

Care You Love COVIDSafe Plan

19 November 2021

Our COVIDSafe Plan

Business name: CooRLeaV Pty Ltd

Address: 41 Glen Harrow Heights Rd, Belgrave VIC 3160

Plan completed by: Ernie Gruijthuijsen

Job title: Director

Date reviewed: 19/11/2021

Next review: 13/12/2021

Physical distancing

Describe what you will do

At our premises we will only allow one customer for the purposes of picking up an order at any given time. This will be supported by signage.

For the purpose of production only one employee at the time will be making a batch of product at our premises.

At the markets that we attend we will maintain physical distance through the separation of the table that is part of our display setup. We will display the model signage to request people to keep 1.5m distances whilst waiting.

Face masks

Describe what you will do

Where required we will wear a face mask indoor to meet the government guidelines.

If a customer visits our premises for pick up and needs to enter the premises we will request to wear a facemask, which will be supported by signage at the entry.

Hygiene

Describe what you will do

We will maintain a clean environment and use soap for regular hand washing.

If a customer visits the premises for an order pick up, we will sanitise the door handle and bench top afterwards. We will use the same sanitiser as required to clean for product batch preparation.

Paper towel will be used and disposed off appropriately.

At markets we will offer customers to test a product by applying it to a wooden stick which can be disposed off in a small bucket we provide.

At a market our display table will be sanitised at the start and finish of the market.

Record keeping

Describe what you will do

All customers to the premises to pick up an order will have to scan in using the QR code on display at the entrance.

At the market we will display a market specific location QR code for customers to scan.

If any director displays even mild symptoms or is identified as a close contact, they will get tested as soon as practicable.

All records will be kept in accordance with our Privacy Policy.

Who is responsible?

Both Directors of the business are responsible to implement and maintain this plan.