



THE CLASSIC CUPCAKE CO.

Infectious Disease Process (Updated 17/3/2020)

This process should be read in conjunction with The CCC's COVID-19 Policy.

Objective

The objective of this process is to prevent and control the transmission of infectious diseases and reduce the spread of illness within the studio, particularly in colder months and flu season. It is our intention to keep our team, students, families and studio users as healthy and safe as possible.

Responsibilities

Any person physically attending The CCC is responsible for undertaking the instructions outlined under 'The CCC attendees' in this policy. The CCC management are responsible for undertaking the instructions outlined under 'The CCC' as well as communication to The CCC attendees.

PROCESS	The CCC Staff	The CCC Attendee
<p>STAGE 1 Shop, Classes & Parties as usual with imposed hygiene procedures.</p>	<ul style="list-style-type: none"> Disinfecting of 'high touch' areas/ items before/after each class, party or customers including common door Handles, bench tops, stools and main shop counter Reduced use of common equipment. Any person (walk-in customer, student, parent, The CCC staff member or otherwise) who is unwell and has any of the following symptoms (fever, cough, sore throat, shortness of breath) should NOT attend or be present at The CCC. Hands to be thoroughly & frequently washed. Cough or sneeze into your arm. Limit touching of others. Practise safe distancing and avoid waiting in the common areas, wait outside the buildings when possible. Dispose of your own rubbish and tissues. Own drink bottles required with no sharing (no reusable cups given by The CCC). 	<p>Any person (walk-in customer, student, parent, The CCC staff member or otherwise) who is unwell and has any of the following symptoms (fever, cough, sore throat, shortness of breath) should NOT attend or be present at The CCC.</p> <ul style="list-style-type: none"> Hands to be thoroughly & frequently washed. Cough or sneeze into your arm. Limit touching of others. Practise safe distancing and avoid waiting in the common areas, wait outside the buildings when possible. Dispose of your own rubbish and tissues. Own drink bottles required with no sharing (no reusable cups given by The CCC).
<p>STAGE 2 Shop, Classes & Parties as usual with imposed hygiene procedures.</p>	<p>As well as the above...</p> <ul style="list-style-type: none"> Increased frequency of disinfecting 'high touch' areas/items (studio & shop door handles, toilets, soap dispensers, tables/bench tops, common door handles). Class & Parties altered to exclude physical touch between all participants. No use of any common props or equipment allowed (mixing bowls, fondant and equipment, spoons, piping bags) Entry to The CCC limited to students for classes & parties 	<ul style="list-style-type: none"> Any person (walk-in customer, student, parent, The CCC staff member or otherwise) who is unwell and has any of the following symptoms (fever, cough, sore throat, shortness of breath) and their immediate family should NOT attend or be present at The CCC. Are required to sanitise hands prior to entry and then frequently whilst at The CCC. Physical touch between all on site attendees to cease.
<p>STAGE 3 Shop, Classes & Parties forced closure.</p>	<ul style="list-style-type: none"> Forced Shop, Classes & Studio closure. All Classes postponed All Parties postponed All Orders postponed 	<ul style="list-style-type: none"> All staff not permitted on CCC sites including Office, Studio, Store, Classes