

# COVID-19 GUIDELINES FOR WINDOW FILM INSTALLERS

The health and safety of our customers and staff is a top priority of our business. That's why our business commits to the COVID-19 guidelines set out by our industry body, the Window Film Association of Australia and New Zealand (WFAANZ). These are in accordance with Australian Department of Health recommendations.

## General business policy

- ☐ Encourage staff and customers to practise social distancing, no hand shaking
- ☐ No employees have recently returned from a country or region that is at high or moderate risk for COVID-19
- ☐ No employees have been in close contact with a confirmed case of coronavirus
- ☐ No employees will interact with customers if feeling unwell and displaying symptoms – sneezing, coughing and/or fever
- ☐ Our employees wash their hands well and frequently using soap and water and dry them with disposable paper
- ☐ While most coughs and sneezes aren't related to coronavirus, when our staff coughs or sneezes they will:
  - o cover with a tissue or into the elbow
  - o dispose used tissues immediately
  - o if possible, use alcohol-based hand sanitiser

## Window film installation policy

- ☐ When working in your home/office or vehicle, our staff will minimize wherever possible the touching of surfaces and objects
- ☐ If entering your home/office our staff will wear a face mask wherever possible (subject to supply shortages)
- ☐ If entering a home/office our staff will wear powdered gloves and where possible, use alcohol-based hand sanitiser before and after wearing gloves (may be impossible due to supply shortages)
- ☐ After installing film in your home/office or vehicle, staff will disinfect all relevant surfaces with a disposable cloth, as per the advice from the Australian Department of Health
- ☐ Our workshop is cleaned regularly, our ATM console is disinfected after every use and benchtops are cleaned throughout the day

## To protect our staff, we ask our customers to please...

- ☐ Let us know immediately if yourself or anyone in your home, office or vehicle is feeling unwell, has a confirmed case of the coronavirus or has come into close contact with a confirmed case of the coronavirus
- ☐ Clear the space in front of the windows or clear your vehicle from extraneous items prior to the installation of window film to help prevent indirect contact transmission



**wfaanz**  
WINDOW FILM ASSOCIATION  
OF AUSTRALIA AND NEW ZEALAND

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Please note, these guidelines are general recommendations only, and are subject to change as the COVID-19 situation develops.

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