



COVID Safe Checklist: Public Health and Social Measures – Unvaccinated staff and patrons permitted

Effective from 27 January 2022

This checklist is for businesses that are permitted to operate for unvaccinated staff and patrons and are required to operate in accordance with a checklist under the [Public Health and Social Measures linked to Vaccination status Direction](#).

[Find out which types of businesses this checklist applies to.](#)

What you need to do to safely operate your business

1. Contact tracing information

- 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**.

Note: Dine-in canteens such those at a military base, school, university, dormitory or mining camp are not required to collect contact information.

2. Occupant density for weddings and the private hire of a venue

- For private hire of venues, if a person who is unvaccinated is in attendance restrict patron numbers to the lesser of:
 - A maximum of 20 people, or
 - No more than 1 person per 4 square metres for areas open to or used by guests or patrons.

Note: [Determine which types of businesses can operate for the private hire of a venue.](#)

3. Occupant density for other businesses operating for unvaccinated staff and patrons

- For indoor spaces, implement measures to restrict patron numbers to:



- 1 person per 2 square metres for areas open to or used by guests or patrons.

Note: occupant density does not apply in outdoor spaces

- ❑ For large lecture settings in universities and other higher education institutions, restrict numbers to:
 - 1 person per 2 square metres for areas open to or used by guests or patrons, or
 - Up to 100 per cent seated venue capacity provided patrons are in ticketed and allocated seating

Note: occupant density does not apply in outdoor spaces

- ❑ Encourage people, either verbally or through signage, to observe physical distancing of 1.5m to the extent possible.

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 website](#).

- ❑ All visitors and workers must be notified, either verbally or through signage, that they should not enter the premises if they:



- have been diagnosed with COVID-19 in the previous 7 days
- been in close contact with an active COVID-19 case in the previous 7 days
- been to a [major outbreak venue or super-spreader event](#) reported in Queensland
- 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. Staff safety and training

- ❑ 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](#).
- ❑ Ensure all staff understand COVID-19 requirements applicable to your businesses.

Note: A free training package is available at [TAFE Queensland's COVID-19 response - Free micro-credentials and skill sets \(tafeqld.edu.au\)](https://www.tafeqld.edu.au).

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*

Unite against COVID-19



* Ensure that a signed copy of this Checklist is displayed in a place visible to guests, patrons and staff.

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

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

Signature & date: