

CINEMA INDUSTRY COVID SAFE PLAN

Updated: 7 October 2020

REVOKED

Contents

Purpose	3
How to Use the COVID Safe Industry Plan for Cinemas	3
Checklists	3
Key Principles.....	4
Preparation of Facilities	4
Clean facility	5
Physical Distancing.....	5
Good hygiene.....	6
Staff Safety Plan	6
Staff practices and education	7
Managing Symptoms and cases of COVID-19 at work	7
Controlling the flow of staff and patrons	9
Bookings.....	9
Managing deliveries.....	10
Records	10
Risk Management and Review.....	11
Staying informed.....	12
Contacts and Resources.....	12
Appendix A – Checklists	13

Purpose

The Cinema industry has developed a COVID Safe Industry Plan to provide practical advice current at the time of publication.

It is mandatory for the Cinema industry to follow this COVID Safe Industry Plan, as per the Queensland Chief Health Officer's public health direction - [Restrictions on Businesses, Activities and Undertakings Direction](#). The COVID Safe Industry Plan for cinemas:

- sets out the steps to help cinemas (operating businesses) safeguard staff, contractors and patrons by reducing the risk of COVID-19
- designed specifically for cinemas to be able to develop an individual venue risk management approach to COVID-19
- allows businesses to opt in to comply with the plan to allow additional patrons on premises than the limits set out in the *Roadmap to easing Queensland's restrictions*.

The COVID Safe Industry Plan for cinemas should be read in conjunction with current local health authority guidance, and in addition to developing your plan you are encouraged to seek your own professional medical and legal advice.

Please note: This COVID Safe Industry Plan does not apply to drive-in cinemas.

How to Use the COVID Safe Industry Plan for Cinemas

The COVID Safe Industry Plan for cinemas is for operating businesses seeking exemptions to the *Roadmap to easing Queensland's restrictions*. To commence activities with exemptions, the operating business must:

- complete the Cinema Plan Checklist (Appendix A)
- complete any educational requirements as identified within the checklist
- print, sign, date and display the Statement of Compliance. This statement must be displayed where patrons can see it on cinema premises.
- compile this information and retain for purposes of audit or health authority inspection.

The purpose of the Statement of Compliance is to enable businesses to demonstrate to the community and the relevant government authorities that they are following the COVID Safe Industry Plan for cinemas. You are not required to submit your Statement of Compliance for approval. However, a relevant enforcement Queensland Health officer can check compliance at any time and/or may ask for a copy of the signed Statement of Compliance. All operating businesses should be following the [work health and safety guidelines](#).

Checklists

Cinemas are to utilise checklists to evaluate each area of the known risks and proposed methods of control. Checklists should include (but are not limited to) requirements for:

- keeping workers safe
- physical distancing - identify how they can implement physical distancing measures in compliance with Queensland's public health directions
- keeping the workplace clean to stop the spread of COVID-19
- workers and customers' health and hygiene.

Operating businesses will use the checklists as a guide for each respective area. Each operating business must assess risk based on its layout and other factors. The checklists provided cover most items for consideration and can be simply adjusted to suit individual venue needs (see Appendix A).

Key Principles

Key outcomes of all operating businesses must be based on the key principles for reducing transmission of COVID-19. This includes:

- **Physical distancing** – operating businesses must ensure physical distancing is observed to the extent possible. Physical distancing includes remaining at least 1.5 metres away from other persons where possible, regular washing of hands and avoiding handshaking.
- **Maintain no more than one person per:**
 - **2 square metres** (up to a total of 50 people) for indoor venues or spaces of 200 square metres or less or
 - **4 square metres** for indoor venues or spaces of 200 square metres or more.
- **Mandatory training** - Queensland's COVID Safe mandatory online training provided by [TAFE Queensland](#) must be completed by all staff (including casuals) involved in food services. This training must be completed within two weeks of a business opening/reopening, and by staff commencing with your business after this two-week period.
- **Personal Hygiene and Infection control** – All measures complement the workplaces current policies on disease control and that the measures utilised are based on information provided by Queensland Health and Workplace Health and Safety Queensland.
- **Staying at home if unwell** – Anyone displaying COVID-19 symptoms **MUST** stay at home if unwell and not return to cinema premises until they have received clearance to do so.
- **Contact tracing** - Collection and retention of personal data for all patrons, staff and contractor details for contact tracing purposes is vital in the community response to COVID-19.
- **Following the published Queensland Health Chief Health Officer Public Health Directions.** These may change over time and may vary the conditions established in this plan.

