AUSTRALIAN ACADEMY
BEAUTY – DERMAL – LASER

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, students and visitors.
Due to the Delta strain our original Covid Safety Plan (2020) has been updated with additional precautions for staff students and clients.

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
- Not attending college if you show any signs of a cold or flu
- Not attending the college if you have had any contact with an infected person

Business details

Business Name: Australian Academy of Beauty Dermal and Laser	
CEO Name: Suzanne Campbell	Approval: Y/N
Worker Representative Name: Susan Rice	Approval: Y/N
Date completed: 15/8/2021	Date distributed: 15/8/2021
Revision date:	15/8/2021

Checks and preparation, we have done to know we can re-open	We will: 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; 2. Implement a safe system of work consistent with directions and advice provided by health authorities 3. How workers and/or their health and safety representatives (HSRs) will be consulted; 4. Monitor the covid-19 situation as it develops, relying on information from authoritative sources such as health authorities; 5. Check condition of equipment and facilities, condition of perishable items, staff training; 6. Adjust air conditioning system to include Hepa filters 7. Ensure all staff have completed COVID 19 Infection control training; and 8. Ensure all students have Covid safety training prior to returning 9. Ensure all staff students and clients are sent our most recent Covid safety plan prior to returning Ensure the updated Covid safety plan is added to our website. 10. Encouraged all staff to get vaccinated for winter flu season. 11. Being personal services we are permitted to open once vaccinations are at the 70% level as long as all staff and students and clients are fully vaccinated for Covid. This will be applied from opening date in line with the health requirements. 12. Display Covid QR code on front door together with the sign that mask wearing is compulsory on premises	,

	13. Ensure there is a full copy of this safety plan at our front desk in each location	
Entry requirements for all staff students and clients	1. All people entering the premises, staff students clients delivery personnel are required to use the Covid QR code to sign in prior to entering premises. 2. We will have a notice on door advising not to enter if slightest bit unwell 3. If you cannot use a QR code you can be signed in using your QR card and the Concierge system with help from our staff. 4. If you have neither of the government required systems, your details will be recorded on a spread sheet and provided to any government official on request. 5. Everyone is asked to show receptionist the green sign in tick on their phone upon entering premises which will also confirm they are fully vaccinated. 6. All people are required to have temperature checked, 7. Everyone is required to wear a mask 8. Everyone is required to sanitise their hands on arrival 9. Everyone entering is required to be vacinated in line with health Department requirements for businesses allowed to open at the 70% vaccination rate.	
How we are complying with social distancing requirements?	We will: 1. Maintain social distancing in public areas; and 2. Limit cash transactions, encouraging use of contactless payment options 3. Ensure students clients and staff and students are not sitting or standing in groups 4. Staff room or students rooms can not have more than 2 students at a time 5. Ensure there is no queuing throughout academy	Director of studies, Spa Managers & Trainers and assessors

Extra measures we are doing to keep clients safe	Academy 1. Provide hand washing facilities and make sure these are kept clean, properly stocked and in good working order; 2. Provide soap and alcohol-based hand sanitiser tissues and cleaning supplies; 3. Supply face masks and gloves to all staff and students and clients Wearing is mandatory 4. Promote good hygiene practices, e.g. display hand hygiene posters; 5. Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as door handles, desk top to helps prevent contamination; 6. Ensure appropriate sterilisation of relevant equipment between clients, where appropriate; and 7. Ensure staff, students and clients with any flu or cold symptoms who stay home until they are recovered. 8. Premises professionally cleaned each day 9. Have HEPA filters installed in all air conditioning Students 1. No one is to attend class or clinic if they are unwell in any way. 2. No staff or student is to attend if they have been in contact with anyone with COVID - 19 until they have a health clearance; 3. We strongly suggest everyone have the flu vaccination to further keep everyone safe from colds and flu this season; 4. All students are required to send a copy of their full vaccination certificate to their trainer for our records. 5. All students are required to sign in each day using the QR code which will also show vaccination status	Trainers and assessors, Spa managers; Students & clients

	6. Clean your hands regularly throughout the day with soap and water and alcohol-based hand sanitizer; 7. Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitizer; 8. Avoid touching your face, nose and mouth and shaking hands; 9. Not congregate in groups in any area of the academy except class rooms 10. Maintain social distancing in public areas; and 11. We ask everyone to refrain from your normal "hello hug". Clients 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; 2. All clients to show proof of full vaccination results 3. All clients are required to use the QR code to sign in which will also have vaccination results. 4. Clients are also asked to acknowledge on all consultation forms they have been fully vaccinated and not showing any signs of Covid. 5. Limit walk-in appointments and client interaction at the counter through the use of online or phone bookings; 6. Maintain social distancing in public areas; and 7. Refrain from any unnecessary contact with products they are not purchasing and surfaces not applicable to their treatment 8. Utilise tap and go payment options.	
Measures we have put in place to keep workers safe?	Clinics 1. Classes will have staggered breaks to avoid large numbers gathering together. We ask you to have lunch outside as much as	CEO, Deputy CEO, Director of studies, trainers and assessors

