

COVID-19 CHECKLIST

CLUBS AND HOTELS

I, as a venue operator, now have a legal requirement to comply with the Covid-19 safety measures. What can I do to keep my workers safe at the workplace and limit the spread of COVID-19?

HAVE A PLAN

- Check on my State's Health Department website to find out what the current legal requirements are for our venue.
- Develop and implement a **Post-lockdown/Covid-19 Venue Management Plan** informed by your State's Health authorities. These differ from State to State.
- Nominate a person on each shift to be responsible for ensuring that the plan and procedures are strictly followed.
- Communicate clearly with staff about the Covid-19 safety requirements.
- Have staff, cleaning and delivery logs in place to monitor activity.
- Have Perspex screening in place at bar/cashier places where patrons are coming into contact with staff.
- Consider if you have appropriate cleaning products and personal protective equipment available to thoroughly clean and disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work.
- Put a protocol in place for reopening your workplace after an outbreak of Covid-19 or quarantine period.
- Ensure that all staff undertake post Covid-19 training that is mandatory for all staff.
- Develop a detailed plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace.
- Sign-in book for patrons, including first name and mobile phone number.
- Separate patron entry and exit where possible.

WORKING FROM HOME

- Assess who can do their jobs from home. (In hospitality, this will only be admin staff.).
- Give those workers the option to do so.
- Provide guidance to your workers on how to set up a safe home work environment see, for example, Safe Work Australia's working from home information and diagrams - swa.gov.au).
- Require workers to complete a self assessment checklist to ensure they comply with good ergonomic and safety practices (an example is Comcare's Working from home checklist - comcare.gov.au).
- Appoint a contact person in your business that workers can talk to about any concerns.
- Set up ways to communicate with workers online (e.g. through Skype or Zoom) and communicate with them daily.
- Provide information to workers about the supports available to them, for example through an employee assistance program.

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PHYSICAL DISTANCING

- Display posters around the venue on keeping at least 1.5 metres distance between everyone at the venue where possible. (Nb This is not a requirement for back-of-house or kitchen.)
- Display signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded – Maximum 1 person per 4 square metres.
- Move workstations and desks in offices and tables in staffrooms further apart to comply with social distancing.
- Staff meetings should be short and held in areas that will maintain social distancing.
- Review regular deliveries and request contactless delivery where possible. Check systems for e-invoicing are in place.
- Provide social distancing markers on the floor in areas where customers line up .
- Have area-specific staff teams to limit cross-area contamination.
- Monitor patron numbers in each area of your venue to ensure that the 4 square metre and maximum numbers rule are strictly enforced.
- Nominate a person to be responsible for keeping patrons the required 1.5 metre distance apart in accordance with the latest government requirements.

HANDWASHING AND HYGIENE

- Have hand sanitizer stations at every entry and exit points and around the venue.
- Ensure bathrooms are well stocked with hand wash and paper towel.
- Display posters with instructions on how to hand wash/hand rub.
- Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick.
- Have automatic alerts set up on computer/display systems to remind patrons and staff about washing hands and not touching eyes, nose and face.
- Instruct your workers to limit contact with others– no shaking hands, hugging or touching objects unless necessary.
- If possible, accept only cashless transactions.
- Increase access to closed bins in your workplace.

CLEANING

- Ensure all areas are cleaned/sanitized at least daily with detergent and disinfectant
- Instruct workers to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitizer before and after wearing gloves.
- Clean/disinfect frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes Eftpos equipment, elevator buttons, handrails, tables, counter tops, door knobs, sinks, gaming machines, EBT and self-serve terminals and keyboards.
- Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones and iPads with disinfectant, such as disinfectant wipes.

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MONITOR SYMPTOMS

- Display signs about the symptoms of COVID-19 in the workplace.

STAFF

- Consider what you will do if one of your workers is suspected or confirmed to have COVID-19 including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers. Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080)
- Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- Remind staff of their leave entitlements if they are sick or required to self quarantine.
- Treat personal information about individual workers' health carefully, in line with privacy laws.
- Facilitate working from home, if possible, for staff who are required to self-quarantine but are not displaying symptoms of COVID-19.

PATRONS

- Where possible, have temperature check facilities available for patrons at every entrance to the venue.
- Display signage stating that patron who feel unwell, have a sore, throat, temperature, cough or persistent sneezing to report to staff and that any patron observed by staff to display any of these symptoms will be asked to leave the venue.

STAY INFORMED

- Download the official government "Coronavirus Australia" app, or join the WhatsApp channel and frequently check for updates.