

COVID-19

Australian Tattooists Guild

**NSW Business Continuation Plan
28th May 2020**





Business Continuation Plan

The Australian Tattooists Guild (ATG) is a national industry association representing the interests of professional tattooists and their small businesses across Australia. The tattoo industry makes a significant contribution to the national economy, with an estimated 1 in 5 Australians now wearing tattoo work.

The ATG aim to deliver tangible outcomes to small businesses within the tattoo industry by negotiating the policy decisions and regulations that impact the sector's operating environment.

The ATG is committed to ensuring the industry is recognised as one of best practice, safety, excellence, professionalism, profitability and sustainability. This includes advocating the broader social and economic contribution of the sector to industry and government stakeholders, as well as highlighting the value of the experience of being tattooed, and tattooing's rich cultural and historical background to the public.

The ATG is committed to working alongside Government to prevent further transmission of Covid-19. Please note that the contents outlined in this document are in addition to current health and safety protocols and in no way replaces either the NSW Public Health Act 2010 or any other State or Territory Public Health Legislation.



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Introduction

COVID-19 has undoubtedly forced the professional tattooing community to scrutinise its already high standard of practice – with intent to reduce as many touch points and risks of transmission of coronavirus within the studio environment.

The following set of best practice guidelines within the plan has been developed by the ATG to allow businesses to set out best practice aimed at giving consumers confidence that tattoo studios and their practitioners – from the small private studio to the large custom and street studios – are taking concrete steps to ensure their businesses are safe both during and after the COVID-19 pandemic.

Whilst these guidelines are not mandatory, the ATG believes adherence to these protocols will give businesses the best opportunity to show the public that their studio is safe and welcoming for customers and sets a practicable set of recommendations that can be adopted at short notice.



Goals

The goal of the 'Best Practice' guidelines contained in this document is to:

- Keep the wider community safe by preventing the transmission and spread of Covid-19.
- Develop and provide a directory of protocols to assist tattoo artists in their daily operation during the Covid-19 Pandemic.
- Keep Clients and Tattoo Artists safe by preventing the transmission of Covid-19.
- Provide relevant guidance from Health Departments.



Returning to Work checklist for Studio Owners

In order to safely resume business after a period of hibernation you must ensure that you and your staff are fully informed of their obligations to maintain a safe working environment during the pandemic. The following checklist will assist you in meeting these obligations.

1. Check the NSW Government's COVID-19 website to confirm you can legally and safely re-open your business and whether any specific restrictions apply.
2. If your business has been closed, check the condition of facilities and ensure all equipment is fully functioning. Check water, electricity, toilets, lighting, hand-washing facilities, expiration dates on all practice specific products and run a test cycle with the autoclave and test ultrasonic if on site.
3. Remove all magazines, aftercare and other moveable items from waiting room.
4. Implement a **Studio Safety Plan** for all workers to make them aware of all new procedures.
5. Design or update your existing **Staff Agreement Form** for all workers and artists to read, agree to abide by and sign prior to returning to work.
6. Implement a **Response Plan** so that all artists and workers are aware of how to deal with any suspected or confirmed case of Covid-19 in the workplace.
7. Utilise and maintain a record of client contact details for future contact if necessary.
8. Ensure that you call an initial meeting via Zoom or similar platform prior to re-opening your business, to inform artists and workers of new procedures, extra record keeping and changes to the general studio processes that will be occurring when your business opens.
9. Ensure all artists and workers are healthy prior to their return to work and have access to relevant health, mental health and any other support available in your State or Territory that may be needed during the return to business.
10. Encourage staff to download the COVID-safe app.



Social Distancing

Social distancing is about keeping a minimum space between yourself and another so as to limit the potential transmission of Covid-19. A distance of at least 1.5 metres to be maintained where possible.

In addition the following may be implemented:

1. Place signs at entry points to instruct customers or visitors not to enter the studio if they are unwell or have COVID-19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
2. Ensure Clients remain in their cars until their appointment time where possible.
3. One person per 4 square metres including both staff and clients, up to a maximum of 10 clients at any one time.
4. Position any chairs/reception furniture 1.5 metres apart to comply with relevant rules in each State or Territory.
5. If practicable place floor markings to identify 1.5 metre social distancing rules.
6. If practicable, set up a separate exit and entry point for clients and visitors to minimize contact.
7. Consider using physical barriers if necessary.
8. Encourage cashless transactions and if cash is handled, PPE is worn or hand washing occurs.
9. Encourage online consults where possible.
10. Ensure clients and visitors are provided face masks on arrival.
11. Ensure clients and visitors have access to hand washing facilities and/or hand sanitiser on arrival.
12. Designating a staff member whose responsibilities include ensuring staff and clients have appropriate physical distancing and that the venue does not exceed the maximum capacity limit
13. Measures to maximise distancing between staff where safe and practical, including assigning staff to specific work stations that are at least 1.5 metres apart and minimising any interaction between these stations



A Protective Approach

The following protocols have been developed specifically for use within a tattoo studio environment and where applicable should be incorporated into existing systems and practice.

Client Contact Prior to Tattoo Appointment

- a) All clients to be contacted 48 hours prior to the planned appointment and ask if they have:
 - Returned from overseas or interstate travel in the past 14 days.
 - Felt unwell, including but not limited to symptoms of COVID-19 such as fever, cough, sore throat or shortness of breath
 - Had any known contact with a confirmed or suspected case of COVID-19 in the past 14 days.
 - Received any notification from Health Department/Environmental Health Officer requesting client to present for a Covid-19 test.

... If the answer to any of the above is YES, advise that you cannot proceed and reschedule their appointment for a minimum of 14 days.

- b) If using automated client reminders, consider modifying text to include “If you have a fever, any flu like symptoms, have travelled overseas or interstate in the last 14 days, and/or are in home-isolation please call [studio] on [phone number] regarding your upcoming appointment”.
- c) Keep all written client confirmation replies via text or email of appointments for at least 28 days.
- d) If a client is over the age of 70, has chronic disease in particular cardiovascular or respiratory disease, is immune-compromised e.g. currently under cancer treatment or an insulin dependent diabetics, their appointment must be rescheduled till it is safe to continue.
- e) Ensure that all clients arrive alone to their appointment unless a support person is required and has been previously approved to attend.
- f) Encourage all clients to arrive on time (not early, not late), to avoid additional waiting time on the premises. Artists and workers can provide updates to clients via mobile or social media to let them know about any alterations/delays to appointment times.
- g) Consider allocating time between appointments to allow enough time for additional infection control measures including environmental cleaning.
- h) Inform all clients that during the tattoo process the wearing of PPE disposable masks will be mandatory for both tattoo artist and client.



A Protective Approach Continued

On arrival at the studio

- a) If your studio has on-site parking, consider placing a sign on the studio door asking clients to wait in their car in the car park and call the studio upon arrival.
- b) Provide entry to the studio only immediately prior to their appointment or to use the bathroom. This allows patients to avoid waiting in the waiting room.
- c) Clearly display conditions of entry at entrance. Conditions of entry should also be displayed on website and social media platforms
- d) If patients are waiting in their cars, pre-appointment questionnaires can be done over the phone.

In the waiting room

- a) Remove unnecessary items in the waiting room including magazines, portfolios, aftercare, merchandise and any other movable item.
- b) Adjust seating in waiting room to ensure social distancing of at least 1.5 m between seats if possible.
- c) Regularly wipe down surfaces with >60% alcohol-based wipes or 0.1% sodium hypochlorite solution, including door handles, reception desks, phones.

Record keeping

Contact information must be kept on all clients and workers, including name, address and mobile phone number for a period of at least 28 days. This information can be incorporated into existing client release forms for ease of management and record keeping.

Client wellbeing

In an endeavour to protect our clients we must ensure all of our normal hygiene practices are observed along with the adoption of extra precautions.

- a) Conduct consultations online where possible.
- b) Ensure the client has been vetted in days prior for any potential symptoms or contact with Covid-19.
- c) Provide the client with a new mask immediately on entry to studio.



A Protective Approach Continued

- d) Ensure tattooists and other staff are wearing face masks during all close contact with clients.
- e) Provide hand sanitiser and hand washing facilities for client use upon entry to studio.
- f) Ask clients to not touch any items in the studio space.
- g) Avoid touching any of the clients possessions.
- h) Ask clients to avoid placing their phone or other personal items onto shelves or studio surfaces.
- i) If client requests a drink serve it to them in a disposable cup.
- j) Where possible allow clients to exit studio via rear entrance.

Wellbeing of workers

Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.

Modify processes behind the counter (including in break rooms) to limit workers having to be in close contact, as much as possible. Assign workers to specific workstations to minimise the need to go into other spaces and time breaks to ensure social distancing.

Consider consultations via Zoom, email or phonecall.

Direct staff to stay at home if they are sick, and to go home if they become unwell.

Consult with staff on COVID-19 measures in the workplace and provide staff with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.



Hygiene and Cleaning

Put signs and posters up to remind workers and others of the risk of COVID-19.

Studios need to ensure that they are protecting their staff and their clients and minimising the risk of the spread of Covid-19. Consider your working environment and what is frequently used and touched by staff, clients and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread.

- Instruct workers to practice Correct Hand Washing Technique. Correct hand washing instructions to be placed in wash rooms and over hand basins where possible. Hand sanitiser to be placed at work stations and in waiting/reception area.
- Phones, iPads, eftpos terminals, waiting room chairs, counter tops and other communal equipment to be cleaned after each use.
- Where possible, use of devices such as phones, computers and iPads should be limited to use by staff only.
- Door handles, light switches and counter tops are also to be cleaned in between appointments.
- Clients and visitors are advised to refrain from any unnecessary contact of products they are not purchasing.
- If water is required by clients or visitors, ensure that disposable paper cups are provided.
- In addition to touch-spot cleans after each appointment, a regular full clean at the end of each shift of all areas where clients and workers visit is carried out.