	possible for the next few months; 2. Please ensure there are only 2 girls as a maximum in the common areas at any one time; 3. Clients to the spa will be required to sign on their consultation form that they are not displaying any signs of flu, or COVID - 19 nor have been in contact with anyone displaying symptoms; 4. Only two people can be in trainer's room at one time; 5. All students to wear masks and gloves when performing treatments and in close contact; and 6. Trainers will ensure benches, handles etc. will have regular cleaning throughout the day Office Normal working conditions including (at home) will apply. On occasions where all staff are required at the office 4 sq metres per person is applied through accommodation planning. All work areas 1. If someone becomes ill with respiratory symptoms at work, isolate them by placing them in a room or an area away from others; 2. We will arrange for the person to be sent home or access medical assistance; and 3. If a worker is confirmed to have COVID - 19, call 13HEALTH (13 43 25 84) for advice. Inform co-workers about possible exposure to a confirmed case of COVID -19 but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.	
How we are complying with hygiene and cleaning requirements?	We have: 1. Hand washing facilities or alcohol-based hand sanitiser at entry and exit points and in common rooms/lunchrooms, each room.	CEO, Director of studie Spa managers , trainers and

	2. Hand washing supplies, soap and towels are regularly replenished throughout the day 3. Signs posted regarding practicing of proper hygiene and hand washing, and 4. Scheduling appointments/bookings to allow for sufficient cleaning time 5. All surfaces are thoroughly cleaned after each client including room and entry door handles, reception benchtop, 6. All premises professionally cleaned and disinfected at end of each day 7. Hepa air filters installed	assessors
How we are managing deliveries, contractors and visitors attending the workplace?	We have: 1. Arranged a drop off point for deliveries, and 2. Contractors or visitors sign in or text their contact details	Spa Managers
How we are reviewing and monitoring work health and safety compliance?	We review thru: 1. Executive meetings with CEO, Deputy CEO and Staff 2. Trainer meetings with, Trainers and Compliance Officer; and Monthly management team meetings	CEO, Deputy CEO, Director of studies and All Staff
How we are compiling with record keeping requirements	Anyone entering our premises, staff clients students delivery people, cleaners, maintenance people must sign in using the QR code. Should they not be able to use the code to sign in it will be done for them by a staff member accessing our concierge checkin	
Should we be a local government area of concern	Stay at home rules apply and all rules and restrictions announced on a daily basis are adhered to	

How we will manage psychosocial risks	To manage stress from COVID-19 we will: 1. regularly ask staff and students how they are going and if there are any work-related stressors that need to be addressed; 2. be well informed with information from official sources, regularly communicate with everyone and share relevant information as it comes to hand; 3. consult our staff and students on any risks to their psychological health and how these can be managed; 4. Director of studies is the point of contact to discuss their concerns and to find workplace information in a central place 5. inform everyone about their entitlements if they become unfit for work or have caring responsibilities; 6. proactively support staff who we identify may be more at risk of a work-related psychological injury (e.g. frontline workers or those working from home); 7. refer staff and students to appropriate channels to support mental health and wellbeing, such as employee assistance programs. 8. Phycologist talked to students via google meets during lockdown	Director of studies & Trainers and assessors
Doctors - If anyone is at class or clinic and wish to visit a doctor, the nearest bulk – billing doctor is:		
North Strathfield	Dr Sukhdeep Aulakh. Bakehouse Quarter Suite 3 Building C, 16 – 22 George Street, North Strathfield	
Bella Vista	T1 Norwest Medical Practice. 122/14 Lexington Drive, Bella Vista	
Rockdale	Myhealth Medical Centre Rockdale. Shop M2/ Rockdale Plaza, 1 Rockdale Plaza Dr, Rockdale NSW 2216	

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, NSW Health will be notified by the medical professional who confirms the diagnosis and the laboratory that completed the test.
Your responsibilities in relation to COVID-19	Students, staff and clients have a duty to take reasonable care for their own health and safety and the health and safety of other persons in the workplace. Vaccination is compulsory for those that wish to attend at the 70% vaccination mark in line with Health department strict requirements

What do you do if you test positive for COVID-19	NSW 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 the Academy of your diagnosis and you must not attend college. NSW Health will contact us if required, for the purpose of contact tracing and will advise on what actions are required to protect others who may have had close contact with you. NSW 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 if they have COVID-19?	NSW health will advise when you can return
What should you do if you have had close contact with someone who has tested positive for COVID-19?	NSW 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.