



COVID Safe Checklist: Restricted Businesses – Impacted Areas

As at 29 June 2021

A checklist for restricted businesses

This checklist is for restricted businesses operating in an Impacted Area. Refer to the Queensland Government website for the current Local Government Areas subject to the restrictions for [Impacted Areas](#).

Operators of restricted businesses have the responsibility to consider how they can implement each section of the checklist and what measures they need to put in place to ensure that patrons and staff are protected from the risk of COVID-19 transmission. [Refer to the guidance documents for each section of this checklist.](#)

What you need to do to safely operate your business

1. Contact tracing information

- Restricted businesses must electronically collect and store contact information about all guests, patrons and staff at the time of entry unless otherwise specified, by either:
 - the [Check In Qld app](#); or
 - registering guests, patrons and staff through the Business Profile mode of the *Check In Qld app*.

2. Occupant density and physical distancing

- Ensure patrons are seated while eating and drinking
- Operating an area for dancing is not permitted, unless conducting a structured dance class.
- For indoor spaces, implement measures to restrict patron numbers to:
 - 1 person per 4 square metres for areas open to or used by guests or patrons, or
 - Up to 100% seated venue capacity provided patrons are in ticketed and allocated seating
 - Smaller venues up to 200 square metres - 1 person per 2 square metres up to a maximum of 50 people
- For outdoor spaces, implement measures to restrict patron numbers to:
 - 1 person per 2 square metres for areas open to or used by guests or patrons; or
 - Up to 100% seated venue capacity provided patrons are in ticketed and allocated seating
- Wedding ceremonies and funerals can have a maximum of 100 people



- Dancing at weddings is limited to 20 people
- Encourage people, either verbally or through signage, to observe physical distancing of 1.5m to the extent possible.

3. Masks

- All customer facing staff are to wear masks when interacting with guests or patrons
- All staff are to wear masks when unable to remain 1.5 metres away from other staff
- Encourage guests or patrons to wear masks upon entry and exit and when they leave their seat to move around – this can be achieved through signage

4. Enhanced cleaning

- Clean frequently touched surfaces:
 - clean and disinfect (sanitise) regularly (1-2 hourly)
- Clean infrequently touched surfaces:
 - clean at least daily
 - clean and disinfect (sanitise) at least weekly
- Surfaces used by customers, such as tables, must also be cleaned and disinfected between customers.
- 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](#))

5. Health and hygiene

- Hand washing facilities (clean running water, soap and paper towels or an air dryer) should be made available throughout the business for use by visitors and workers. If handwashing is not practical, an alcohol-based sanitiser must be available.
- Alcohol based hand sanitisers must have greater than 60% ethanol or 70% isopropanol.

Note: further information is available on the [Safe use of alcohol-based hand sanitisers](#).

- All visitors and workers must be notified, either verbally or through signage, that they should not enter the premises if in the previous 14 days they have:
 - returned to Australia from overseas (other than a safe travel zone country)



- been in close contact with an active COVID-19 case
- been in a Queensland declared [COVID-19 hotspot](#), place of concern or exposure venue, as defined by the Chief Health Officer
- had a fever, cough, sore throat, headache, distorted sense of taste, shortness of breath, chills, vomiting or any cold/flu like symptoms in the last 72 hours.

6. When staff are unwell or have COVID-19 symptoms

- Direct workers to stay at home if they are sick, and to go home immediately if they become unwell at work.
- If workers have any [COVID-19 symptoms](#), no matter how mild, encourage them to [get tested](#).

7. Workplace health and safety

- Follow a work health and safety risk management framework to outline how the risk of COVID-19 is being managed:
 - Identify workplace hazards relating to COVID-19 (such as potential for transmission on the worksite or hazards resulting from a worker or customer who tests positive for COVID-19 infection)
 - Determine who might be harmed, and how (including workers and any other individuals in the workplace)
 - Conduct a risk assessment on the identified hazards (assessing the likelihood and consequence of COVID-19 transmission at the workplace)
 - Decide on control measures (including ways to prevent the spread of infection)
 - Put controls in place
 - Monitor and review controls regularly.

Examples of risks to consider include:

- ✓ *Psychosocial risk factors including, but not limited to customer/patron aggression*
- ✓ *Risk of transmission associated with deliveries, contractors and visitors attending the premises*
- ✓ *Risk of exposure to hazardous chemicals used in workplace cleaning and disinfection processes*

* Ensure that a signed copy of this Checklist is displayed or is otherwise able to be produced if requested by a relevant compliance or enforcement officer.

Name of person(s) responsible for completing and implementing this checklist:

Unite against COVID-19



**Name of business/entity and
location/address for this checklist**

Signature & date:

