



Procedure -Covid 19

Area	Policy / Procedure
<u>Entrance/Reception</u>	<ul style="list-style-type: none">• <u>ALL</u> Clients entering the spa must be screened including Clients coming in for treatments, products, pricelist or a general query.• Screening means- Testing the client's Temperature and completing a screening form/ Contact Tracing (<i>Symptoms- Fever, Cough, Sore Throat, Redness of Eyes, Shortness of Breath</i>)• <u>Step 1 - Sanitize the Hands</u>• <u>Step 2 -Test Temperature</u>• <u>Step 3- Fill and Sign the screening form.</u>• The manger must check the form before assisting the client• If the Temperature is above 37.5, the treatment can not be done.• Treatments are booked via appointment only to allow for sanitising of the treatment room before and after.• Social Distance Tape Installed with 1.5 meter Spacing• Perspex Screen installed• Covid Awareness Signage installed• When taking payment – sanitizer to be pumped into the client's hands , before they touch the credit card machine• Employee to sanitize their hands immediately after taking payment.

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	<ul style="list-style-type: none"> • All Surfaces to be cleaned several times per Day
<p><u>Employees</u></p>	<ul style="list-style-type: none"> • Pre screen for underlaying conditions • Training on Covid 19 awareness and Procedures • Phased in Work, Amended Shifts work to ensure minimal employees are on shift at once. • Appointed a Covid Office-1 per shift • <u>ALL</u> Employees entering the spa must be screened • Screening means- Test the Temperature, the employee must fill and sign in the screening for symptoms (Symptoms- Fever, Cough, Sore Throat, Redness of Eyes, Shortness of Breath, if they travel to any high Risk countries in) • <u>Step 1 – pump sinister into the hands</u> • <u>Step 2 -Test the employees Temperature</u> • <u>Step 3- employee must fill and sign in the screening form</u> • The manger must check the form before allowing the employee to start work • If the employees temperate is above 37.5- kindly inform them they cannot enter into work and to go home and rest or ask them to see a doctor. • Employees must inform the manger/covid office while at work or before coming to work- if they have any of



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	<p>the following symptoms- body aches, loss of smell, loss of taste, nausea, vomiting, diarrhoea, fatigue & Tiredness</p> <ul style="list-style-type: none">• When an employee are inbetween treatments or on lunch social distancing 1.5m apart from each other is maintained.• Employees Must Wash & Sanitise their hand with the hand wash and sanitizer provided. Wipe hand with the tissue roll and throw away the tissue roll paper into the bin.• Temperature and symptom screening will done on arrival and departure.• If the temperature is above 37.5 the employee will be instructed not to work & will be asked go home to rest and see a Doctor.• Employees Must Report to the Mangers whom are also the Covid Officers if they are unwell 1 day before their shift or as soon as they feel sick• Uniforms are cleaned and washed daily• Hands are Washed and sanitise before and after every treatment• Hair is tied up/ covered• A cloth mask must be worn at all times & Washed Daily• A Face shield can be be worn
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	<ul style="list-style-type: none">• Every employee must clean and sanitize all equipment and products• Personal Protective Equipment such as Mask, Gloves, Shields & Sanitiser is always available
<u>Treatments</u>	<ul style="list-style-type: none">• After each client-All Linen to be changed and bagged for laundry• All surfaces to be sanitized including (door handle inside and out, door itself, cupboard door handles, inside and outside of the cupboards, all shelves, treatment beds including under the bed, breathing hole, walls and switches)• Floors cleaned with bleach mop and water• Airconditioning to be on for good air flow• There is no sharing of products and equipment• All Equipment must be washed, sanitized and placed inside the UV Sani Cabinet for 8 hours.• Sanitizing of all product bottles, including nail polish/Gel bottles after every treatment• A Wax Sheet used for any Body Waxing& sanitized after every client• Check on the client's comfort levels during the treatment



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<u>Stock Room, Product & Equipment</u>	<ul style="list-style-type: none">• All Product Bottles must be washed and sanitized after each use• All equipment must be sanitized after each use• Tools and equipment to be placed within the UV Sanitizer Cabinet• No Sharing of Tools•
<u>Toilets</u>	<ul style="list-style-type: none">• Disposable Tissue, Sanitiser and hand wash Must be placed in every bathroom• A closed Metal Bin must be placed next to the wash basin, this bin must be emptied every 3 hours.• All taps head, Toilet Flushers and Door Handles must be sanitised every hour
<u>Waste Management</u>	<ul style="list-style-type: none">• Bins are to emptied Daily and taken to the Waste Disposable Area• Metal closed top bins provided