

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: Coastal Soul Wellness
Site location: Shop 3/ 228-236 Pakington St, Geelong West
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Date prepared: 7/8/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none">• <i>Hand sanitiser available upon entering, hand soap and paper towels available for all staff and clients in reception and toilets. And for staff in the kitchenette..</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• <i>Aircon in use, door opened frequently.</i>
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none">• <i>Level 1 PPE implemented with face masks and eye covering.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> • <i>Only one staff member but have been trained in infection control procedures for COVID -19.</i> • <i>Signage displaying safe COVID 19 practices.</i>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • <i>Paper Towel used, pens/clipboard cleaned and disinfected regularly.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Remedial Massage Therapist to action infection control procedures which include:</i></p> <ul style="list-style-type: none"> • <i>Washing arms and hands with soap thoroughly and regularly</i> • <i>Wearing appropriate PPE Face Masks/eye covering for every treatment and gloves where needed (i.e cuts).</i> • <i>All towels and linen fresh and clean for every client. Soiled towels and linen removed for every client and placed in separate area (for laundry service).</i> • <i>All desks, chairs, door handles and access areas cleaned with anti-bacterial sprays between each treatment.</i> • <i>All massage tables, face cradles, arm rests, stools cleaned and disinfected with disinfectant and antibacterial cleaners and sprays between each treatment.</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>There are adequate supplies of cleaning products, disinfectant and anti bacterial sprays, soap and hand sanitiser along with paper towel and disposable gloves.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • Remedial Massage therapist to cancel treatments and get tested should they be unwell and advise clients.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Staff are NOT required to work across multiple settings and work sites.
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • Every client temperature checked, offered Hospital grade hand sanitiser and completion of COVID screening form prior to treatment. The form include consent for contact tracing. • Face masks/eye covering worn in clinic by Remedial Massage therapist and clients are urged to bring their own Face masks as well. Mask will be provided if they do not have one • Reminder message sent to clients with message to reschedule if they are unwell and to arrange testing before any treatment occurs.
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Only 1 client in the waiting room at anytime.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>There are not workstations.</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>N/a</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	<i>There is no build of workers.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Staff (1) social distances whilst on lunch breaks/tea breaks.
Review delivery protocols to limit contact between delivery drivers and staff.	<i>n/a</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>n/a</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	<i>Signage visible (max occupancy)</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>Covid tracing form completed upon beginning of treatment.</i>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>See Coastal Soul Wellness Procedure Manual.</i></p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Should an outbreak occur, the clinic will be closed and all contacts notified.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>Use contact tracing forms and contact DHHS and Worksafe.</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p><i>The clinic will remain closed until it is safe to reopen as advised by DHHS.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p><i>Should an outbreak occur, the clinic will be closed and all contacts notified.</i></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p><i>All contacts will be notified.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>If confirmed COVID 19 case, Worksafe will be notified.</i></p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Await confirmation from DHHS upon when workers can return to work.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed Leighanne Crocker

Name Leighanne Crocker

Date 07/08/2020