Cleaning Guide

Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces. Here are some general cleaning tips to help prevent the spread of germs:

- Schedule regular cleaning.
- Use a suitable cleaning product.
- Use disposable cloths, if available. Reusable cloths should be disinfected or washed after each use.
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.



Hygiene and Cleaning Continued

- Wear disposable gloves while handling soiled items.
- Wash hands immediately after removing gloves or after handling these items.
- Remove any debris with a wipe to prepare the surface so disinfectant can make full contact and be effective against all pathogens listed on the label.
- To disinfect an item means killing the bacteria using a chemical or alcohol but the correct dilution, contact time and method must be used. Disinfection only works on a clean item, so cleaning before disinfecting is always the first step. Use minimum 70% ethyl alcohol or an antiviral agent to disinfect small areas between uses, such as reusable equipment or tools.
- Clean and disinfect floors, starting from one end of the premises to another (from the exit inwards).
- Use two buckets for mopping – one for detergent and the other for rinsing. Mops and buckets should be cleaned and dried after each use.
- Before leaving the studio at the end of the working day or end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All staff must be checked out of site and record kept daily.

It is important to focus regular cleaning on heavy traffic areas where internal touch points may become sources of contamination. Common internal touch points may include:

- Coffee machines and water fountains.
- Commonly used pens or pencils, as well as photocopier, stencil machine and computer.
- Waiting room furniture.
- Doors/door handles - look at all reasonable opportunities to remove them.



Hygiene and Cleaning Continued

Studio Booths and work stations

Tattooists already maintain a high level of aseptic technique. In addition to these measures the following practices should be incorporated into regular cleaning protocols and existing protocols maintained;

- Clean and disinfect all station shelves and chairs between clients.
- Ensure you use the correct disinfectant for the surface being cleaned, products such as Viraclean have the potential to damage some surfaces so contact suppliers for information.
- Clean and disinfect station sinks after each client.
- Maintain normal protocols around prepping work stations for set up and break down.
- Maintain normal protocols of cleaning machines, clip cords, power packs.
- Maintain normal protocols of the use of sterile barriers on all equipment including lights, squeeze bottles, chairs, bolsters and rests.
- Be diligent in the use of specific practice based methodologies such as clean glove dirty glove machine break down.
- Be diligent in the cleaning and storage of pigment bottles and machines.
- Ensure all caps/bands/needles are stored in air tight containers.
- Ensure any open boxes of gloves are stored in an air tight containers when not in use.

Personal Hygiene

Encourage staff to:

- Wash hands regularly.
- Avoid touching hair, tie long hair up.
- Avoid long finger nails as they can carry bacteria.
- Avoid wearing rings and jewellery on the arms.
- Use the inside of elbow to cover mouth (and not hands) if sneezing or coughing.



Hygiene and Cleaning Continued

- Avoid touching the face or head.
- Wash work clothes daily.

Bathrooms

Ensure that bathroom surfaces are cleaned after every use by clients or staff. Use disposable gloves when handling waste baskets and cleaning surfaces. Use disposable paper towels for hand drying in bathroom.

Staff-rooms

Instruct staff to limit gatherings in communal areas and to observe social distancing when in communal areas. Encourage lunch breaks to be taken outside of the studio. Remove all crockery and metal utensils from staff room and replace with disposable single use items. Staff room must be cleaned regularly after use.



Deliveries, Contractors and Visitors

Review and Monitoring

Deliveries, Contractors and Visitors

Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers. Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

Review and Monitoring

Regularly review your systems of work and cleaning processes to ensure they are consistent with current directions and advice provided by the relevant health authority in your State or Territory.

Encourage regular meetings either via zoom or one on one with workers and artists to keep everyone informed and to share information.

Encourage workers and artists to monitor their personal health and to stay home if unwell or seek assistance or support if needed.

Ensure rosters and shifts are adequately planned to provide optimum safety for clients and sufficient down-time for workers and artists.

Communicate the studio expectations and prevention measures to all staff.



Frequently Asked Questions

Why do Workers, Artists and Clients wear PPE?

It is important that artists, workers and clients feel safe while visiting their place of work or their tattoo studio. The wearing of gloves is mandatory for workers and artists, as is the wearing of masks and aprons for artists when tattooing. All clients must wear a mask during their tattoo appointment not only for peace of mind but also to feel safe and comfortable during the course of their tattoo appointment.

How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID -19?

All workers and artists will be informed of procedures and protocols prior to returning to work. Any necessary training and information in the way of written handouts, workplace signage etc will be made available to all workers and artists.

Regular meeting/communication with workers and artists will occur so that updates and information sharing can occur. All reviews to processes to be delivered via written email and followed up by zoom or other online meeting.

