



The Victorian Government has announced that, from 1 June 2020, the following beauty and personal care service businesses will be allowed to reopen:

- Beauty therapy
- Tanning
- Waxing
- Nail salons
- Spas
- Tattoo and piercing
- Non-therapeutic massage

The Public Health Unit at the Hobsons Bay City Council has developed the checklist below for beauty and personal care services to complete. The purpose of this checklist is to ensure that you are informed about current restrictions and to verify that you have implemented effective COVID-19 precautions, in addition to the standard infection control protocols that apply to your business. Please do the following prior to reopening your business:

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- Check the Department of Health and Human Services coronavirus webpage for information on what restrictions currently apply to beauty and personal services businesses:
<https://www.dhhs.vic.gov.au/shopping-and-retail-restrictions-covid-19>
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- Visit the Business Victoria webpage for detailed guidelines to assist beauty and personal care service businesses to reopen. This webpage also contains a number of other useful resources:
<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/beauty-and-personal-care-facility-guidelines-for-coronavirus-covid-19#signage>
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- Check that staff and customers do not have symptoms of illness, including a cough, sore throat, shortness of breath or fever. Staff can complete the Business Victoria health screening questionnaire before starting their shift:
https://www.business.vic.gov.au/_data/assets/pdf_file/0018/1903320/Staff-Coronavirus-COVID-19-Health-Questionnaire.pdf
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- Ensure that hand wash basins are operational with warm water and a supply of soap and paper towel.
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- Provide alcohol hand sanitiser for customers and staff to use at the business (must be 60- 80 per cent alcohol).
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- Measure the area of the premises to determine how many customers you can allow inside at one time. Currently there must be a space of 4 metres squared for each customer and a total limit of 20 customers at one time in the entire premises, noting density quotient. All staff and customers must also maintain a distance of 1.5 metres between each other, where practical.
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- Signage must be displayed outside your business showing the maximum number of customers allowed in the business at one time. A template sign from Business Victoria can be found here:

https://www.business.vic.gov.au/_data/assets/pdf_file/0003/1903305/Door-sign-Our-maximum-number-of-patrons-is.pdf

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- Display signage throughout the premises to remind customers of social distancing and hand washing. Floor markings may also be useful to convey social distancing requirements. Signs and floor markings can be obtained from the Business Victoria webpage:

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/beauty-and-personal-care-facility-guidelines-for-coronavirus-covid-19>

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- You must record contact details for every customer that enters the premises. These details include the customer's first name and contact number and this must be kept for 28 days to assist in potential contact tracing. You should also record details of maintenance and delivery workers who enter the premises. A template for this log can be obtained from Business Victoria:

https://www.business.vic.gov.au/_data/assets/pdf_file/0003/1904718/Record-sheet-Visitor-and-Client-Contact-Log-Beauty-and-personal-care.pdf

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- Clean and disinfect the entire premises and ensure that regular cleaning/disinfection of high-touch areas is maintained while operating.

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- Ensure there are adequate supplies of cleaning chemicals such as disinfectants.

Ensure that staff are suitably trained in cleaning and disinfection practices for COVID-19

- It may also be useful to refer to the Australian Government's Environmental Cleaning and Disinfection Principles, which may provide additional information for your COVID-19 cleaning routine:

<https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

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- Maximise the distance between staff and customers by limiting movement throughout the premises, assigning staff to specific areas, rearranging waiting areas and using physical barriers between staff and customers such as plexiglass barriers.

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- Set up separate entry and exit points to the business, if practical.

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- Encourage customers to book over the phone and to pay by contactless payment, if available.

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- Temporarily remove magazines or books from waiting areas.
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- Ensure there is an adequate supply of items such as wax sticks, cotton balls, nail files, alcohol wipes, bin liners, needles, gloves and masks.

- If your business conducts skin penetration, ensure you have a supply of sharps containers for the disposal of all sharps. Ensure that sharps are handled carefully and disposed of immediately.

- If using an autoclave, ensure that it is in working order and that the staff member trained to operate it is onsite.

- Ensure that there is adequately sized receptacles for the disposal of all normal waste and clinical/biohazard waste.

Personal Protective Equipment (PPE) such as masks and gloves should only be used where therapists were previously required to control for risks other than coronavirus infections. However, the use of masks that are designed to filter airborne particles are recommended for people who have a greater risk of exposure to the disease.

Additional notes:

Business details	
Trading name:	
Registration number:	
Prepared by:	Position:
	Contact Number:
	Email:
Please return completed checklist to the Public Health Unit	Email: publichealth@hobsonsbay.vic.gov.au Post: P.O. 21 Altona, 3018
Council may contact you and conduct a site visit to verify the contents provided. For assistance please contact 9932 1504.	
Office use only	Date:
	Officer: