

**COVID -
19**

ACTION PLAN

2020 THE WELLNESS CO
86 SQUARE METRES

46 Johnston st, Wagga Wagga

2020 THE WELLNESS CO

COVID-19 PLAN



HAND WASHING & HYGIENE

Physical distancing

- All Staff members work areas to be a minimum of 1.5 metres apart.
- Place a sign in meeting room highlighting social distancing requirements.
- If possible arrange shifts so less staff are in the workplace at the one time.
- Encourage meetings to be online or via phone, and if in person in large space for a minimal time.
- Provide social distancing markers on floor in areas where people line up.
- Request contactless deliveries.

- Have hand sanitiser available at entree & round workplace.
- Ensure bathrooms are well stocked with hand wash & paper towel.
- Put up poster with instructions on hand washing.
- Put up signs to encourage customers to only touch objects they are going to buy.
- Instruct Employees on not touching their faces, sneezing into their elbow & staying home if sick.
- Encourage cashless transactions
- Instruct employees to limit contact with others - no shaking hands etc.



Cleaning

- Ensure areas that are frequented regularly are cleaned daily with disinfectant.
- Instruct workers to wear gloves when cleaning and use sanitiser before and after putting on gloves.
- Instruct workers to clean personal items i.e phone & sunglasses if touched regularly with disinfectant.
- Frequently touched areas to be cleaned thoroughly between each client, treatment bed, mirrors, chairs.
- Linen if used to be changed after every client and washed with oxiclean disinfectant.

- Gloves to be worn for each treatment if deemed appropriate.
- Hands to be washed before and after each client.
- Appropriate masks to be worn by employees when treating clients.
- Do not touch personal devices i.e phone when treating client.



- If possible use a clear sheet of plastic on treatment bed that can be disinfected easily
- All tools used to treat clients to be washed with 70% alcohol cleanser
- Equipment and dishes to be washed in separate sinks
- All equipment used on clients to be stored in airtight containers.
- Uniforms to be washed daily, consider arriving in normal clothes and getting changed at work.



Monitoring & Communication

- Put signs up of the symptoms of Covid-19 around the workplace.
- Direct employees to stay home if displaying symptoms.
- Direct employees to record clients full names, mobile and emails in case we need to contact them regarding Covid-19.
- Remind Employees of the privacy and confidentiality laws in regards to themselves and clients
- Encourage no additional person to come to studio with client.
- Encourage client not to arrive too early so waiting room is used minimally.

Customer Treatment

A STEP-BY-STEP GUIDE

01

CONSULT

Ask your client if they have been over seas or exposed to any known cases of covid-19, ask how their health is currently.

02

RECORDS

Collect up to date contact information of client and keep a record for 28 days.

03

SANITISE

Ask your client to sanitise their hands on arrival and therapist also washes hands prior to treatment.

04

WEAR CORRECT PPE

Masks & gloves to be worn accordingly

05

SANATISE

Once completed treatment, sanitise all equipment and surfaces in accordance to our policies and procedure

Social Distancing

A STEP-BY-STEP GUIDE

01

STAFF

Staff working areas will be 1.5 metres apart

02

MEETINGS

Staff meetings will be encouraged to be over the phone or online.

03

CLIENTS

Will be asked to not bring anyone with them to their appointment, and to not come early so waiting room use is limited.

04

RECEPTION

Social distancing marker at reception

05

DELIVERIES

Deliveries will be contactless.

Daily Checklist

LAMINATE ME AND USE ME AS A CHECKLIST

STAFF NAME:

Date:

CLEANING

- FURNITURE SANITISED
- DESK/SURFACE CLEANED
- FRAMES CLEANED
- EQUIPMENT SANITISED
- PPE PREPARED

CLIENT CARE

- CLIENT SANITISED HANDS
- CONTACT DETAILS CONFIRMED
- COVID DISCLAIMER FILLED OUT
- CLIENT OFFERED MASK
- EQUIPMENT SANITISED WITH TRISTEL

Handwashing

LAMINATE ME AND USE ME AS A GUIDLINE

Five steps to clean hands



1 Wet your hands with running lukewarm water



2 Lather with soap by rubbing them together



3 Scrub for at least 20 seconds



In between your fingers



Rubbing palm to palm



Don't forget your thumbs



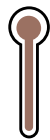
4 Rinse well under clean, running water



5 Dry your hands using a clean towel



COVID-19 SYMPTOMS



- Fever



- Sore Throat



- Dry Cough



- Aches & pains



- Congestion

If you are experiencing any of the symptoms associated with covid-19 it is important for you to see a health professional immediately.

Please let the management know so they can conduct their Covid-19 safety plan.

ACTION PLAN

COVID notice

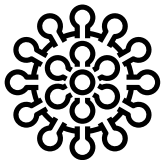
ATTENTION

If you have any of these symptoms

- fever
- cough
- sore throat
- congestion
- shortness of breath



or travelled internationally in the last 14 days



or been in contact with someone who has or is suspected to have covid-19



PLEASE LEAVE THE PRACTICE IMMEDIATELY FOR THE HEALTH AND SAFETY OF YOURSELF, CUSTOMERS AND STAFF



PLEASE CALL US TO RESCHEDULE YOUR APPOINTMENT 0421551132

We kindly ask

SANITISE
HANDS
BEFORE
ENTERING

**WE ARE A COVID
SAFE WORKPLACE**



THE
WELLNESS
CO.