How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?

Have the resources available to make sure workers and artists can stay up to date. Encourage workers and artists to contact their Manager or Owner immediately if they are feeling unwell or concerned about a potential threat to Covid-19 either at the tattoo studio or elsewhere. Make sure that all workers and artists know to stay home, self-isolate and contact their local GP or Covid-19 Centre if they become unwell or have developed any Covid-19 symptoms.

How will you manage an exposure or suspected exposure to COVID-19?

Use the resources within this document to work through the process to maintain a safe environment. Follow these procedures and alter any processes to assure safe practice.

How will you evaluate, and continuously review, whether your work processes or risk controls are effective?

Audit control processes, use of checklists and reinforce safe personal hygiene. Liaising with Local Council, Environmental Health Officers and Health Departments in each State and Territory for assistance, support and practice updates.



Frequently Asked Questions Continued

How do any changes impact on the risks of the work you do?

With the implementation of additional record keeping, cleaning processes, extra training of artists and workers and the education of clients and visitors on new procedures that need to occur on arrival and when at the tattoo studio, the impact will be more about extra time and changing the way colleagues generally interact. Artists and workers in the tattoo industry are already trained in aseptic procedures, the setting up of sterile fields, work station disinfection and cross-contamination therefore additional processes will not impact risk but more so on time which of course equates to the cost of the tattoo process.

What should studio owners do to reduce risk of COVID-19?

1. You should identify reliable sources of information such as health.gov.au and stay up to date with the most recent advice on COVID-19.
2. You should provide information to all contract staff and desk people on relevant official advice and procedures to prevent the spread of COVID-19. This includes cleaning staff, where applicable.
3. You should take steps to minimise the spread of COVID-19 in the workplace and protect staff.
4. You should undertake a formal risk assessment process and apply a hierarchy of appropriate controls. These will be specific to your work, your workplace and your workers.

Possible controls include, but are not limited to:

- Social distancing within the studio (i.e. by changing staff numbers, staggering working hours or managing studio space to minimise close contact)
- Discouraging car-pooling between contractors to and from work
- Promoting good hand hygiene by providing hand washing facilities and/or alcohol-based hand sanitiser and appropriate waste receptacles
- Undertaking frequent cleaning and disinfection of work spaces, particularly objects and surfaces that are frequently touched
- Holding only essential meetings, and doing so via video conferencing, phone, or outside in the open air if possible
- Avoiding non-essential travel
- Train staff on respiratory hygiene and social distancing
- Educate your staff about the early signs and symptoms of COVID-19 and the need to stay home if unwell
- Develop a policy that requires staff to stay home if unwell
- Supporting employees to adhere to official advice about how to help reduce the spread of COVID-19

Ensure you stay up to date with the latest advice and review your risk assessment regularly.



Frequently Asked Questions Continued

Can staff go to work?

Until restrictions on trade within the tattoo industry are eased by the appropriate state government department, it is illegal to tattoo and can be enforced by law with heavy fines and/or imprisonment. Upon the easing of restrictions in your state and reopening of your studio, staff who are unwell should not go to work. If staff develop symptoms at work such as fever, cough, sore throat or shortness of breath they should seek medical advice.

For more information on identifying the symptoms of COVID-19, go [here](#).

How can staff help prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene, social distancing and regular cleaning of potentially contaminated surfaces with an anti-viral agent or a hospital-grade disinfectant is the best defence against most viruses.

You should:

- Wash your hands frequently with soap and water for 20 seconds, or use alcohol based hand sanitiser including before and after eating, and after going to the toilet
- Cover your cough and sneeze, dispose of tissues and wash your hands afterwards
- Avoid close contact with others
- Stay more than 1.5 metres from people wherever possible
- Wear PPE when in the vicinity of others under 1.5m
- Clean all hard surfaces regularly during the day with Viraclean, an alcohol solution or a hospital grade disinfectant.
- Immediately dispose of all waste into Medical hazard waste containers
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently used surfaces such as bench tops, desks and doorknobs
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes.
- Increase the amount of fresh air available by opening windows or adjusting air conditioning.

Can food and water spread coronavirus?

Food-borne spread of COVID-19 is unlikely when food is properly prepared and cooked by a registered food outlet that is following precautions. Within the studio, do not share crockery or utensils - ask staff to bring their own.

It is currently unknown if the virus is able to survive in sewerage or drains.



Frequently Asked Questions Continued

What precautions should cleaning staff take?

For information on cleaning and disinfection, see the information sheet on 'Information about routine environmental cleaning and disinfection in the community' [here](#).

How can we help protect vulnerable staff?

If you have staff in your studio who may be at increased risk of a serious infection, they should be encouraged to stay at home where possible. If staying at home is not feasible, a risk assessment should be undertaken for the vulnerable person. Risks need to be assessed and addressed, depending on the worker, the workplace and the work. This may include re-assigning vulnerable artists to roles where they don't need to have contact with others, such as non-customer-based roles. If the risk cannot be appropriately addressed, studio owners and contractors should consider alternative arrangements such as leave.

