COVID Safe Plan

A COVIDSafe Plan supports a business in the protection of its staff, customers and visitors. It also prepares you for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

This plan will help Sew This Pattern to safely re open and maintain a COVIDSafe studio and workplace.

Business name :   **Sew This Pattern**
Plan completed by :   **Annie Mollison**
Date reviewed: **21st October 2020**

1. Ensure physical distancing
Instructors, class participants and visitors are to be 1.5 meters apart as much as possible.

This will be done by:
- Displaying signs to show patron limit of 6 people including staff.
- Informing participants of their individual workspace upon arrival.
- One workbench and sewing machine will be assigned to each person which will be 1.5 meters apart.
- Maximum of 4 students per class plus one instructor.
- Provide strategies for instructors to teach whilst maintaining physical distancing.

2. Wearing a face covering
All workers and visitors entering the premises must wear a face covering as per public health advice.
- Disposable face masks will be provided for students and instructors who don't have their own.
- Students and Instructors will be provided with details upon entry on how to correctly use and dispose of face masks.
- Cloth masks should be clean and washed after every use, disposable masks should be disposed of after each use.

3. Practise good hygiene
Shared spaces including high touch communal items will be cleaned and disinfected frequently.
- All workers and visitors will sanitise hands upon arrival
- Surfaces will be cleaned with disinfectant.
- Students will be required to wipe down irons after each use with supplied disinfectant wipes.
- Students will be provided with individual tools and equipment. These will be cleaned before and after class.
- Cleaning of all surfaces including benches, sewing machines, scissors and tools, door knobs and high touch items will occur before and after every class.

- Hand sanitiser, soap and paper towels will be provided.
- Coffee and tea supplies will be swapped for single use.
- Students and instructors will be asked to bring their own water bottles.
- Students will be asked to bring their own sewing tools where possible to reduce use of shared tools.
- Tools will be available for purchase if necessary.

4. Keep records and act quickly if workers become unwell
Contingency plan to manage outbreaks.
- All students, staff and visitors will be required to register upon arrival on the COVID comply app .
- The register will include, name, phone number, address, temperature (taken upon arrival), and register time spent on the premises.
- Students and staff are advised to stay home if they are experiencing any symptoms or who have been in close contact until they receive test results.
- Anyone who has come into close contact of a positive case while attending during their infectious period, will be notified immediately.
- In the event of a positive case, the studio will be closed immediately and a deep clean will be conducted.
- DHHS &n WorkSafe Victoria will be contacted in the event of a positive COVID-19 case at Sew This Pattern Studio. WorkSafe Victoria 13 23 60.
- In the event of a studio closure, students will be notified and offered a credit or refund for cancelled classes.

5. Avoid interactions in enclosed spaces
Reduce the amount of time spent in enclosed spaces.
- The back door of the studio will remain open to provide air flow. Students are advised to bring a warm jacket if the weather is cooler.
- Coffee, tea and snacks to be consumed outside in the courtyard to encourage activity outside where possible.

6. Create workforce bubbles
Keep groups of workers rostered on the same shifts and ensure there is no overlap of workers during class changes.
- There will be at least 3 hours between each class.
- Students will be advised that they are not to arrive more than 10 minutes before each class and must leave the premises no more than 10 minutes after the finish of the class.
- Instructors are required to register in and out from each class.