

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



## Your COVID-19 Safety Plan

### Beauty and other services

#### Business details

<b>Business name</b>	Natural Look Spray Tans
<b>Business location (town, suburb or postcode)</b>	Sydney Eastern Suburbs (mobile service)
<b>Select your business type</b>	
Beauty services	
<b>Completed by</b>	Marie-Claire Maurice-Jones
<b>Email address</b>	_____
<b>Effective date</b>	11 October 2021
<b>Date completed</b>	10 October 2021

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### Wellbeing of staff and customers

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

**Agree**

Yes

**Tell us how you will do this**

Clients will be sent a text message on the day of their appointment requesting they cancel if feeling unwell.

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

Yes

**Tell us how you will do this**

As a sole trader, Marie-Claire Maurice-Jones has familiarised herself with COVID-19 safety requirements and legal obligations in regard to COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Natural Look Spray Tan's COVID-19 Safety policy will apply to all clients.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

As a mobile spray tanning service, clients will be sent a text prior to their appointment requiring them to:

1. Cancel if they are feeling unwell.
2. Present proof that they are full vaccinated, or if applicable, provide proof of medical exemption.
3. Check in when Marie-Claire arrives at their residence.
4. Will be provided a link to Natural Look Spray Tans' COVID-19 Safety Plan.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for**

**businesses is available at:**

**<https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.**

**Agree**

Yes

**Tell us how you will do this**

Clients will be required to either text a copy of their vaccination certificate, or present their certificate at the time of their appointment. If exempt, proof of medical exemption will be required as per NSW COVID-19 safety guidelines.

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## **Physical distancing**

**Capacity must not exceed the lesser of one person per 4 square metres of space in the premises, or 5 persons.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable.

**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**

1. 1.5m physical distancing is required during each appointment, where possible. 1.5m distancing will not be possible during treatment.
2. Masks will be required at all times during appointments, only to be removed when spray tanning the face.
3. Only one client in the room where treatment is taking place, unless children require supervision.

## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

## **Agree**

Yes

### **Tell us how you will do this**

If possible and weather permitting, it is recommended that windows and doors of the room where the treatment is taking place are kept open to allow adequate ventilation.

**Use outdoor settings wherever possible.**

## **Agree**

Yes

### **Tell us how you will do this**

If a suitable sheltered outdoor space, such as a balcony or courtyard is available, the treatment can be performed outdoors.

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

**Agree**

Yes

**Tell us how you will do this**

Within reason and whenever possible, weather permitting, clients will be requested to leave window and doors open.

**In indoor areas, 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**

If mechanical ventilation is available, such as air conditioning it will be recommended that clients utilise the ventilation system during their appointment.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

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## 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 at all times during appointment. Clients can remove their mask when having the face spray tanned only.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser will be made available and used regularly throughout appointments as necessary, and specifically at the beginning and at the end of an appointment.

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

**Agree**

Yes

**Tell us how you will do this**

Not applicable.

**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 equipment will be cleaned with disinfectant after each treatment, before equipment is packed away.

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## **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 will be required to check in using the NSW Government QR code if they have access to a mobile device. If not their details and time of appointment will be kept on file.

**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**

Upon arrival a QR code will be presented to clients for them to check in.

**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**

Client records are kept for all appointments, including name, address, phone number and vaccination status.

**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**

Not applicable.

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