Preparation of Facilities

All facilities must undergo a risk review by the operating business prior to resumption of activities. The review must consider checks and preparation for reopening including (not limited to):

- availability of alcohol-based sanitisation amenities
- high traffic times internal and external
- communal areas
- equipment is fully functioning (e.g. gas, electricity, toilets and hand washing amenities). Ensure food and beverages stored at your business have not been contaminated or are now out of date
- ensure staff are educated and briefed on staff responsibilities and new COVID safety measures within this document
- ensure there is staff protected equipment available before reopening (disposable gloves, paper towels, tissues etc)
- physical distancing markings to identify 1.5metres distance made by placing bollards/signs/markings on the wall or on the floor
- maximum allowable participants calculated

- cleaning protocols for shared areas
- cleaning records if required.

Clean Facility

Operating businesses must ensure there are adequate cleaning protocols in place for controlling the risk of infection within each auditorium/area. Appropriate detergents and disinfection products should be used as required. Cleaning protocols are to include:

- regular common surface disinfection
- disinfection of high-touch points and common use equipment between activities. This includes but not limited to; door handles, benchtops, desks, bathroom fixtures, toilets, water taps, lunchrooms, photocopiers, desktop equipment including keyboards and telephones
- regular cleaning of bathroom amenities used for personal sanitisation.

For further information please [click here](#) for Safe Work Australia guidance on routine environmental cleaning practices.

Physical Distancing

Physical distancing (or social distancing) is a measure to be used to limit the transmission of COVID-19 and similar illness by reducing exposure between people. The more distance between people and others, the harder it is for viruses to spread.

It is the responsibility of each cinema operator to remain up-to-date with the current health advice and to ensure compliance. All venues will display signage of the maximum permitted number of people to enter at any one time based on Public Health Directions.

The basic principles of physical distancing are to maintain as much as practical:

- 1.5 m distance between people when gathering.
- 4 square metre space per person for indoor areas over 200 square metres.
- 2 square metre space per person (total up to 50 people) for indoor areas under 200 square metres.
- 2 metre square space per person for outdoor areas (specific definitions are available on the [COVID-19.qld.gov.au](https://www.health.qld.gov.au) or <https://www.health.qld.gov.au/> websites).
- Avoid physical greetings.
- Wear a mask where this is not possible, particularly in enclosed spaces.

To comply with physical distancing measures, operating businesses should:

- adhere to physical distancing recommendations as detailed within health authority guidelines as much as reasonably practicable
- provide visual indication of physical distancing measures to assist participants to follow. These may include but not limited to:
 - floor markings
 - wall markings
 - bollards
 - spacing of furniture or materials
 - installing physical barrier in high traffic areas
- actively promote the practice of physical distancing for staff, patrons and contractors.

Good Hygiene

Good personal hygiene can help prevent the transmission on COVID-19. Employers and staff must be encouraged to promote and engage in good hygiene practices such as:

- frequent hand washing for 20-30 seconds or using alcohol-based sanitisers
- avoid touching their face
- limit touching of surfaces
- limiting the use of shared equipment or cleaning after use
- covering sneezes and coughs.

Staff Safety Plan

It is your duty as an employer to provide your employees with a safe and healthy work environment. Under the *Work and Health and Safety Act 2011*, you must assess the risks and implement and review control measures to prevent or minimise exposure to these risks.