People who are likely to be at higher risk of serious illness if they are infected with the virus include:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
- People 65 years and older with one or more chronic medical conditions
- People 70 years and older
- People with compromised immune systems

There is limited evidence available to assess the risk in pregnant women.

The most current list of chronic medical conditions that increase risk of serious illness from COVID-19 can be accessed on the Department of Health website.

What action should I take if I suspect someone at my workplace has the virus or has been exposed?

A person who has recently been at your workplace such as a worker, client or customer may inform you they have, or may potentially have COVID-19. Depending on the circumstances (e.g. how recently the person was at your workplace and how closely they were in contact with others) you may have reasonable concerns about the health of others in your workplace.

You must continue to meet your WHS duties at all times. This may mean taking steps above and beyond public health requirements to eliminate or minimise, so far as is reasonably practicable, the risk of workers and others in your workplace (such as customers) contracting COVID-19. You are not expected and should not try to diagnose staff. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19 so far as reasonably practicable.



Frequently Asked Questions Continued

If you reasonably suspect someone has the virus or has been exposed this creates a health risk at your workplace and you will need to follow the steps indicated by the Safe Work Australia guide-lines, to be found [here](#).

What if one of our staff members has tested positive for COVID-19?

If a worker is found to have COVID-19 you need to follow the health advice provided by the local public health authority. More information for employers on what to do if a worker has COVID-19, is [here](#).

Do I need to notify anyone if there is a confirmed COVID-19 incident within our studio?

If someone at your workplace is confirmed to have COVID-19, you may need to notify your state or territory WHS regulator – see [this link](#) for notification laws in each jurisdiction.

What happens when employees return to work after a quarantine period?

Quarantine is where a well person who may be at risk of developing COVID-19 stays away from others to protect the community from illness in case they become sick with the disease.

Staff who have returned to Australia from overseas (or in some cases from interstate) must now quarantine at home or in a hotel for 14 days. People who have been in close contact with someone with COVID-19 must also quarantine at home or in a hotel for 14 days.

People who require a period of quarantine cannot go to work until their period of quarantine is over.

Employees who have completed a 14-day quarantine period (either after returning from travel or because of close contact with a confirmed case) and did not develop symptoms during quarantine do not need a medical clearance to return to work. Employers should not ask these employees to be tested for COVID-19 in order to return to work.

For more information go [here](#).

What happens when a staff member returns to work after being in isolation after having tested positive for COVID-19?

Isolation is when a person is found to have the condition and needs to stay away from others to protect the community from illness. If you have an employee who has been confirmed to have COVID-19, public health authorities may contact the workplace to notify them. It's advised that employers implore staff to notify them if having tested positive to COVID-19.

Employees who have been isolated after having tested positive for COVID-19 can return to work when they have fully recovered and have met the criteria for clearance from isolation. Clearance



Frequently Asked Questions Continued

may be by the public health authority or the person's treating clinician BUT the criteria may vary depending on circumstances of the workplace and states and territories may manage clearance from isolation differently.

Make sure to get the correct information from your state health department about isolation clearance.

Even after recovering from COVID-19, people should continue to be diligent regarding hand hygiene and cough etiquette and practise social distancing.

Do I need to close my studio for cleaning after a suspected or confirmed case of COVID19?

There is no automatic requirement to close an entire workplace following a suspect or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of your workplace or if government health officials advise you the risk of others being exposed are low.

Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people and suspected areas of contamination in your workplace. More information on cleaning after suspecting or confirming someone who has been at your place of work has COVID-19 can be found [here](#).

How can we help reduce stigma regarding COVID-19 in the workplace?

It is important employers support staff returning to work and workplace discrimination does not occur. Employers can take steps to reduce stigma around COVID-19 for those returning to work after a period of precautionary self-quarantine or illness. These include:

