

**Keeping your salon  
safe from COVID-19:  
a guide from HSA**



**HAIR  
STYLISTS  
AUSTRALIA**

# A guide to COVID-19 in the salon

Stop the spread of coronavirus – protect yourself and your clients

The coronavirus (COVID-19) outbreak has completely transformed the way that we work and live in Australia in 2020.

If your salon is still open, you must operate under strict hygiene conditions, which we've set out for you. You have the right to refuse unsafe work, and HSA will support you. Please reach out to us if you need more advice.

At HSA, your safety at work comes first, and we've put together everything you need to know regarding how to stop the spread of coronavirus in your salon. We've also got all the info on your workplace health and safety and industrial rights, so you can look after yourself at work and make sure your rights and entitlements are respected.

HSA is Australia's first union dedicated solely to the hair and beauty industry. We cover everyone senior stylists, apprentices, salon owners, rent-a-chair and freelance workers, sole traders and salon assistants.

We're on a mission to bring respect back to the industry, to protect the health and safety of workers, put a stop to wage exploitation, bullying and harassment, and to ensure a higher standard of pay across the industry by strengthening the existing Hair and Beauty Award.

## What's inside:

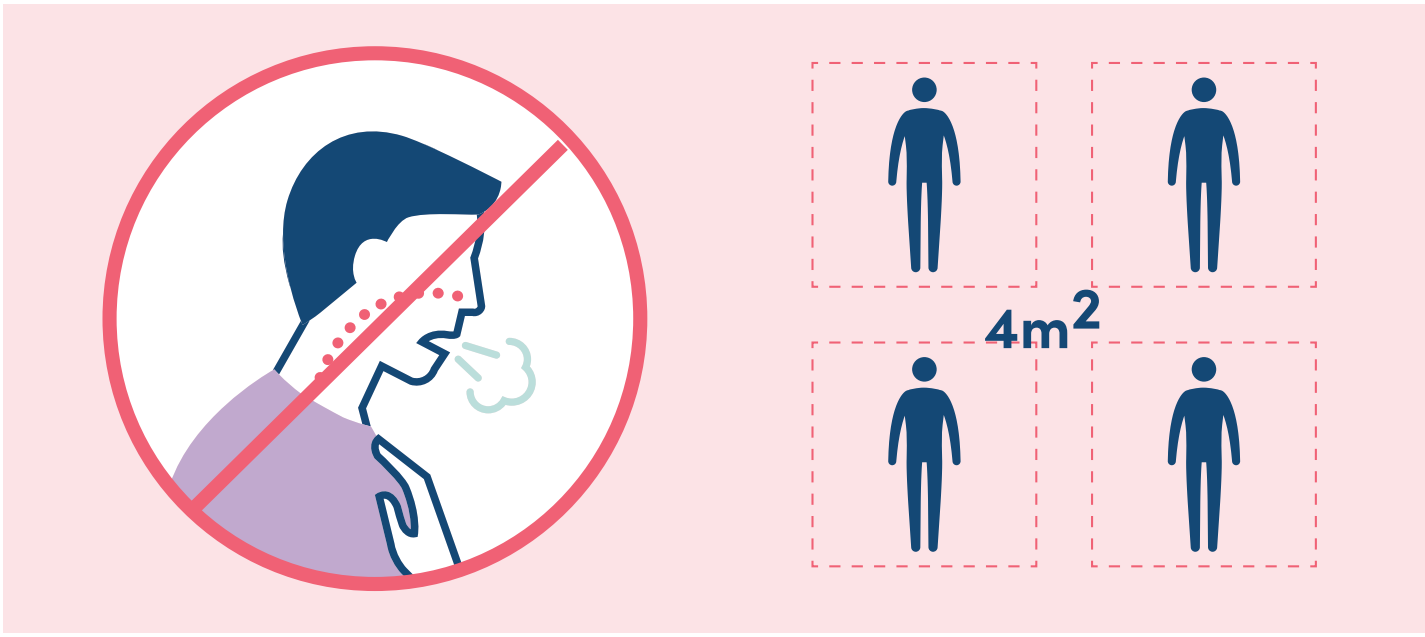
<b>Introduction</b>	<b>1</b>
<b>COVID-19 Safety Poster</b>	<b>2</b>
<b>A guide to keeping your salon safe</b>	<b>3-4</b>
<b>COVID-19 FAQ</b>	<b>5-6</b>
<b>Your health and safety rights at work</b>	<b>7</b>

HSA has services to assist members and provides members with access to expert legal/industrial and health & safety advice about workplace rights and entitlements. If you have any concerns in relation to your rights at work, contact HSA on 1300 898 971.

