

Additional Health & Hygiene Safety Guidelines COVID Protection Framework

These guidelines are an outline of recommendations and by no means over-ride Government directives. Each business must follow the **Health and Safety at Work Act, 2015**, **Employment Relations Act 2000** and its amendments and **Covid Response Act 2021** and its amendments.

The NZARBP Health & Hygiene Guidelines are supported by these Additional Health & Hygiene Safety Guidelines to support your business operating at Red/Orange Level.

All industry has the responsibility to uphold health and safety in the workplace. Members agree to abide by rules and regulations of the NZARBP Inc.

The NZARBP does not take responsibility for any action/inaction against Government directives for COVID-19. Please regularly review guidance on the Ministry of Health (MOH) and COVID 19 websites www.health.govt.nz and www.covid19.govt.nz

Please contact the NZARBP if you have questions. Remember, "If in doubt, ask, before you act."

At Red / Orange Levels using My Vaccine Pass – close contact businesses can operate and need to ensure that they meet public health requirements.

- All clients must be vaccinated and show their My Vaccine Pass
- All staff must have had at least 1st dose completed and be fully vaccinated by January 17, 2022
- Signage is to be displayed informing clients that vaccine passes are required
- QR tracer app and sign in sheet easily accessible
- Verifier app use encouraged
- Mask wearing for all staff
- Mask wearing for clients until entering the treatment room
- 1 metre distancing between customers
- Click and collect for retail, for non-vaccinated clients

With key controls:

- Keeping people with COVID-19 symptoms off the premises
- Maintain physical distancing
- Enable good hygiene practices
- Keep track of all people who enter the premises with contact tracing and / or QR codes

At Red / Orange Level and not using My Vaccine Pass – close contact businesses cannot operate but can sell retail with the following health requirements

- 1 metre distancing
- Mask wearing for staff and customers

Staff training:

Ensure all staff are part of the planning process and understand the protocols for operating under Red / Orange Level.

Regular meetings: checklist/review to support information/practices; check well-being of staff; involve staff to give feedback/ ideas to support new plan – safety, health practices within workplace, communicating information to clients.

Staff need to understand correct mask protocols and face shields for better protection.

Any staff feeling unwell must inform the manager and remain at home, as per Government directive. Contact Healthline 0800 358 5453

Booking appointments:

Notify all clients that My Vaccine Pass will be required when visiting the salon

Ask all clients when booking-

- Have you tested positive for COVID-19 or been in contact with someone who has – in the last 14 days?
- Have you been tested for COVID-19 and currently awaiting results?
- Do you have any of the following symptoms: fever, dry cough, headaches, sore throat, shortness of breath, loss of smell?

Service should be declined/rescheduled for any client with positive responses and or arriving showing symptoms of illness.

Share information regarding protocols for client's entering clinic.

Signage on door/window to inform any walk-in clients/customers of entry procedure.

Client arrival:

Staff must check all clients/ customers entering the premises have signed in using the QR tracer app or sign-in sheet completed; vaccination pass verified as per govt. guidelines

- Ensure client appointments are staggered to limit the number of people in reception in area. This may mean only one person depending on workplace so that 1m social distancing is maintained by all in the reception area.
- Clients to sanitise/wash hands on arrival and be advised on PPE requirements.
- Consultation to be performed verbally – Beauty Professional to note down information.
- No magazines in the reception area.
- Contactless transaction payments if possible. Sanitise payment machines after use.
- Appointments / rebooking electronically – avoid cards / paper prescription sheets if possible

Reception / common areas:

- Hard surfaces and high touch areas must be wiped down before and after each client – includes door handles, reception desk, EFTPOS machine, light switches, toilet flush handles, taps, hand cleanser containers/pump – with a hospital grade disinfectant.
- Retail product testers to be handled by staff. Containers to be disinfected after each use – disposable applicators used if required. Product applied to the hands rather than the face. Use of skincare sample packets recommended.
- Any services performed in retail / common area – manicure / lash / brow - must follow all sanitisation procedures. These can only be performed where 1 metre social distancing from anyone entering premises can be exercised. Products used must be disinfected and stored away. Tools / equipment cleaning must follow strict guidelines as per Health and Hygiene standards.