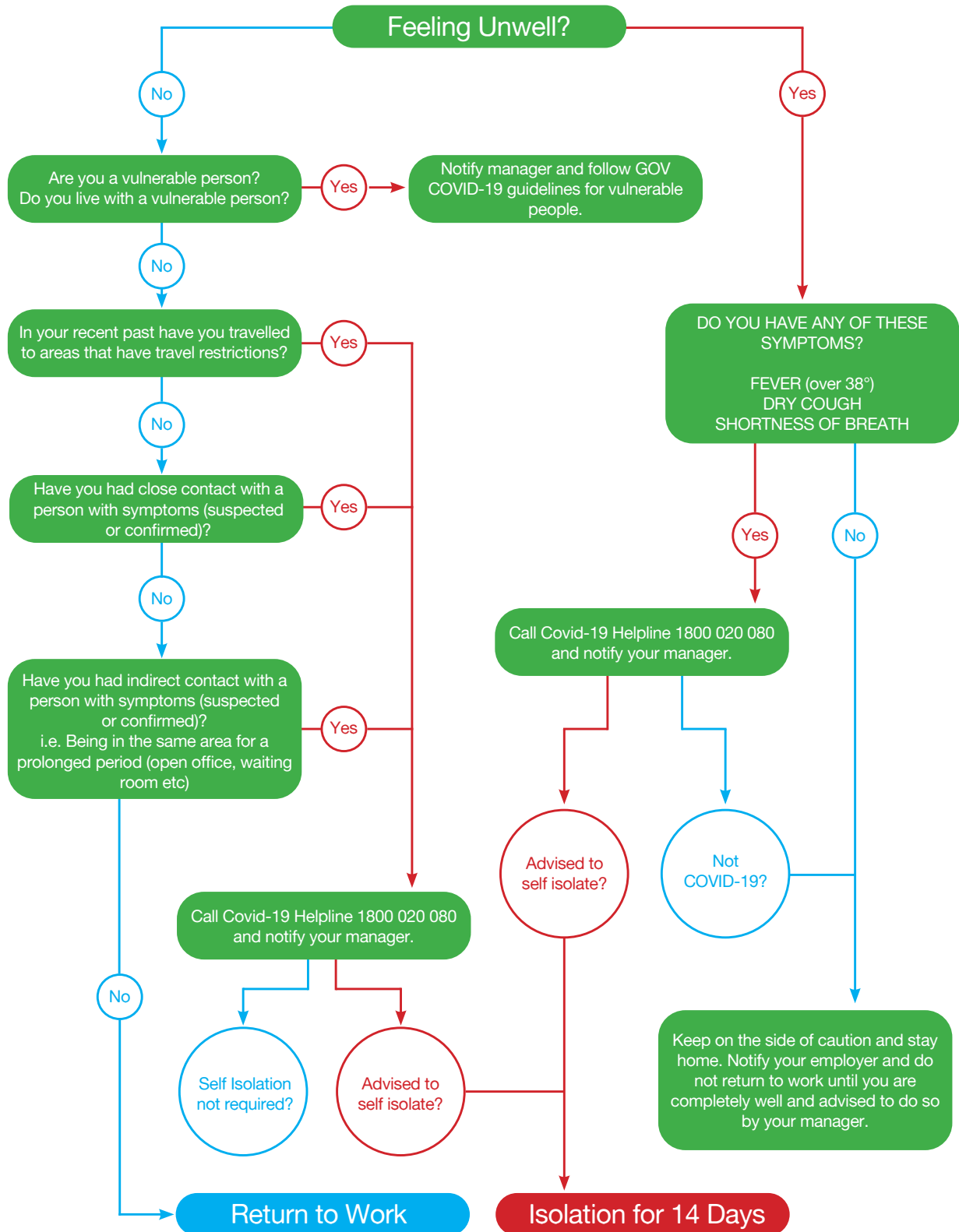
- Encouraging staff not to make determinations of risk based on age, gender, sexual preference, race or country of origin
- Maintaining confidentiality regarding staff members confirmed to have COVID-19
- Inviting staff to discuss, in private, any concerns about COVID-19 in the workplace
- Advising staff that it is safe for their colleagues who have completed quarantine to return to work once the period has been completed, as long as they don't have symptoms



The ATG encourage artists to stay up to date on the latest information by visiting: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>



Personal Health Flow Chart





Safe Practices for Face Masks and Gloves

ALWAYS WASH YOUR HANDS

Always make sure you wash your hands thoroughly before and after touching a mask.
Always make sure you wash your hands thoroughly before putting on your gloves and immediately after taking them off.

Masks

As there are many different kinds of masks please follow the instructions carefully for the one you are using.

- Ensure that you have it the right way up and it is facing the correct way.
- Adjust the mask so it covers both your nose, mouth and chin.
- Wash your hands thoroughly before removing the mask.
- Dispose of mask in a closed rubbish bin for secure disposal.

Gloves

If you are cleaning any surfaces use disposable gloves for this and throw them in the bin when you finish cleaning.

Remember to:

- Avoid touching your face while wearing gloves.
- Remove your gloves and wash your hands prior to eating, drinking or smoking/vaping.



Returning Home After Work

Stopping the spread of Covid from work to home

To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are five simple guidelines to follow:

No Touching

When you return home try not to touch anything until you have cleaned your hands properly.

Shoes

Remove your shoes. Do not walk through the house with them on - leave them outside.

Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.

Clothes and Bags

Place your clothes and bags in a container and wash in a hot washing machine cycle.

Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.



Response Plan to COVID-19 at work

If the suspected or confirmed case of Covid is at work:

1. Isolate

Isolate the person from others and provide a disposable surgical mask if available for the person to wear.

2. Inform

Call the national Covid-19 helpline 1800 020 080 and follow advice of health officials. If having a serious medical emergency call 000.