Reference: [www.health.gov.au](http://www.health.gov.au)

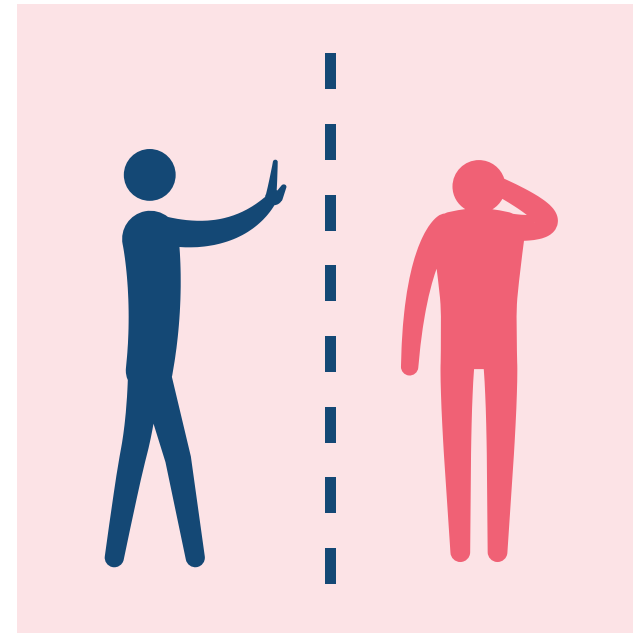
# HSA wants you to stay safe!

To reduce the spread of COVID-19:



## Display a sign outside the salon which says:

- number of people allowed in the salon (4sqm rule).
- if a client has been in contact with a COVID-19 case, been overseas in the past 14 days or are unwell (with flu-like symptoms) they are not to enter the premises.



**Say NO to unsafe work** if clients display flu-like symptoms, have been in contact with COVID-19 case or overseas in the past 14 days.



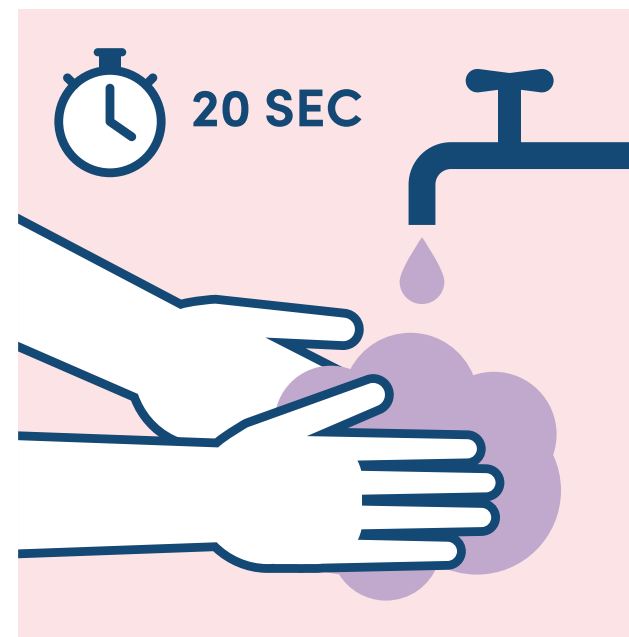
**PPE – you can wear** gloves and an apron. **Masks are mandatory in Metro Melbourne and Mitchell Shire.** Your employer should provide these for free.



