What you need to do to safely reopen your business.

The following measures must be in place before re-opening:

- Deep cleaning of premises
- Premises set up for appropriate number of people and physical distancing
- Signage and record keeping
- Staff and management policies, practices and training
- Ensure compliance with requirements under Infection prevention and control guidelines for hair, beauty, tattooing and skin penetration industries.

☐ Hand hygiene is the best way to prevent infection.

☐ Staff should not wear rings, watches or other jewellery when performing procedures, particularly tattooing and body piercing.

☐ Be careful handling sharps. Always dispose of sharps immediately into a sharps container.

☐ Use an aseptic non-touch technique to help prevent infection during tattooing or skin penetration.

☐ Be careful handling and dispensing products such as wax, ointments, make-up or creams can easily become contaminated.

☐ Use a disposable applicator to apply product.

☐ Throw out left-over product. Do not put it back into the original container or use it on another client.

☐ For products that cannot be put into a separate container, use a new disposable applicator each time you dip it into the product.

☐ Replace linen, paper towels and strips between each client.

☐ Wash linen, towels and protective clothing in hot water (70–80 degrees Celsius).

☐ Dry linen on the hottest dryer setting.

☐ Separate waste into clinical waste and general waste. Use a different bin for each type of waste.

☐ You must use a waste contractor authorised by the EPA to remove clinical waste.

☐ Have a cleaning schedule for surfaces and equipment.

☐ Ensure staff who reprocess items are properly trained in the different cleaning, disinfecting and/or sterilising of reusable instruments and equipment.

☐ You must have a dedicated area for reprocessing.
Deep cleaning of premises

☐ Ensure appropriate cleaning and disinfecting products are available to effectively clean and disinfect all surfaces.

☐ Conduct a deep clean of all contact surfaces and objects, e.g. counters, tables, doors, handles, taps, chairs, tables, handrails, tills, phones, any reusable instrument or equipment.

☐ If your business has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities.

☐ Have air conditioning systems serviced according to manufacturer’s instructions and ensure they are fully functional. Where possible fresh air flow should be maximised in indoor premises.

Premises set up for appropriate number of people and physical distancing

☐ Ensure your premises is set up to adhere to client limits and physical distancing

  ☐ a limit of 20 clients per premises, including enclosed treatment rooms (not including staff), and

  ☐ a density quotient of one client per four square metres of the floor space accessible to clients.

☐ Optimise physical distancing in the layout by reviewing entry and exit points, flow of staff and clients, location of hand sanitiser.

☐ If practicable, set up separate exit and entry points to minimise contact.

☐ Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.

☐ Consider using physical barriers where practical, such as plexiglass around counters.

☐ Remove waiting area seating or space seating at least 1.5 metres apart.

☐ Limit the use of cash transactions by encouraging clients to use tap and go, direct deposit or other contactless payment options.

☐ Limit walk-in appointments and client interaction at the counter by using online or phone bookings.

☐ Display signage for staff and clients and install in appropriate, high visibility locations. Signage should include:

  ☐ a sign at the entrance to your premises that advises clients of the maximum number of clients allowed at any time

  ☐ information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell

  ☐ hygiene and physical distancing practices.

☐ Display a poster at your premises confirming that staff have reviewed the guidelines.

☐ Place physical barriers or use floor signage to maintain 1.5 metres physical distancing between cashiers and clients.

☐ Set up a system for recording client contact details (first name, contact phone number, and time of visit) to support contact tracing. Whether this is a paper-based approach or electronic approach your system needs to minimise the number of people who touch the surface; and retain client contact details securely for at least 28 days after the client has visited your premises. Contact details must be destroyed securely after this time.

☐ Set up a record keeping folder for Staff Coronavirus (COVID-19) Health Questionnaires which are encouraged to be completed before starting every shift.
Staff and management policies, practices and training

- Distribute these guidelines to staff and ensure that they are familiar with the guidance information.
- Ensure you as the operator or manager understand your obligations under the Occupational Health and Safety Act and have reviewed the coronavirus (COVID-19) guidance from WorkSafe Victoria available at www.worksafe.vic.gov.au/resources/preparing-pandemic-guide-employers.
- Establish new processes and schedules for cleaning and sanitising to maintain good hygiene at your premises, including hourly cleaning of high touch points such as doors, handles, chairs and benches.
- Plan to have an inhouse session with your staff every month to refresh their knowledge of relevant training.
- Consult with staff on measures you have put in place and provide them with the information and education necessary for them to perform their work in a safe manner including on changes to work practices such as cleaning and sanitising. The Occupational Health and Safety Act places certain obligations on employers regarding when and how to consult with staff about the identification of hazards or risks and determining how they will be controlled (refer to WorkSafe for more information).
- Encourage all staff to download the COVIDSafe App before returning to work to assist contact tracing.
- Consider appointing a staff member to be your coronavirus (COVID-19) Response Officer. This person would be responsible for ensuring that your policies and practices are being followed, that staff are well-informed, and records are being kept appropriately.