Treatment Room:

- Client's clothes, shoes, jewellery etc to be stored in a hard surface container – disinfect after use - or placed on disposable paper on chair or similar.
- Treatment table / couch to be covered with a clean towel, sheet, or disposable paper for each client. Ideally biodegradable coverings sourced where possible.
- Any blankets / coverings used must be clean for each client.
- Any used linen, including blankets / coverings, must be placed in a closed container ready to be laundered.
- Used disposable paper to be placed in closable lidded, and lined rubbish bin.
- Treatment table / couch to be sprayed with disinfectant after each client.
- All surfaces / high touch areas and product containers to be sanitised after each client.
- Extra time will be required to complete sanitisation and set-up practices.

Tools/Equipment/Supplies:

- Follow NZARBP Health & Hygiene Guidelines
- Use disposable items where possible
- Non-disposable items to be cleaned with warm water and soap before disinfecting

Completely immerse for minimum 30 mins in a registered bactericidal, anti-fungal, virucidal disinfectant as per guidelines. Follow heat sterilisation – e.g., autoclave, glass bead steriliser as required. When using glass bead steriliser, ensure 2-step process to ensure hand-held portion of item also sterilised. Store items in UV cabinet or closed container.

- Disinfectant solution used for immersion should be changed as per manufacturers instructions
- Electrical equipment must be wiped / sprayed with appropriate disinfectant before/after each use.
- Used and clean items must be kept separate, covered, in clearly marked containers
- All used single-use disposable items must be placed in lidded, lined bin or appropriate sharps/bio-hazard bin. Please use gloves when disposing of waste.
- New consumables, single-use disposable items must be stored in a clean covered container and marked as 'new'.
- No tools / equipment / items to be carried in uniform pockets.
- Products to be decanted prior to treatment to avoid cross-contamination.
- Cotton wool / cotton buds / tissues / gauze etc to be placed in suitable container for each client – to dispose of all items whether used or not – to avoid cross-contamination.
- Bloodborne pathogen and infectious disposable material placed in appropriate bio-hazard bin

Staff hygiene:

- Staff feeling unwell to inform manager and remain at home. Follow Government directive to be tested against COVID-19.
- Staff to change into their uniform once at work and not wear clothes they have worn outside to perform treatments. Uniforms to be laundered daily. Personal items should be stored in a locker / disposable bag.
- A clean, dry, correctly fitted face mask should be worn as per normal treatment protocols. Correct procedures for putting on and removing masks must be followed in line with MOH guidelines. If wet / soiled, the mask must be disposed of into a lidded and lined waste bin. Correct masks for each member of staff and changed after each client and the use of full-face shields for extra protection.
- A visor / face shield is advised for close proximity (facial) treatments with extended time frames. For other services it is up to the individual business's discretion.
- Hands must be washed thoroughly before and after client contact, and after handling soiled tools or contacting surfaces.
- Hand sanitiser to be provided at all workstations.
- Gloves are required for all mandatory services as outlined in the NZARBP Health & Hygiene guidelines.
- Gloves to be changed before and after client contact, and after handling soiled tools and hard surfaces.
- Staffroom seating / tables should allow for 1 metre distancing. Consider staggering breaks and shift start times.
- Staff crockery / utensils should be marked for own use / disposable and stored in own container.

These protocols are for the beauty industry, to be used in conjunction with the NZARBP Health & Hygiene Guidelines and the MOH COVID-19 Guidelines. Check NZARBP and MOH websites for regularly updates.

Further information updates will follow as more information becomes available.

Please check the following links regarding correct procedures for putting on and removing PPE.

How to put on and remove a mask <https://www.youtube.com/watch?v=2994SflirAU>

Hand washing videos and advice re using various PPE.

<https://youtu.be/lisgnbMfKvI>

https://cdn.who.int/media/docs/default-source/patient-safety/how-to-handrub-poster.pdf?sfvrsn=9d2f6e89_11

https://cdn.who.int/media/docs/default-source/patient-safety/how-to-handwash-poster.pdf?sfvrsn=7004a09d_7/

Other considerations:

Beauty professionals working from home or in single room clinics need to ensure all protocols and guidelines are applied, relevant to their environment.

For mobile practices, it is recommended that clients are advised go to the beauty professional's own place regarding the ability to control the environment in accordance with the above protocols and guidelines.

Rest homes / Aged care facilities have strict protocols safeguarding vulnerable groups. You must ensure hygiene protocols are applied to the relevant environment in conjunction with the facilities protocols and MOH guidelines to ensure safety requirements will be met.

