



## COVID Safe Checklist:

### Indoor play centres, unattended children's rides and other unattended freestanding amusement or wellbeing machines

As at 4:00pm on 1 December 2020

This Checklist applies to indoor play centres, unattended children's rides and other unattended freestanding amusement or wellbeing machines, including but not limited to:

- unattended children's rides
- massage chairs
- health check measuring pods
- photo booths
- claw machines
- candy or toy dispensers

This Checklist does not apply to outdoor play centres, food vending machines, parking ticket machines, ATMs or similar machines.

## What you need to do to safely operate your business

### 1. Check your business can reopen

- Check the Queensland Government's COVID-19 website at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au) to confirm whether any specific restrictions apply to your business.
- Make sure key staff have a copy of this checklist and understand their responsibilities.
- If the business has not been operating check your equipment and facilities are fully functioning, such as the unattended children's ride, electricity, toilets, and hand-washing facilities.
- Make sure staff are adequately trained to manage the COVID-19 requirements. This should include providing education or guidance on good personal hygiene, in accordance with standards set by the Office of Industrial Relations. COVID Safe training programs are available online through TAFE Queensland (<https://tafeqld.edu.au/covid-safe>).

### 2. Cleaning

- Ensure indoor play centres/unattended children's rides are cleaned and disinfected prior to initial operations.
- Ensure frequently touched surfaces are:
  - cleaned and disinfected (sanitised) at least:
    - Indoor play centres – **regularly (1-2 hourly)**
    - Unattended children's rides – **daily**
    - Other unattended freestanding amusement or wellbeing machines – **daily**.





- Ensure infrequently touched surfaces are:
  - cleaned at least daily
  - cleaned and disinfected (sanitised) at least weekly.
- Disinfectant products (sanitisers) used must contain:
  - alcohol in a concentration of at least 70%
  - chlorine bleach in a concentration of 1,000 parts per million
  - oxygen bleach or
  - wipes and sprays that contain quaternary ammonium compounds.

*(Note: A list of appropriate disinfectants is published on the TGA website:*

<https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia/>)

- Manufacturer's directions are to be followed when using disinfectant.

### 3. Hygiene

- Wipes that contain quaternary ammonium compounds must be:
  - readily available for use by parent/carer
  - located in an accessible place adjacent, or in proximity (i.e. within 3 m), to each indoor play centre/unattended children's ride/other unattended freestanding amusement or wellbeing machine
  - regularly checked and replenished.
- Alcohol based hand sanitiser (if possible, hands free operation) must be readily available and checked and replenished:
  - Indoor play centres – **regularly (2-4 hourly depending on demand)**
  - Unattended children's rides – **daily**
  - Other unattended freestanding amusement or wellbeing machines – **daily**.
- Ensure lined rubbish bins are located adjacent, or in proximity (i.e. within 3m), to the indoor play centre/unattended children's ride/other unattended freestanding amusement or wellbeing machine and be regularly emptied.

### 4. Contact tracing

- A sign is available that encourages patrons to download the **COVIDSafe app**.
- There must be a mechanism (for example, electronic system such as a QRCode) available for patrons to record the following information for contact tracing purposes:
  - full name
  - phone number
  - Email (or residential address where the person does not have an email account)
  - date and time.
- Contact tracing information must be able to be readily available to public health officers. The information must be securely stored, not used for any other purpose, and destroyed after 56 days.
- For indoor play centres, if the venue collects contact tracing information, then contact tracing information does not need to be collected for each indoor play equipment.



## 5. Employees and contractors

- Service personnel are to be trained to ensure that they understand infection control requirements, and when to stay at home.
- Service personnel are not to work on indoor play centre equipment/unattended children's rides/ other unattended freestanding amusement or wellbeing machines if they:
  - are unwell
  - have been in close contact with a known active case of COVID-19
  - have COVID-19 symptoms
  - have travelled overseas in the previous 14 days
  - have been to a declared COVID-19 hotspot in the previous 14 days.
- Ensure sick leave policies do not inadvertently encourage employees to work if they are unwell.

## 6. Signage

- A notice is to be displayed adjacent to each indoor play centre/unattended children's ride/other unattended freestanding amusement or wellbeing machine stating that the equipment is not to be used if the user:
  - is unwell
  - has been in close contact with a known active case of COVID-19
  - has COVID-19 symptoms
  - has travelled overseas in the previous 14 days
  - has been to a declared COVID-19 hotspot in the previous 14 days.
- Signs reminding people about public health controls (physical distancing, personal hygiene, use of hand sanitiser, use of wipes) are to be displayed.
- Wherever physically possible, marks are on the floor to assist with physical distancing where there would be a line up to use a particular indoor play centre equipment, unattended children's ride or other unattended freestanding amusement or wellbeing machine.

## 7. Following suspected or confirmed case

- If advice has been provided that a venue has had a suspected or confirmed case:
  - relevant indoor play centre equipment/unattended children's rides/other unattended freestanding amusement or wellbeing machine are to be taken out of operations immediately
  - the relevant indoor play centre/unattended children's ride/other unattended freestanding amusement or wellbeing machine is to be cleaned and disinfected as soon as practicable in accordance with Safe Work Australia requirements.
- If an employee/contractor is suspected or confirmed to have COVID-19, all indoor play centres/unattended children's rides/other unattended freestanding amusement or wellbeing machine serviced in the 14 days prior:
  - are to be taken out of operations immediately
  - are to be cleaned and disinfected as soon as practicable in accordance with Safe Work Australia requirements.
- The operator/owner of the indoor play centre/unattended children's rides/other unattended freestanding amusement or wellbeing machine are to follow all directions from the local Hospital and Health Service managing the suspected or confirmed case.



**8. Contactless payment**

- Wherever possible, contactless payment is to be the preferred payment option.

**9. Records**

- The following records are to be made available upon request:
  - a record of the location of each indoor play centre equipment/unattended children’s ride/other unattended freestanding amusement or wellbeing machine
  - a record of the date and time each unattended children’s ride/other unattended freestanding amusement or wellbeing machine is cleaned and disinfected
  - the number of times an indoor play centre/unattended children’s ride/other unattended freestanding amusement or wellbeing machine is used each week
  - the name and contact details of the service agent, and date and time of the service for each equipment
  - a record of when wipes and hand sanitiser is checked and, as necessary, restocked.

**10. Review and Monitor**

- Continue to monitor the COVID-19 situation and review and adjust risk management response accordingly.
- Unattended children’s rides and other unattended freestanding amusement or wellbeing machine are to be taken out of operations immediately should there be a public health alert in a particular area, or if an area becomes a declared COVID hotspot/Queensland restricted area.
  - Operations may resume after the public health alert has ended, or an area is no longer in a declared COVID hotspot. Unattended children’s rides and other unattended freestanding amusement or wellbeing machine must be cleaned and disinfected prior to first use.
- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- This checklist is a key part of your COVID Safe Plan, as outlined on the WorkSafe website.
- Ensure you have a copy of this signed checklist, which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.
- Keep up to date and find additional guidance at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au) and [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au).
- Employees with a general work-related complaint can call **WHS** Queensland on **1300 362 128**.
- Business owners that would like to better understand their **WHS** duties regarding COVID-19 can call 1300 005 018 or their union or industry association.
- Patrons who have concerns about whether a business is complying with this checklist can call **134 COVID (13 42 68)**.

<p><b>Name of person(s) conducting business or undertaking as defined in the <i>Work Health &amp; Safety Act 2011</i>:</b></p>  <p style="text-align: center;"><b>Signature &amp; date:</b></p>	
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