

# COVID-SAFE PLAN

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WE ARE EXCITED TO GET BACK INTO THE WORKFORCE. HOWEVER, BOOKING WITH US INDICATES THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH OUR COVID-SAFE POLICIES AND PROCEDURES LISTED BELOW, SO PLEASE ENSURE YOU HAVE THOROUGHLY READ THIS DOCUMENT AND IF YOU NEED TO CLARIFY ANYTHING, PLEASE DO NOT HESITATE TO ASK.

AS EXCITED AS WE ARE TO GET BACK INTO THE WORKFORCE, HERE AT MAKEUP BY SHAZRA, WE HAVE TAKEN ADEQUATE MEASURES TO ENSURE OUR CLIENTS ARE SAFE.

THESE PRACTICES ENSURE WE COMPLY WITH THE CURRENT VICTORIAN GOVERNMENT RESTRICTED ACTIVITY DIRECTIONS. WE HAVE ALSO IMPLEMENTED ADDITIONAL MEASURES TO ENSURE WE ARE DOING EVERYTHING WE CAN TO PROTECT THE HEALTH OF OUR COMMUNITY. PLEASE NOTE THAT WE WILL BE UPDATING THIS PLAN ACCORDING TO THE DHHS GUIDELINES AND REQUIREMENTS.

If you have any of the following symptoms and have scheduled an appointment, we ask that you do not attend your appointment, and reschedule instead. These symptoms may include:

- fever
- cough
- sore throat
- shortness of breath
- runny nose
- fatigue

We have also taken the following steps to help create a safe environment to all our clients as follows:

- There will be no more than 2 appointments scheduled for the day.
- No walk-ins allowed.
- In order to minimise the build-up of clients waiting to enter the premises, we kindly ask all clients be prompt to their respective appointments. This also gives us adequate time to sanitise our work space in-between clients.

- There will be no more than 2 home visits per day.
- Only 1 set of brushes will be used per client in the event of back-to-back appointments.
- All clients are encouraged to wear a face mask when entering the premises as per public health advise.
- All clients and employees will be required to wash and sanitise their hands upon entering the premises.
- We have allotted extra time for each appointment, so there is no overlapping of clients.
- Record Keeping : we are required to keep a record of everyone who enters the premises, for contact tracing. We kindly ask all clients to please complete our online booking form.
- We will ensure our workplace and stations are clean and disinfected at all times.

## **FACE MASKS**

- Masks are once again mandatory for all indoor venues.
- This time any person entering the venue (Children under 10 excluded) must be wearing a face mask when entering the premises. You may take it off depending on the services received on the day. This includes home visits as well.
- This rule applies to all staff, and clients, and anyone entering the premises.

## **VACCINATION REQUIREMENTS**

- It is a legal requirement that all clients 18 years old and older are double vaccinated against COVID-19.
- Clients under the age of 18 years old, are not required to be vaccinated at this stage.
- We are required to check Covid-19 vaccine certificates via QR code check-in when you enter the premises. This applies for home visits too.
- If you are not fully vaccinated, you will not be able to receive any services for now.
- **If you have a formal medical exemption** from receiving the vaccine, please contact us, in writing, before making a formal booking. All information provided to us is kept in the strictest of confidence.

*Please understand, these are not rules decided by us at MAKEUP BY SHAZRA, they are requirements that we are legally obliged to have in place as a business. We understand the irregularity of this situation, and are aware that most families have had to make difficult decisions given personal and medical reasons. Please understand that we will never judge you- but as a business, we simply cannot afford the fines for not meeting our professional obligations. Therefore, we please ask that you bear with us.*