To properly manage exposure to risks related to COVID, employers must:

- identify workplace hazards (such as potential for transmission on the worksite or hazards resulting from a worker who tests positive for COVID-19 infection)
- determine who might be harmed, and how (including workers and any other individuals in the workplace)
- decide on control measures (including ways to prevent the spread of infection)
- put controls in place
- review the controls regularly.

To comply with recommendations made by Workplace Health and Safety Queensland and other relevant agencies, the following will be made available for staff to use to reduce the risk of exposure to COVID-19:

- Hand Soap
- Paper Towels
- Hot Water
- Alcohol-based hand sanitiser
- Cleaning chemicals, including surface sanitiser
- Tissues
- Disposable Gloves.

Informational signage regarding how to stop the spread, keeping your distance and how to wash your hands correctly will be positioned in staff spaces. Staff will be made aware of this signage and the contents.

Additionally, the emergence of COVID-19 has created a new work health and safety risk that cinemas/operating businesses need to manage. Workers may be at an increased risk of exposure to other hazards stemming from the current situation, such as workplace aggression and violence.

Employers should take zero tolerance approach to abuse and violence in the workplace. Operating businesses have a duty of care under the health and safety laws to manage risks associated with exposure to hazards arising from work that could in physical or psychological harm. For further detail on how these psychosocial risk may be managed see page 8 of OIR [COVID-19 guide](#).

Staff Practices and Education

Staff have a duty to take reasonable care for their own health and safety and the health and safety of others in the workplace. Staff must co-operate with any reasonable policy or procedure that relates to health or safety at the workplace.

The operating business must ensure that staff are educated, informed, protected and aware of their responsibilities regarding their safety, and safety of others during the activities of the business. This includes:

- mandatory COVID Safe training provided by [TAFE Queensland](#), [Restaurant & Catering Australia](#) or from an approved industry organisation (Queensland-specific) must be completed by all staff (including casuals) involved in food services (i.e. Gold Class, lounge, café and traditional candy bar):
 - This training **must** be completed within two weeks of a business opening/ reopening, and by staff commencing with your business after this two-week period.
 - Training is online, free and takes approximately 30 minutes to complete.
 - Completion of training records should be maintained for inspection by compliance officers, if/when required.
- hand and respiratory hygiene:
 - staff to practice good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, provide an appropriate hand sanitiser. (Alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.)
- physical distancing
- signs and symptoms of COVID-19
- measures to take in the event of a confirmed or suspected COVID event
- knowledge of the requirements listed in the Cinemas COVID Safe Industry Plan.

Contractors and delivery drivers

Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site, this includes current hygiene measures like handwashing.

Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible. Where not possible, minimise the number of staff attending to deliveries and contractors as much as possible.

Refusing Entry to Patrons and Employees

Everyone has an obligation to stay at home while displaying any symptoms such as fever or coughing. Businesses should place signs at entry points to request patrons and employees not to enter the premises if they:

- are unwell
- have been in close contact with a known case of COVID
- have COVID-19 symptoms
- has been in a declared [hotspot](#) in the last 14 days
- have travelled overseas in the last 14 days.

Businesses have the right to refuse service and insist that anyone with these symptoms leaves the premises.

The list of declared COVID-19 hotspots may be found at www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19.

Conditions of entry signage may be displayed.

Managing Symptoms and Cases of COVID-19

For a staff member

If a staff member develops flu-like symptoms at work, separate the person by placing them in an area away from others. Provide them with tissues, hand sanitiser and a face mask, if available, to cover their coughs and sneezes. Inform their supervisor and arrange for the person to be sent home and/or to access medical assistance. Clean and disinfect their work area and other areas they have been.

In the event of a member of staff has symptoms consistent with COVID-19 or has identified that they have been in close contact with a confirmed or suspected case of COVID-19, whether asymptomatic or not, they must immediately advise their supervisor or manager and self-isolate in accordance with government regulations for the time period stipulated.

Staff must also notify their supervisor or manager if they have been:

- in direct contact with someone who has been diagnosed with COVID-19, and/or
- in regular contact with someone (partner, friend or family member) who has been overseas, in a COVID-19 hotspot recently, or who is showing signs of illness.

