



COVID SAFE PLAN & WHS

Updated 15/10/2021



Ensure physical distancing

- Our maximum capacity for both downstairs and upstairs while 1 person per 4sqm rule applies is printed on a poster at the front door. 12 Downstairs, 8 Upstairs.
- The salon chairs are 2m away from each other. This allows for no more than one worker per four square meter and also no more than one member of the public (clients) per four square meter.
- When the clients have finished their service, we allow for only 1 client and 1 team member to be at the reception desk to complete payment and rebooking.
- We restrict staff numbers behind the reception desk to 1 person only.
- Basin seats are divided into single booths with divider screens.



Wearing a face mask and touch points

- Koh ensures all workers and clients entering the salon wear a face covering as per public health advice. This also includes Koh providing adequate face coverings to workers that do not have their own.
- Koh informs workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.
- Koh frequently and regularly (after every client) clean and disinfects shared spaces such as benches, chairs and salon equipment. We also regularly clean and disinfect high-touch communal items such as door knobs (when we can, we keep the front door open to avoid

“touch points” on door handles), telephones and pens. This is done with the appropriate cleaning products, such as detergent and hospital grade disinfectants.

- When serving refreshment drinks we ask clients to wear masks in between sips due to the close contact of their service and operator. We are unable to provide any magazines for clients. We have kindly asked them to bring their own reading material/entertainment for during their service.



Practicing good hygiene

- Koh has a cleaning log in the back room to make sure every corner the salon is being cleaned regularly.
- We have hand sanitiser available for both clients and workers at every hair station along with the front reception desk and back room. We also have a rest room available for those that would prefer to wash their hands with soap and water. We highly recommend regular use of these throughout a clients service and before entering the salon to sit down for their service.
- We clean our restroom with hospital grade disinfectant, we also use disposable paper towels in our restrooms and use gloves when disposing of them.
- All of our gowns and towels are one per client. Once the gown and towel has been used, we wash it using washing detergent, ready for the next client.
- Wash all colour brushes and colour bowls with detergent.
- Koh supports workers to get tested and stay home even if they only have mild symptoms.



Keep records and act quickly if workers become un-well

- Koh has developed a business contingency plan to manage any outbreaks.
This includes:
 - A plan to respond to a worker being notified they have a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results.



- A plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period.
- A plan in place to clean the worksite (or part) in the event of a positive case.
- A plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- A plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace.
- A plan in the event that you have been instructed to close by DHHS.
- A plan to re-open your workplace once agreed by DHHS and notify workers.
- We take contact details for EVERY person entering our salon

Minimising interactions in enclosed spaces as much as possible

Koh workforce bubble

- Having our maximum capacity on the front door.
- Having lunch breaks outside of the salon.
- Avoiding over-crowding in the back staff room.
- Only allowing one person to be waiting inside the salon, asking other clients to return in a time frame when their stylist will be free to see them.
- We have tables and chairs on the footpath for extra waiting seats or a place for staff to eat lunch.
- Enhancing airflow by opening the door.
- Optimising fresh air flow in air conditioning systems.
- Making sure both the door and the air conditioning are set for optimum air flow at the start of each workday or shift.
- Constantly making sure that the number of workers and number of clients in the salon are never over the maximum capacity. (This includes: decreasing the amount of appointments we take on for clients, having rotating shifts to minimise the amount of workers in the work

place at once and making everyone's lunch breaks at different times so that throughout the day there is 1 less worker in the salon.



Koh workforce bubble

- Our Workforce bubble is spreading staff out over 2 floors. 1 FOH controlling the door, taking temperatures and controlling people walking in to stay under our max capacity at all times.



Social media

- All information regarding our COVID-19 WHS procedures are shared on our social media, website and over the phone pre appointment.



Extra team precautions

- Koh staff are required to come to work with clean hair. We sterilise all equipment between clients and after every use.
- We are required to wear clean clothes daily. No long nails as they can carry bacteria. No rings.
- If sneezing or coughing, use the inside of our elbow and not our hands to cover mouth.
- We are required to use hand sanitiser or wash our hands thoroughly in the backroom in between clients.
- No sharing of make-up, deodorants or any personal items between team members
- All staff have their own hairdressing kits which include - brushes, combs, scissors, hair dryer, clips, apron and gloves.
- All staff are full vaccinated.