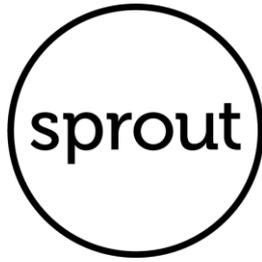


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# COVID-19 MANAGEMENT PLAN

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Sprout Cooking School and Health Studio



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Inspiring everyone to cook!

ABN 66 149 426 880

Tuesday, April 06 2021

*A Message from the Managing Director*

Dear valued Sprout guest,

The following document is an overview of Sprout's response to the Coronavirus (COVID-19) outbreak.

As restrictions ease across Australia, we continue to implement our management strategies with the utmost care. We would like to take this opportunity to reassure you that we are committed to providing our same high-quality services in a safe and managed environment.

The support of our Sprout community over the past few months has allowed us to continue our mission of educating and inspiring all people to live healthy lives. We encourage you to continue to support small, local businesses like ours as we endeavour to contribute and rebuild South Australia's economy.

Sincerely,

**Themis Chryssidis**  
Managing Director  
*Sprout Cooking School and Health Studio*

In order to ensure the safety, well-being and peace of mind of our clients, patients, guests and staff, the following measures have been implemented. It is expected that all staff will take the below measures **extremely seriously** and everyone will do their part to ensure our business and those working here or visiting are not affected by Coronavirus.

Sprout Cooking School and Health Studio has a registered *COVID-Safe Plan* submitted on March 31, 2021 and updated with each stage change. As a business, we are ensuring that the recommendations outlined in the aforementioned plan are implemented.

## **General Measures**

### **Eliminating contact with at-risk staff**

If any Sprout employee or their immediate family or household members have travelled overseas, they must immediately isolate themselves and remain away from work for the next 14 days from the date of their return. They may return to work if they are showing no symptoms at the end of 14 days self-isolation.

If Sprout employees develop any of the identified symptoms (fever, dry cough, sore throat, fatigue, shortness of breath) they are to seek immediate medical attention. They may not return to work until they have a medical certificate clearing them for work.

If a Sprout employee comes into contact with a person confirmed or suspected of having Coronavirus, they must immediately isolate themselves at home for 14 days. They may return to work if at the end of 14 days self-isolation they are showing no symptoms, or if after testing the suspected case is confirmed as being negative for Coronavirus.

In the above described situations, Sprout employees may not attend Sprout premises or those of Sprout's clients.

Sprout employees found to be unwell or to have been in contact with someone with Coronavirus (confirmed or suspected) whilst at Sprout or a hosted event will be immediately sent home.

### **Eliminating contact with at-risk guests**

We additionally want to eliminate the risk of contact with at-risk guests to ensure that our facility is a safe space. Whilst we want everyone to attend our classes and events, we need to consider the safety of not only our guests, but our staff as well.

We ask that all guests contact Sprout before their scheduled class or event if they have:

- Travelled overseas in the last 14 days
- Been in contact with anyone who has travelled overseas in the last 14 days
- Been in contact with anyone who has tested positive to Coronavirus
- Tested positive to Coronavirus
- Symptoms of a fever, dry cough, sore throat, fatigue, shortness of breath, and have not tested negative for Coronavirus.

## People Capacity

According to our COVID-Safe Plan valid as at March 31, 2021, we have set capacities for each room in our premises that is accessible to the public:

Room	Area in m <sup>2</sup>	Maximum number of people (excl. staff) in this area
<b>Sprout Cooking School</b>		
Main Kitchen	240	180
Prep Kitchen	20	36
Dining Room	136	102
<b>Sprout Health Studio</b>		
Waiting Room	48	36
Consulting Room 1	15	11
Consulting Room 2	12	9
Meeting Room	12	9
Total number of people (excl. staff) allowed on premises		<b>347</b>

## Maximising protection

It is imperative that all Sprout employees practice impeccable hygiene practices whilst on Sprout premises, at offsite Sprout events and generally speaking at all times. This is the best defence against the spread of most viruses and will aim to protect both Sprout employees and clients.

Sprout employees **MUST**:

- Wash their hands frequently with soap and warm water, before and after eating, and after going to the toilet, or before beginning any task that will involve others for example before going into a group meeting, before cooking etc,
- Cover coughs and sneezes with your elbow or tissue, dispose of tissue and use alcohol-sanitiser or thoroughly wash hands after coughing or sneezing. If hands are used to cover coughs or sneezes, alcohol-sanitiser should be used liberally,
- Clean all surfaces three times per day using disinfectant wipes. Before commencing work in the morning, when returning to work after your lunch break and before going home at the end of the day. Please use the disinfectant wipes provided to thoroughly clean doorknobs, doors, desk surfaces, computer screens, computer keyboards, office phones, personal mobile phones, chair handles and back rests, meeting room tables and chairs and communal areas/surfaces,
- Ensure that used glassware, cutlery, crockery or food containers are not left in the sink. Any food containers left in the sink (clean or dirty) will be disposed of,
- Clean all crockery and cutlery using the industrial dishwashers in the Sprout kitchen after use, and dry all crockery and cutlery thoroughly,
- Thoroughly clean bathroom daily using commercial grade cleaning liquids and disinfectant wipes, including toilets, floors, toilet paper dispensers, taps, sinks, mirrors and benches,
- Abide by a cleaning schedule for Sprout bathrooms and the staff room kitchen
- Ensure alcohol-sanitiser is easily available to use at all times. Sanitiser must be located at reception, in every office, in meeting rooms and throughout the main kitchen near the sinks,
- Advocate for good hand and sneeze/cough hygiene at all Sprout functions and events, and
- Ensure all Sprout staff, guests, clients and patients follow appropriate hygiene measures.

