

Venue: **Westend Market Hotel** Date Completed **6pm Friday 29th October 2021**

Reminder: In the event a team member or customer informs you they have COVID-19 symptoms, confirmed COVID-19 infection or reports they have had contact with a confirmed case of COVID-19 report this **IMMEDIATELY to Manger on Duty & Contact Sabina Bellini immediately**

COVID SAFE CHECKLIST - Victoria		ALH GROUP RISK ASSESSMENT CONTROLS		Verification at Site: <i>If you have answered NO to any of these controls, transfer to the Action Plan attached</i>
1. REOPENING VENUE				
NEW 1.1	All current team members should complete all relevant training including infection prevention and control training. Any new team members being engaged also need to complete this training.	Team members must complete all relevant training before they can be rostered. Team Member Training Sign Off sheet to be completed prior to shift – Appendix 3 . All team members have completed the Practicing Personal Hygiene and Chemical Handling LMS		yes
NEW 1.2	Ensure appropriate detergents and disinfecting products are available to effectively clean and sanitise all surfaces Conduct a deep clean of all contact surfaces and objects, e.g. counters, tables, doors, handles, keyboards, taps, chairs, tables, handrails, tills, phones, vending machines, terminals.	Ensure high touch surface areas are cleaned frequently with approved chemicals. This could include door handles, doors, handrails, eftpos machines, countertops etc as per Frequently Touch Areas - Cleaning VIC checklist		yes
		A full deep clean of the whole venue has been completed as per checklist.		yes
		Area cleaning roster is displayed in a visible location for relevant team members to sign off to ensure high touch surface areas are cleaned frequently with approved chemicals. This could include door handles, doors, handrails, eftpos machines, countertops etc.		yes
NEW 1.3	Thoroughly clean and sanitise all areas and surfaces used for food preparation and serving as well as ensuring utensils are cleaned and sanitised before use to ensure there is no risk to food safety.	All touch surfaces are to be sanitised after each customer using disposable wipes and gloves. Cleaning should be done with gloves and disposed of after every table reset.		yes
NEW 1.4	Have air conditioning systems serviced according to manufacturer's instructions and ensure they are fully functional. Where possible fresh air flow should be maximised in indoor venues.	Air conditioning systems have been serviced as per the ALH Preventative Maintenance Program		Yes
2. VACCINATION REQUIREMENTS				
There is a Public Health Order requiring team members and customers of hospitality venues to be fully vaccinated. This Public Health Order applies to all ALH Group employees and its venues.				

NEW 2.1	Collect, record and hold vaccination information for our team members using the Vaccination Register	All Venue Managers are to complete the Vaccination Register on their team members behalf to ensure the validity of the details by citing evidence and to ensure that every applicable team member is captured (including all new team members that start whilst the Public Health Order is in place) All team members must receive their double dose of vaccine prior to their first shift.	yes
		All regulator enquiries regarding employee vaccinations are to be directed to the sbellini@jamhm.com.au email address.	yes
NEW 2.2	Interaction with patrons in regards to COVID-19 vaccination requirements, posing risk of violence and aggressive behaviour due to refusal of entry or service.	Accredited COVID Marshals available to check vaccination status upon entry and only accepting valid forms of evidence of vaccination and check-in.	yes
		All patrons must check-in by scanning the Service Victoria QR code or showing alternative proof of vaccination status.	yes
		Persons refusing to check-in or show vaccination status should be advised of the requirement by law of the venue to refuse service and referred to 'Double Vaccination Requirement' signage available in the VIC Signage Folder . Interaction with Patrons poster is to be discussed with all team members. A guide on how to add your COVID-19 Digital Certificate to the Service Victoria App is available in the VIC Signage Folder is to be displayed at all venue entrance points	yes
		If a person states they have a medical exemption however cannot provide documentation, or cannot provide evidence of vaccination, allow entry and follow the instructions in the Interaction with Patrons poster	yes
NEW 2.3	Contractors attending the site to carry out works	All contractors must sign in using the Vic Services App QR code and show evidence of vaccination status and check-in to the COVID Marshal prior to entry. Or Manager on Duty if out of trading hours.	
NEW 2.4	Co-located retail sites where retail team members are not double vaccinated and require access to ALH venues for ablution facilities.	Accommodation is to put an ablution facilities room 'on maintenance'. Where there is no accommodation, the retail group will move their team to a site where there is no co-location.	NA