3. Transport

Ensure the person has transport to their home or to a medical facility.

4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.

5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.

6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.

7. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.



Response Plan to COVID-19 at work continued

If the suspected or confirmed case of Covid is not at work when diagnosed:

1. Inform

Call the national Covid-19 helpline 1800 020 080 and follow advice of health officials. If having a serious medical emergency call 000.

2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.

3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.

4. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Remember:

From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.

Workers assisting the person who has suspected or confirmed COVID-19 should be provided with appropriate PPE, if available, such as gloves and masks. They should also follow hand hygiene procedures.

Be aware of privacy obligations.

Follow the advice of health officials at all times.



Protect yourself and your workmates

Ways to prevent spreading germs:

- Throw tissues in a bin or plastic bag after use.
- Cough or sneeze into a tissue or your elbow.
- Clean and disinfect surfaces and objects that people frequently touch.
- Avoid close contact with people who are sick, sneezing or coughing.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Stay home when you are sick.
- Wash your hands frequently and thoroughly using soap and water for at least 20 seconds.

14 days Self Isolation is required if you...

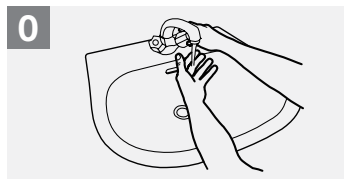
- Have arrived or returned from overseas within the last 14 days.
- Are showing symptoms of COVID-19
(Symptoms can include, Cough, Fever and Shortness of Breath)
- Have been in close contact with someone confirmed with COVID-19 within the last 14 days.

Correct Hand Washing Technique

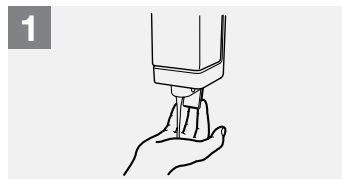
Taken from the WHO website.

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

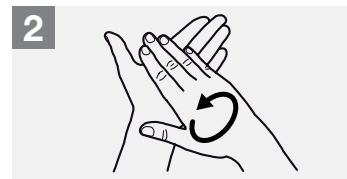
 **Duration of the entire procedure: 40-60 seconds**



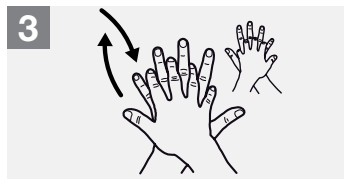
0 Wet hands with water;



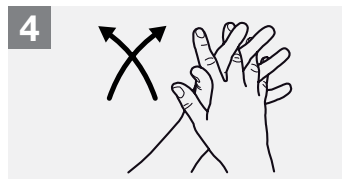
1 Apply enough soap to cover all hand surfaces;



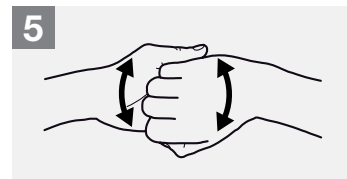
2 Rub hands palm to palm;



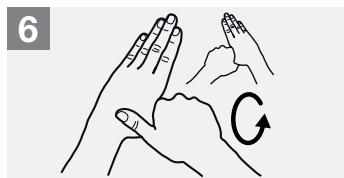
3 Right palm over left dorsum with interlaced fingers and vice versa;



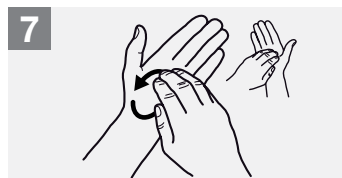
4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



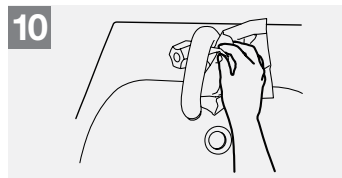
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



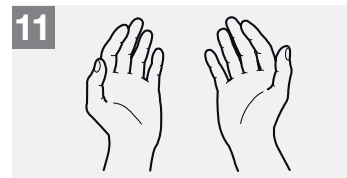
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.

Hand care

- Take care of your hands by regularly using a protective hand cream or lotion, at least daily.
- Do not routinely wash hands with soap and water immediately before or after using an alcohol-based handrub.
- Do not use hot water to rinse your hands.
- After handrubbing or handwashing, let your hands dry completely before putting on gloves.

Please remember

- Do not wear artificial fingernails or extenders when in direct contact with patients.
- Keep natural nails short.



COVID-19 - Staff Agreement Form

We, the team at _____ acknowledge
that we have had adequate training in how to keep ourselves and our clients safe.

We have refreshed our understanding of the relevant Health Regulations.

We understand the importance of following these rules to keep everyone safe and we acknowledge
that we are all in this together.

Signed by: _____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
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_____	Date: _____
_____	Date: _____
_____	Date: _____



COVID Safe Checklist for NSW

What you need to do to safely re-open your business:

1. Check your business can re-open

- Check the New South Wales Government's COVID-19 website at www.nsw.gov.au/covid to confirm you can re-open your business and whether any specific restrictions apply.
- If your business has been closed, check the condition of facilities and ensure all equipment is fully functioning. Check water, electricity, toilets, lighting, hand-washing facilities, expiration dates on all practice specific products and run a test cycle with the autoclave and test ultrasonic if on site.
- Remove all magazines, aftercare and other moveable items from waiting room.
- Implement a Studio Safety Plan for all workers to make them aware of all new procedures.
- Design or update your existing Staff Agreement Form for all workers and artists to read, agree to abide by and sign prior to returning to work.
- Implement a Response Plan so that all artists and workers are aware of how to deal with any suspected or confirmed case of Covid-19 in the workplace.
- Utilise and maintain a record of client contact details for future contact if necessary.
- Ensure that you call an initial meeting via Zoom or similar platform prior to re-opening your business, to inform artists and workers of new procedures, extra record
- COVID Safe training program is now available and can be accessed online [here](#).

2. Wellbeing of workers

- Direct workers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19.
- Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.



COVID Safe Checklist for NSW Continued

- Modify processes behind the counter (including in break rooms) to limit workers having to be in close contact, as much as possible. Assign workers to specific workstations to minimise the need to go into other spaces and time breaks to ensure social distancing.
- Consider consultations via Zoom, email or phone call.
- Direct staff to stay at home if they are sick, and to go home if they become unwell.
- Consult with staff on COVID-19 measures in the workplace and provide staff with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- Put signs and posters up to remind workers and others of the risk of COVID-19.
- Encourage staff to download the COVIDSAFE app [here](#).

3. Social distancing

- Place signs at entry points to instruct customers or visitors not to enter the studio if they are unwell or have COVID-19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- Ensure Clients remain in their cars until their appointment time where possible.
- Restrict the number of people to 1 for every 4 square metres to comply with relevant rules in each State or Territory.
- Position any chairs/reception furniture 1.5 metres apart to comply with relevant rules in each State or Territory.
- If practicable place floor markings to identify 1.5 metre social distancing rules.
- If practicable, set up a separate exit and entry point for clients and visitors to minimize contact.
- Consider using physical barriers if necessary.
- Encourage cashless transactions and if cash is handled, PPE is worn or hand washing occurs.
- Encourage online consults where possible.
- Ensure clients and visitors are provided face masks on arrival.
- Ensure clients and visitors have access to hand washing facilities and/or hand sanitiser on arrival.



COVID Safe Checklist for NSW Continued

4. Record keeping

- Contact information must be kept on all clients, workers and contractors, including name, address and mobile phone number for a period of at least 28 days.
- Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

5. Hygiene and cleaning

- Inform clients of expectations before they attend their appointment. This includes:
 - staying at home if they feel unwell,
 - they will need to provide their details for record keeping,
 - washing their hands or using alcohol-based hand sanitiser upon arrival and
 - requesting clients not to bring friends or family members to appointments unless special assistance is required and approved prior to the appointment.
- Instruct workers to practice Correct Hand Washing Technique. Correct hand washing instructions to be placed in wash rooms and over hand basins where possible. Hand sanitiser to be placed at work stations and in waiting/reception area.
- Phones, iPads, eftpos terminals, waiting room chairs, counter tops and other communal equipment to be cleaned after each use.
- Where possible, use of devices such as phones, computers and iPads should be limited to use by staff only.
- Door handles, light switches and counter tops are also to be cleaned in between appointments.
- Clients and visitors are advised to refrain from any unnecessary contact of products they are not purchasing.
- If water is required by clients or visitors, ensure that disposable paper cups are provided.
- Ensure signage is placed in waiting area and tattoo studio reminding workers and visitors of the risks of Covid-19.
- In addition to touch-spot cleans after each appointment, a regular full clean at the end of each shift of all areas where clients and workers visit is carried out.



COVID Safe Checklist for NSW Continued

6. Deliveries, contractors and visitors attending the premises

- Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.
- Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

7. Review and monitor

- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.
- Publicly display this signed checklist as evidence that you are a COVID Safe business.
- Ensure you have a copy of this signed checklist which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.
- Keep up to date and find additional guidance at www.nsw.gov.au/covid & www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus

Employees with a general work-related complaint can call Safe Work NSW 131050.

Business owners that would like to better understand their Safe Work NSW duties regarding COVID-19 can call 131050 or to better understand their obligations during the COVID-19 Pandemic call 1800 020 080

Customers who have concerns about whether a business is complying with this checklist can call the National Coronavirus Health Information Line on 1800 020 080 or contact the businesses industry association.

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011

Signature & date:



<https://AustralianTattooistsGuild.com.au/>

For all enquiries please feel free to email the ATG at: aus.t.g.contact@gmail.com

Secretary: Kieran Tyrrell

Email: secretary@australiantattooistsguild.com.au

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