Until receiving confirmation they are negative for COVID-19, they must self-isolate.

If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health should be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. Upon being informed, a person in control of the business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed.

Operating businesses should keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

Queensland Health will contact an employer if contact tracing of the workplace is required. The employer should follow the advice provided by Queensland Health.

The health care provider will advise you when you are no longer infectious and can return to work.

For patrons whilst at the business

All patrons should be advised that they must not attend the cinema if they are unwell, have symptoms of COVID-19, suspect they may have been infected with COVID-19 (including close contact with a person diagnosed with COVID-19) or been advised by health authorities to self-isolate.

This message should be regularly communicated via signage through the operating business.

A patron who is observed to be reasonably displaying symptoms (for example persistent coughing) of COVID-19 in a cinema should be politely asked to leave the site.

To support public health authorities with contact tracing all operating businesses must:

- maintain a register of attendance (sign-in and sign-out) either digitally or manually of all persons on their site
- establish protocols for providing government authorities with member access logs and permitted contact details for the purposes of contact-tracing with confirmed or suspected cases of COVID-19
- note contact-tracing officials require records to be retrieved quickly; these need to be provided by the operating business within approximately one hour
- for areas of the operating business such as lounges or cafes where patrons may stay longer than the allotted session time, use another collection method to assist with contact tracing efforts.

Confirmed COVID-19 case

A confirmed case of COVID-19 in cinema will result in the immediate notification by health authorities, total closure and a deep clean of the facility, as directed by health authorities. Staff and patron contact tracing information must be provided to health authorities within the specified timeframe.

If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. Upon being informed, a person in control of the business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed.

Businesses should keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

Controlling the Flow of Staff and Patrons

Operating businesses must put measures into place to control the flow of participants within the venue. Operating businesses must also consider the effect patron traffic may have on the immediate area around the venue. Measures are to be put in place such as:

- staggering of screening times to be at least 15 minutes apart and with additional cleaning time between sessions
- limit traffic or gatherings in common spaces with signage and bollards
- if practicable, set up separate entry and exit points to venue and use visual guides such as arrows to coordinate the flow
- consultation with the tenancies and neighbours around them to ensure flow of participants does not negatively impact their ability to operate safely.

To separate groups in cinemas while maintaining the 1 person per 4sqm rule indoors:

- Guests' seats should be allocated and spaced to adhere to the 1.5 metre distancing guidelines wherever it is possible and practical to do so, with either checkerboard seating or every second row removed and 2 seats between each household group. Where seats are not allocated to the patron specifically, ushers will be required to ensure appropriate physical distancing within cinemas.
- Operating businesses should adopt the 1 person per 4sqm rule, checkerboard seating or other separated seat allocation formats will be adopted to separate bookings in each auditorium.

Bookings

Patrons seats should be allocated and spaced to adhere to the 1.5 metre distancing guidelines wherever it is possible and practical to do so.

Checkerboard seating or other separated seat allocation formats will be adopted to separate booking in each auditorium.

Managing Deliveries

When managing deliveries the operating business should ensure:

- consideration to minimise the number of staff attending to deliveries and contractors as much as possible
- delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of the venue requirements while they are on site
- handwashing facilities, or if not possible, alcohol-based hand sanitiser, are readily available for staff after physically handling deliveries
- direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible
- direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered
- use, and ask delivery drivers and contractors to use, electronic paperwork where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned before use. For pens, you may wish to use your own.

Contact tracing

It is strongly recommended every venue encourages its patrons to download the **COVIDSafe app** link: <https://www.health.gov.au/resources/apps-and-tools/COVIDsafe-app>

The COVIDSafe app is not mandatory.

The COVIDSafe app is not an alternative to collecting and retaining contact information.

Contact information must be collected and stored for all patrons (including minors⁺), contractors, and staff for a minimum of 56 days. This information must include:

- full name
- phone number
- email (or residential address where the person does not have an email account)
- date and time of entry (for patrons, default 30 minutes prior to session commencement time)
- exit time or estimated period, where feasible (for patrons, default 30 minutes after session end time).

