code is displayed at the front of our premises to ensure easy check in access for our clients and staff.

Check in's are checked by management before entry to ensure and confirm the "green tick" upon entry.

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

If you are unable to check in due to age or a language barrier we will ask another person to provide contact details on your behalf.

if you do not have access to a mobile phone you will be asked to manually sign in by recording your details onto our paper displayed sign in document which is located the front of our premises. All details are kept for 28 days to assist with contact tracing.

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

Yes