3. DENSITY QUOTIENT

NEW 3.1	<ul style="list-style-type: none"> ● Fully vaccinated: <ul style="list-style-type: none"> ○ Indoors- 150 CAP (DQ4) ○ Outdoors – 500 CAP (DQ2) ○ Dance floors permitted outdoors Indoors 150 CAP (DQ4) INCLUDING Gaming, TAB, Café & (Bistro when operating) 	<p>COVID Marshals will be on duty to monitor physical distancing, entry screening, PPE and hygiene cleaning practices. The COVID Marshal must complete the government COVID-19 infection control training</p> <p>Hi-vis vests or Badge labelled with COVID Marshal have been assigned to all venues. Where vests and PPE are shared between shifts, they must be washed, properly cleaned with anti-bacterial wipes or sanitiser both before and after use.</p>	yes
		Take a Seat signage to be displayed at all room entrances indoors.	yes
		Room Limits signage placed at the entrance to each dedicated area (based on density quotients), would minimise mixing between separate rooms or groups. This includes offices, kitchens, staff rooms, etc. These can be printed from the VIC DHHS signage.	yes
RETAIL BETTING			
NEW 3.2	<ul style="list-style-type: none"> ● Open with DQ4 	COVID Marshals will be on duty during hours of operation to monitor physical distancing and occupancy throughout the venue	yes
GAMING			
NEW 3.3	<ul style="list-style-type: none"> ● Remain seated ● Fully vaccinated: Indoors DQ4 	<p>Take a Seat signage for gaming rooms is available.</p> <p>COVID Marshals will be on duty during hours of operation to monitor physical distancing and occupancy throughout the venue.</p>	yes
ACCOMMODATION			
NEW 3.3	<p>Open, in line with private gathering limits</p> <p>Vaccination strongly recommended</p>	NA	

4. FACE MASKS - MUST BE WORN INDOORS

You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:

UPDATE 4.1	Face masks are mandatory, and must be worn indoors unless consuming food and drink seated.	Face masks must be carried at all times. All staff, contractors, visitors and customers must wear face masks indoors unless they have a lawful excuse for not wearing one, or when consuming food and beverages. Masks MUST be worn indoors. It is highly recommended you continue to wear a mask outdoors where you cannot physically distance.	yes
		Face masks do not need to be worn if a lawful reason not to wear one applies.	'Wear a Mask - Indoors' signage to be prominently displayed at hotel entrances and throughout the entire venue at vantage points.
		COVID Marshals will be on duty during hours of operation to monitor physical distancing, hygiene, occupancy and face mask requirements throughout the venue.	yes
		COVID Marshals will be engaging with all patrons to ensure check-in via the QR Code has been completed.	yes

5. ELECTRONIC RECORD KEEPING - [Stakeholder Pack - QR Codes](#) [ALH | PHYSICAL DISTANCING + HYGIENE COMMS | VERSION 3.0 VICTORIA](#)

The free Victorian Government QR Code Service helps contact tracers respond quickly to a positive case of COVID 19. Businesses must make every effort to encourage visitors and customers to check in on arrival.

EXISTING 5.1	From Friday 28 May 2021, it will be mandatory for venues to use the free Victorian Government QR Code Service . Venues are responsible for ensuring workers and visitors always check-in and that electronic records are up to date.	This applies to everyone, whether you are a team member, contractor or other visitor attending the venue on work duties. All contractors entering the venue VIC Services app QR Code . These are accessible externally and internally at the venue.	yes
		Make sure you display the correct QR code poster at each entrance in a prominent location. It is recommended to print several copies of your QR code, so that people do not queue, congregate, or create bottlenecks to check-in.	yes