**Request clients to use hand sanitiser** when they enter the salon (which your employer should provide).



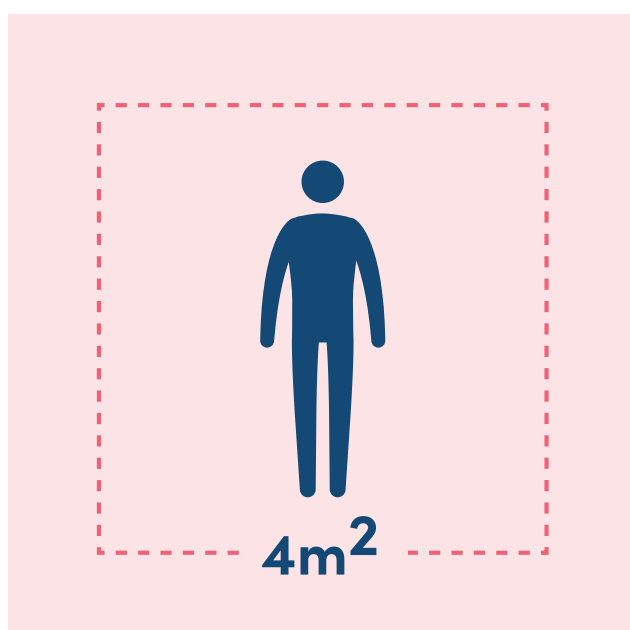
**Clean your station** with disinfectants after every client, and sterilise tools.  
**Wipe down** frequently-used surfaces with disinfectant.



**Wash your hands** and change gloves after every client and avoid touching your face.



**Ensure you wash towels** and other fabrics in hot water.



**Practice social distancing** – Try to limit close contact and allocate 4 square metres of space per person in your salon.



**First aid kits must be provided by your employer and must remain stocked.**

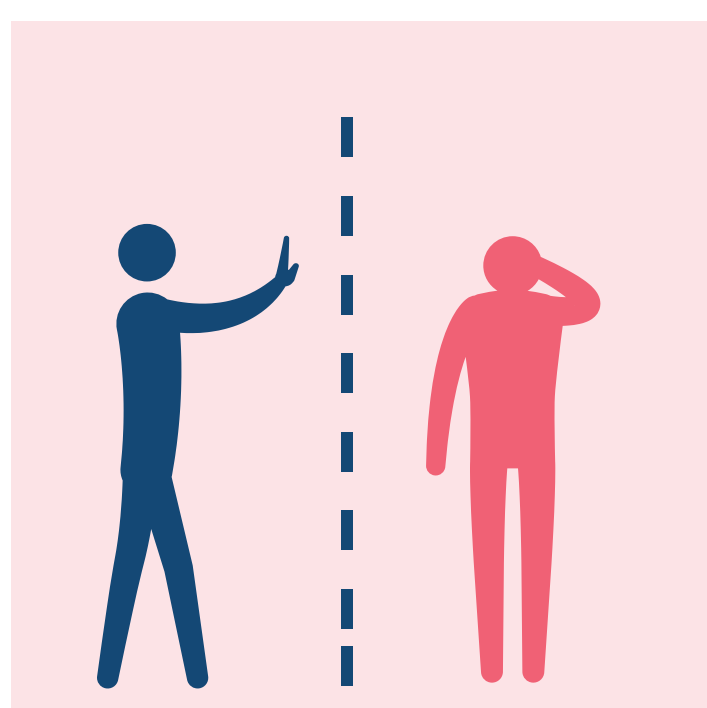
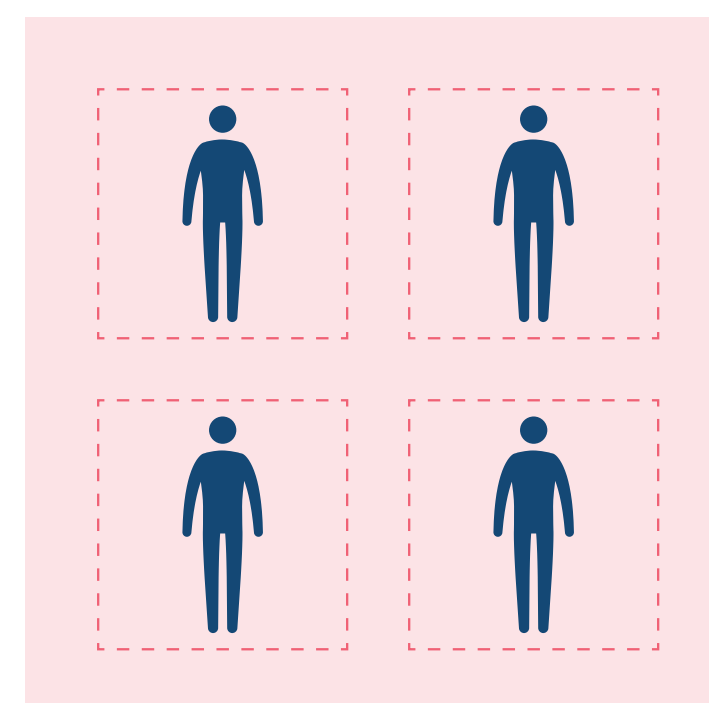