## **Supplies**

- Sprout will supply and ensure there is adequate levels of the following items:
  - Tissues,
  - Hand sanitiser,
  - Hand wash,
  - Disinfectant wipes,
  - Toilet paper,
  - Toilet cleaner,
  - Commercial floor cleaner,
  - Disposable gloves,
  - Chux cloths,
  - Cleaning sponges, and
  - Commercial grade surface sanitiser spray.
- Stock levels will be increased to a minimum of two weeks supply. If any staff member notices any of these items becoming low (insufficient supply for two weeks), please notify reception who will place an interim order immediately.

## **Helping the public maximise everyone's protection**

For the safety and convenience of all Sprout guests, clients, patients and staff, Sprout will, at all times:

- Have hand sanitiser freely available,
- Display hand washing signs in bathrooms, near sinks and in office spaces,
- Enforce a one-way passage through the bathroom area to mediate traffic,
- Have a sign near all water coolers and taps asking people not to refill personal water bottles and if they do to ensure the tap or water cooler does not come into contact with the bottle and,
- Display signs at entrances asking staff, patients and guests to stop and consider if they are at risk of Coronavirus and therefore putting others at risk if they enter Sprout.

## **Sprout Cooking School**

### **Commercial and staff kitchen cleaning:**

In addition to all standard cleaning practices, the following must occur in all kitchen spaces daily:

- Thorough cleaning of all kitchen surfaces, using hot soapy water, before commencing food preparation,
- Thorough cleaning of all kitchen surfaces, using hot soapy water, before commencing cooking class preparation,
- All tea towels to be washed daily (none to remain used overnight to be washed the next morning),
- All used Chux cloths to be disposed of daily,
- All cleaning sponges to be washed through the industrial dishwasher throughout the day and at the end of every day, ensuring excess water is thoroughly squeezed out and the sponge is left to dry over-night,
- Cleaning sponges to be disposed of every 48-72 hours, and
- All cooking surfaces, taps and sinks must be thoroughly sanitised at the end of every day, using commercial grade sanitiser products.

## **Sprout Classes and Events**

All Sprout classes and events have been modified to abide by Government regulations and our *COVID-Safe Plan*. For classes and events:

- The number of sellable tickets is equal to the maximum capacity of the area/s in use at the time of the class/event –
  - Where guests move between the main kitchen and dining room, the total number of sellable tickets is 68.
  - Where guests are seated in a single room for the duration of an event, the total number of sellable tickets is 68 (dining room) or 120 (main kitchen).
- Contact details of each group/booking will be collected upon entry for contact tracing purposes,
- Staff should be allocated to one area only, where possible, to reduce the number of contacts within our venue,
- All meals made by Sprout staff or guests must be individually plated or shared only between members of the same group/booking,
- Sprout staff should ensure benches, tables and chairs are thoroughly cleaned before and after, and
- Sprout staff have the right to refuse entry of any guest that presents as 'at-risk' (see *Eliminating contact with at-risk guests* for further definition)

## **Sprout Health Studio**

### **Office environment**

As more staff return to the office, we are ensuring that additional measures are taken to continue social distancing practices. Where possible:

- Hot desking should be minimised. If it should occur, the workspace should be thoroughly cleaned with disinfectant wipes before and after use,
- Staff should remain physically distanced (i.e. 1.5m apart in offices, meeting room, lunchroom), and
- Non-essential staff should work from home, where possible, to limit office occupancy.

### **Protecting our patients**

We want to continue to provide high quality care to our Sprout Health Studio patients in a safe environment. The Health Studio team ensures that:

- Consulting rooms are occupied by no more than three people at a time (excluding practitioner),
- All consulting rooms are fit with an adequate supply of hand sanitiser and tissues for patient and practitioner use,
- Disinfectant wipes are used to clean down surfaces in the waiting room and consulting rooms at least three times per day. Glen20 disinfectant spray should be used on soft surfaces (e.g. couch, pillows), and
- Office spaces and consulting rooms are thoroughly cleaned once a week by contracted cleaners, and
- Telehealth consultations are available should a patient choose to not attend in person or be unfit to do so.