⁺ If a patron is a minor, carer's name and contact details must be included.

Staff should only ask for as much personal information as required.

In the event one patron purchases bulk tickets (e.g. for 10 people), contact tracing details of all respective patrons must be provided/collected at the time of ticket purchase.

If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.

Venues can utilise electronic systems (e.g. QR codes), POS (Point of Sale Systems), written registers or written personnel records of attendance as a means of collection however **must** ensure collection and storage is privacy compliant. For further information please see:

<https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy>

The information should be securely stored, not used for any other purpose, and destroyed after 56 days.

Period of patronage

Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival, they should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing.

Out times for patrons are desirable but not mandatory. Operating businesses should provide signage promoting patrons to complete manual sign-out. Patrons may be contacted by a compliance officer should an outbreak occur if complete sign in/sign out records are not maintained.

Venues should display signage encouraging patrons to sign out.

Records

Data Collection and Privacy

Under the Australian Privacy Principles (APP 3) a business *'may collect sensitive information if the entity reasonably believes the collection is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety.'*

Cinemas will ensure compliance with relevant privacy regulations.

Details must be recorded but not shared unless specifically requested by government for purposes of public health. Information that is collected from patrons, staff and contractors must be kept on file for 56 days in line with the Public Health Direction.

Further information is available on the [Queensland Government website: Privacy: Collecting and storing personal information during COVID-19](#).

Attendance registers

Attendance records for any individual visiting the business must be maintained to assist in contact tracing, if required.

Attendance records should be detailed enough to allow thorough contact tracing by public health officers if any individuals attending the businesses or participating in activities contract COVID-19 or have been in contact with COVID-19 cases. This will include the session attended and the start and finish time of that session.

Operating businesses can utilise electronic systems or hard copy sign-in registers.

Risk Management and Review

Cinemas operating under this COVID Safe Industry Plan have obligations to review their own Workplace Health and Safety risk management processes to identify and manage any new or changed hazards that may have arisen as a result of the implementation of the COVID Safe Industry Plan for Cinemas. In addition, please keep up to date with the Chief Health Officer Directions, and update plans accordingly. Operating businesses are responsible for staying informed of any issues or development that may increase the risk to the staff, patrons or contractors.

Operating businesses should:

- delegate a responsible person to be appointed to deal with COVID-related safety matters
- monitor changes to regulations or restrictions

- stay informed of outbreaks or clusters in their area
- contact with individuals who may be infected
- detail how complaints relating to COVID-19 are managed
- regularly review (not limited to):
 - effectiveness and currency of the COVID Safe Industry Plan for cinemas
 - the effectiveness of emergency measures
 - any barriers to COVID controls (e.g.- unable to procure supplies).

In developing a risk management plan, operating businesses should use the Risk Management Framework as outlined on page 2 of the Office of Industrial Relations COVID Guide under 'Duties under the Work Health and Safety Act 2011: https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf

At each stage of risk management, there must be communication, consultation, instruction, training and supervision of workers and their representatives (e.g. HSRs, union representatives) - refer to page 2 of the Office of Industrial Relations COVID Guide under 'Duties under the Work Health and Safety Act 2011.

Importantly, operating businesses are required to keep records of the risk management process. The detail and extent of recording will depend on the size of workplace. It is useful to keep information on:

- the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
- how and when the control measures were implemented, monitored and reviewed
- who you consulted
- relevant training records
- any plans for changes.

Further information on the risk management framework is available on the Queensland Work Safe website and in the '[How to manage work health and safety risks Code of Practice 2011](#)'.

Staying Informed

Click on the links below for staying informed on COVID-19:

- [Health alerts for Queensland](#)
- [Current COVID Status Australia Wide](#)

Contacts and Resources

The COVID Safe Industry Plan for cinemas and associated resources are designed to provide you and your staff and patrons with a greater degree of certainty as to what is expected in COVID-19 world. Your industry body is available to help through this crisis you can contact us on:

Contact details for further support are:

- 134 COVID (134 268)
- Michael Hawkins at NACO michael@hawkins.com.au
- Pauline Negline at ICA at admin@independentcinemas.com.au

For further information and frequently asked questions.