**Your employer must keep a record of clients +the time/date of their appointment** and have a plan in place (developed with staff) in case the salon is exposed to COVID-19.

# How can you stay safe at work?

## Display a sign outside the salon advising:

1. Clients to not enter and re-schedule appointments if they have:
  - a. been in contact with a confirmed COVID-19 case;
  - b. arrived from overseas (including cruise ships) in the past 14 days;
  - c. had flu like symptoms in the past 7 days.
2. Number of people allowed in your salon at one time (based on the 4sqm rule).



*If a client is unable to answer all the questions in the affirmative, you must refuse service.*

## Practice Social Distancing

Limit close contact.

## Allocate 4 square metres

of space per person in your salon.

## Upon entering the salon:

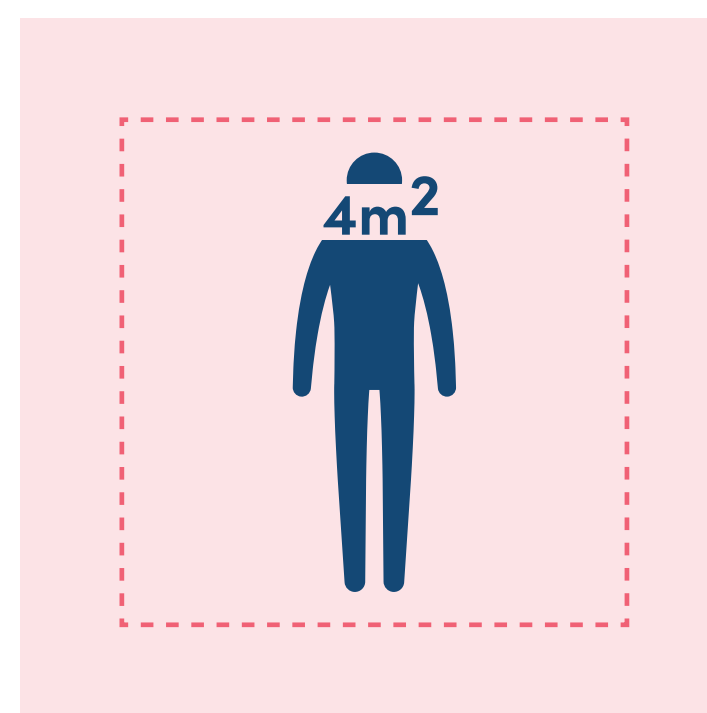
Clients must sanitise their hands at the entrance and provide contact details for tracing purposes.

*Hand sanitisers must be available at the entrance of the salon.*

## Say NO to unsafe work

Prior to commencing service, ask the client if they have:

1. been in contact with a confirmed COVID-19 case;
2. arrived from overseas (including cruise ships) in the past 14 days;
3. had flu like symptoms in the past 7 days.



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Reference: [www.health.gov.au](http://www.health.gov.au)

## Personal Protective Equipment (PPE)

While providing service you can wear:

1. a mask;
2. gloves; and
3. apron.



**Masks are mandatory in Metropolitan Melbourne and Mitchell Shire.**

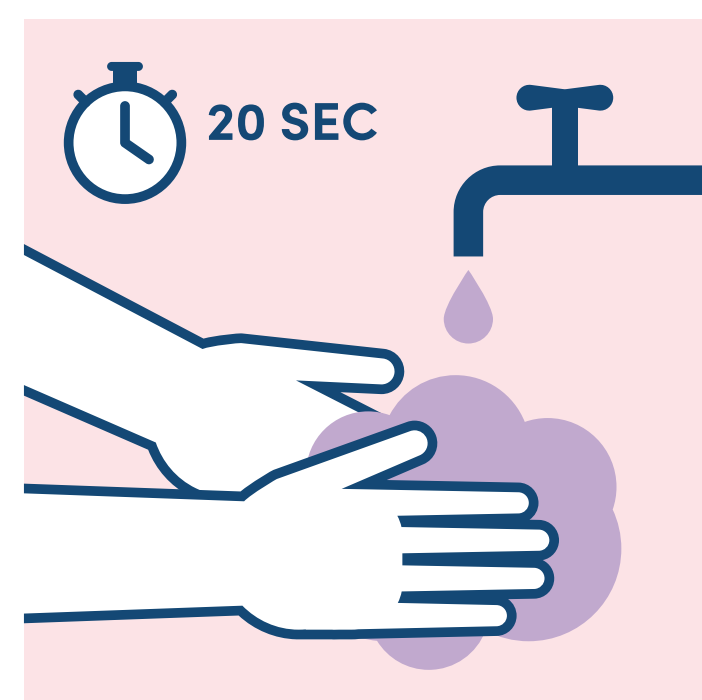


## Cleanliness

1. Clean your workstation with disinfectants after every client, and sterilise tools.
2. Wipe down frequently- used surfaces with disinfectant.
3. Ensure you wash towels and other fabrics in hot water
4. Your employer must ensure that the salon is cleaned regularly and sanitised.

## Hygiene

1. Change your gloves and wash your hands with soap after every client.
2. Wash your hands regularly and avoid touching your face.



## First aid kits

First aid kits must be provided by your employer and must remained stocked.



## Record clients and have a PLAN

Your employer must keep a record of clients and the time/date of their appointment. Your employer must have a plan in place (developed in consultation with the hair stylists) just in case the salon is exposed to COVID-19.

# CORONAVIRUS and your rights at work

## Frequently Asked Questions

### What is coronavirus (COVID-19)?

Coronavirus is a group of viruses which normally cause mild illness, with symptoms similar to a common cold. A new strain, COVID-19 was first identified in December 2019 in Hubei Province, China.

It is very different from, and more serious than, the usual seasonal influenza outbreaks that happen every year.



### What are the symptoms?

Symptoms can include a fever, fatigue, dry cough, difficulty breathing and will be accompanied by a fever. Symptoms take an average of 5 days to begin – this differs to flu viruses which tend to incubate very quickly. The virus is transmitted by breathing in droplets that go into the air during coughing and sneezing. The virus needs to

be in living beings to survive; however, it will survive on surfaces and appropriate cleaning and disinfectant should be applied.

Over 80% of people infected with COVID-19 will experience mild symptoms similar to the common cold and may not be aware that they have the virus – this is one of the reasons it spreads easily. A smaller group [15%] will experience more severe symptoms with a minority [5%] suffering from pneumonia.

### Who is at risk?

The illness is more severe in older people [over 65 years] or people who suffer from chronic diseases such as heart and lung conditions. About 5% of infected people will have a “flu” like illness. It appears that children get very mild symptoms.

As this is a new virus the health information is continually being updated.



### How does it spread?

The main way the virus spreads is by contamination when someone carrying the virus coughs or sneezes. The air droplets are breathed in by another person or can be transferred to another person.



## How minimise the spread?

The virus enters your body via your eyes, nose and/or mouth, so it is important to avoid touching your face with unwashed hands.

Washing of hands with soap and water for at least 20 seconds, or cleaning hands with alcohol-based solutions.

## Where can I access the latest health advice?

For the latest health advice and information:

- Call the National Coronavirus Health Information Line on **1800 020 080**. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call **131 450**;
- The phone number of each state or territory public health agency is available at **[www.health.gov.au/state-territory-contacts](http://www.health.gov.au/state-territory-contacts)**; and
- If you have concerns about your health, speak to a doctor.

## What should my employer be doing to minimise the risk?

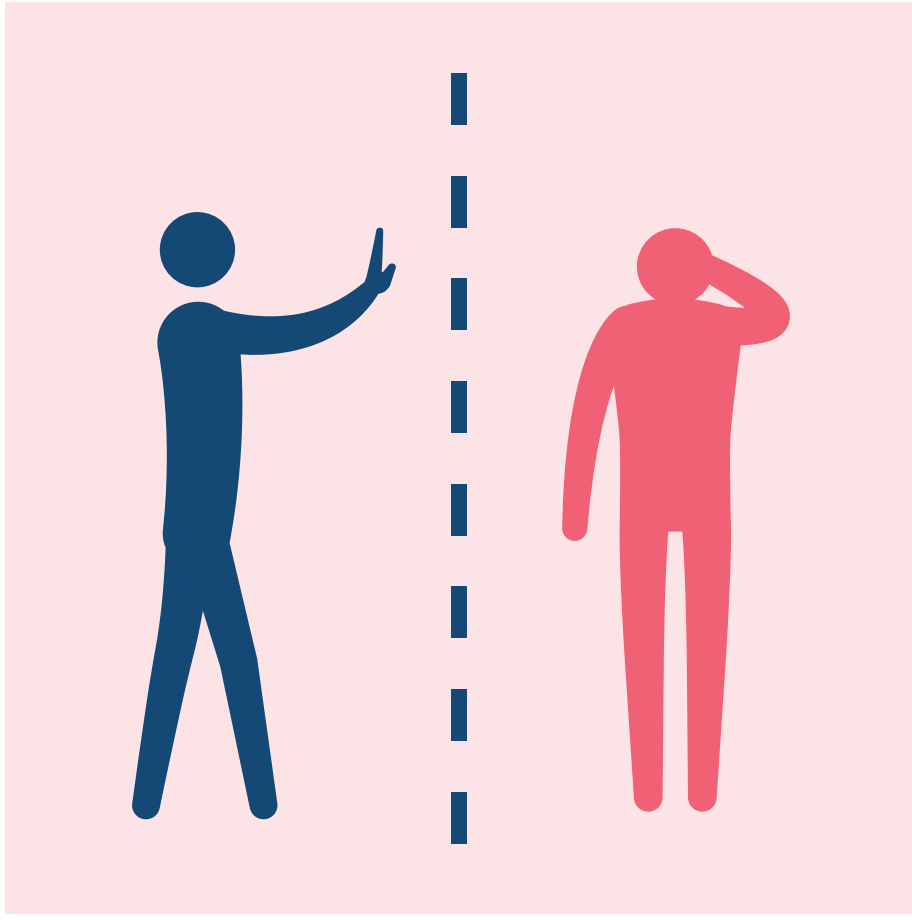
The most effective action employers can take to eliminate or minimise the risk of workers contracting COVID-19 is to identify potential carriers of the virus and financially support them to self-isolate with paid special leave.

Unions are calling for 2 weeks paid special leave to be granted to any worker impacted by COVID-19 that is required to isolate or is unable to work.

## Can I refuse to work?

Under WHS laws you have the right to refuse work or cease work if there is a reasonable concern that you would be exposed to a serious risk to your health and safety from an immediate or imminent hazard. A serious risk of exposure to a COVID-19 infection would meet this definition.

You should contact HSA for advice immediately if you think there is a serious risk of exposure to COVID-19 at your work.



### **I've been directed to self-isolate; will I continue to be paid my wages?**

Yes. You will be paid your ordinary wages while the direction applies.

If you are a casual worker, the Union can pursue special paid leave on your behalf during any directed self-isolation. Contact the Union to assist you in making the request.



### **I'm sick with COVID-19 and I've been directed to stay at home, will I continue to be paid my wages?**

The Union is urging employers to provide all workers with 2 weeks of special paid leave if they have contracted COVID-19.

If you are a permanent worker you are also entitled to a minimum of 10 days of paid personal leave under the NES and if paid personal leave is exhausted, you can use your annual leave and long service leave.

### **A member of my immediate family is sick with COVID-19, am I entitled to any caring leave?**

You can use your paid personal/carer's leave for caring purposes as well as 2 days of paid compassionate leave.

Casual employees are entitled to unpaid personal/carer's leave and 2 days of unpaid compassionate leave. Enterprise agreements, awards, employment contracts or workplace policies should be reviewed in case they have more generous conditions for casual workers.

### **I'm being treated unfairly because my employer suspects that I have COVID-19.**

You are protected from being harassed, discriminated against or having adverse action taken against you because of a disease or illness, or a belief that you may have a disease or illness.