Appendix A – Checklists

Date: _____

Business Name: _____

Address: _____

COVID SAFE CHECKLIST – PREPARATION OF VENUE		
Preparation of facilities	<p>Undergo a risk review prior to resumption of activities. The review must include checks but not limited to:</p> <ul style="list-style-type: none"> • availability of alcohol-based sanitisation amenities • high traffic times internal and external • communal areas • equipment are fully functioning (e.g. gas, electricity, toilets and hand washing amenities). Ensure food and beverages stored at your business have not been contaminated or are now out of date • ensuring staff are educated and briefed on staff responsibilities and new COVID safety measures • ensuring all staff, including casuals, involved in food service, i.e. Gold Class, lounge, café, traditional candy bar, etc., have completed online COVID Safe mandatory training within 2 weeks of starting/opening • ensuring there is staff protected equipment available for use before reopening (disposable gloves, paper towels, tissues etc) • physical distancing markings to identify 1.5metres distance made by placing bollards/signs/ markings on the wall or on the floor • maximum allowable participants calculated • displaying refusal of entry signage • cleaning protocols • cleaning protocols for shared areas • cleaning records if required. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

COVID SAFE CHECKLIST – STAFF SAFETY		
Physical Distancing	Employers will brief staff on physical distancing principles and encourage where possible to be 1.5 metres apart from each other.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Place signs and posters up and around the workplace to remind workers and others of the risks of COVID-19 and the measures that are necessary to stop its spread.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	When receiving a delivery, all staff are encouraged to stay 1.5 metres away from delivery drivers. Deliveries should not be signed for either digitally or on paper – the staff member’s full name can be issued in place of a signature.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Where there is more than one person working, designated work areas will be assigned where possible. Workspaces will not be shared/interchanged throughout the shift where possible.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Informational signage regarding how to stop the spread, keeping your distance and how to wash your hands correctly will be positioned in staff spaces. Staff will be made aware of this signage and the contents.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Food orders will be placed on the counter/tables for patrons to collect.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Break times will be staggered to reduce the number of crew in common areas at any given time.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Staff will be trained in COVID-19 safety, hygiene and cleanliness protocols. staff to practice good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, provide an appropriate hand sanitiser. (Alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	To assist contact tracing, all staff details are kept on file. Staff are required to sign in and sign out with date and time at commencement and end of each shift.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Staff practices and education	<p>Implement measures to maximise the distancing between staff to the extent it is safe and practical and minimise the time that staff are in close contact.</p> <p>Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between staff.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Educate and encourage staff to promote good personal hygiene to prevent the transmission on COVID-19 such as:</p> <ul style="list-style-type: none"> • frequent hand washing for 20-30 seconds or using alcohol-based sanitisers • avoid touching the face • limit touching of surfaces • limiting the use of shared equipment • covering sneezes and coughs. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Ensure all staff, including casuals, involved in food service have time and to complete the online COVID Safe mandatory training, i.e. Gold Class, lounge, café, traditional candy bar, etc.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Educate staff on signs and symptoms of COVID-19</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Educate staff on requirements of the COVID Safe Industry Plan for Cinemas</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Staff should inform their manager as soon as possible in the event that they become ill or display symptoms of respiratory illness including:</p> <ul style="list-style-type: none"> • fever • coughing • sore throat • fatigue • shortness of breath. <p>Staff should also inform their manager if they have come into close contact with another individual who has tested positive to COVID-19, or if they test positive themselves.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Any staff member who displays symptoms of respiratory illness MUST stay at home if unwell and not return to work until they have received clearance from a Doctor to do so.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

	<p>Should a staff member become unwell during their shift, their emergency contact should be contacted to be picked up.</p> <p>Staff should be encouraged to seek medical advice. The health care provider will advise you when you are no longer infectious and can return to work.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health should be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.</p> <p>Operating business must notify Workplace Health and Safety Queensland that the case has been confirmed.</p> <p>Operating businesses should keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.</p> <p>Queensland Health will contact an employer if contact tracing of the workplace is required.</p> <p>The operating business should follow the advice provided by Queensland Health.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Signed _____ Date: _____

Name of approved person: _____

COVID SAFE CHEKLIST – PUBLIC SAFETY PLAN		
Public Safety	Guests will be advised by visual signage on either walls, floors or bollard signage to maintain physical distancing requirements within common and confined areas - to be 1.5 metres apart from each other.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	There will be 4 square metres provided per person in an enclosed space at all times.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Guests' seats will be allocated and spaced to adhere to the 1.5 metre distancing guidelines wherever it is possible and practical to do so. Checkerboard seating or other separated seat allocation formats will be adopted to separate booking in each auditorium.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Informational signage regarding how to stop the spread, keeping your distance and washing your hands correctly will be positioned in public spaces. Conditions of entry signage may be displayed. Place signs at entry points to request patrons and employees not to enter the premises if they: <ul style="list-style-type: none"> • are unwell • have been in close contact with a known case of COVID • have COVID-19 symptoms • has been in a declared hotspot in the last 14 days • have travelled overseas in the last 14 days. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Food orders will be placed on the counter/tables for patrons to collect.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Movie session times will be staggered.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Entry and exit points within the premises will be clearly marked. Where possible, separate entry and exit points will be established. This may involve the use of fire exits where possible to exit patrons, and marked entry and exit lanes to enter the foyer or to approach box office/candy bar counters and into and out of cinemas where possible.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Floor markers will position and guide patrons in and around point of sale areas.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Separating groups	To separate groups in cinemas while maintaining the 1 person per 4sqm rule	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

	<p>guests' seats will be allocated and spaced to adhere to the 1.5 metre distancing guidelines wherever it is possible and practical to do so.</p> <p>Giving consideration to the 1 person per 4sqm rule, checkerboard seating or other separated seat allocation formats will be adopted to separate bookings in each auditorium.</p>	
Communal Areas	<p>Foyer areas will have the following in place to guide patrons through this area and ensure that physical distancing measures and hygiene standards are maintained to the extent possible:</p> <ul style="list-style-type: none"> • Staff to direct patrons • Queue ropes • Directional signage • Entry and exit signage • Floor markers 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	<p>Toilets will have the following in place to ensure that physical distancing measures and hygiene standards are maintained to the extent possible:</p> <ul style="list-style-type: none"> • Floor markers • Hand sanitising alcohol-based stations • Hand soap • Hand dryers • Hand washing charts • Regular cleaning and sanitising of touch points 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Record Keeping	<p>Contact information must be kept for all patrons, contractors, and staff for a period of at least 56 days:</p> <ul style="list-style-type: none"> • full name • phone number • email (or residential address where patron does not have an email account) • date and time of entry (for patrons, default 30 minutes prior to session commencement time) • exit time or estimated period, where feasible (for patrons, default 30 minutes after session end time) <p>Further registers are to be maintained in business areas where patrons can congregate outside of movie session time, e.g. lounge, café, etc.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Signed _____ Date: _____

Name of approved person: _____

COVID SAFE CHEKLIST – Cleaning Practices and General		
Hygiene and Cleaning Practices	Staff to wear disposable gloves.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Hand sanitiser available at main entrance, in toilets and at point of sale counters.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Counters, point of sale registers and other touch points wiped down regularly with disinfectant.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Cinema seat armrests and cupholders wiped down after use. Regular auditorium checks to ensure physical distancing.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
General	Online bookings encouraged. Bookings scanned on entry where possible.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Contactless payment encouraged.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Customers will be advised to stay home if unwell. Posters outlining the request will be placed at the entrance to the premises.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Risk Management	Review existing risk management plan and keep up to date with the Chief Health Officer Directions, and update plans accordingly. Review how complaints relating to COVID-19 will be managed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Signed _____ Date: _____

Name of approved person: _____