		COVID Marshals will be engaging with all patrons to ensure check-in has been completed.	
EXISTING 5.2	<p>All workplaces must use the free Victorian Government QR Code Service for record keeping, ensuring all workers and visitors check in. If you enter a business or workplace, you must check in upon entry using the Service Victoria app – regardless of the duration of your visit.</p> <p>QR code app and digital record keeping for contact tracing Coronavirus Victoria</p> <p>Businesses must keep a record of those details and the date and time at which the person attended the facility. There is no need to keep multiple records if patrons move through multiple spaces. Records can be kept electronically or in hard copy and should be kept for 28 days.</p>	<p>This information may be shared with Department of Health and contracted service providers, but only for COVID-19 contact tracing purposes. We will not use the information you provide here for any other purpose. Read the Privacy Statement for more information.</p>	
		<p>NOTE: After 28 days contact tracing sheets are to be destroyed.</p> <p>The Service Victoria Check-In app will automatically delete stored information after 28 days and will only be released to the Department of Health for contact tracing purposes.</p>	yes
EXISTING 5.3	<p>What if the customer does not own a smartphone?</p> <p>Venues must make reasonable efforts to ensure that visitors can use a compliant recordkeeping system even where a visitor cannot access the system on their own device for some reason (e.g. they do not have a mobile phone). This could include making a terminal (e.g. an iPad) available for customers to sign in, or staff assisting the customer to sign in. In exceptional circumstances where such an approach is not practicable, an alternative record keeping approach (including a non-electronic approach) can be used as a backup.</p>	<p><i>What happens if the venue is experiencing internet connectivity issues?</i></p> <p>You can use the contact tracing sheets to request information from patrons. Ensure these are dated and timed.</p> <p>These contact tracing sheets are required to be stored out of public view back of house.</p> <p>Be ready to produce a physical copy on request by an authorised officer.</p> <p>If a patron does not have a mobile phone the team member or COVID Marshal is to use the venue's mobile phone to sign the patron in.</p>	
EXISTING 5.4	<p>Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period</p>	<p>If a patron is showing symptoms, escalate to your manager on duty who will then call the National Coronavirus Helpline on 1800 020 080 and report it to Sabina Bellini Immediately.</p> <p>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Emergency Management Team (EMT) consisting of key stakeholders will implement impact assessment which will facilitate notifying regulatory authorities, venue closure, deep venue cleaning, contact tracing, etc.</p> <p>Refer to Appendix 2 - Coronavirus Assessment and Management Matrix</p>	

Appendix 1 - ACTION PLAN

What is the issue/hazard	Action to rectify	VTASK Logged No:	Date Action raised	Date Due for Completion	Person responsible

CONTACT ASSESSMENT AND MANAGEMENT MATRIX

EXPOSURE EVENT RISK ASSESSMENT

The exposure event is contact with a confirmed case of COVID-19 in their infectious period*

1. The business will conduct a risk assessment for each exposure event using the following table and criteria and determine the exposure risk scenario
2. Contacts will be identified as close contacts or low risk
3. Contacts should adhere to the testing and quarantine requirements for their assessed level of risk (low risk or close contact)

NB. All exposure category decisions are based on a local risk assessment

Contact = Any person, including staff who have contact with a confirmed positive case of COVID-19

Case = Any confirmed positive case of COVID-19 (staff or other)

No Exposure	Lower Risk Exposure Scenario:	Medium Exposure Risk Scenario:	Higher Exposure Risk Scenario:
	<p>Contact with a confirmed case in their infectious period* that is:</p> <p>Distanced (>1.5m) and transient (<1 minute)</p> <p>OR Distanced (>1.5m) and non-transient (1-15 minutes) in a medium indoor[^] space (100-300m²)</p> <p>OR Distanced (>1.5m) and prolonged (>15 minutes) in a medium indoor[^] space (100-300m²), or a large indoor space (>300m²), or outdoors</p> <p>OR Face-to-face (<1.5m) and non-transient (1-15 minutes) outdoors</p> <p><i>And does not meet the criteria for medium or higher risk</i></p>	<p>Face-to-face (<1.5m) and non-transient (<15 minute)</p> <p>OR Distanced (>1.5m) and non-transient (1-15 minutes) in a smaller indoor space (<100m²)</p> <p>OR Distanced (>1.5m) and prolonged (>15 minutes) in a small (<100m²) indoor space</p> <p><i>And does not fit the criteria for higher risk</i></p>	<p>Direct physical contact (e.g., shaking hands or other physical contact)</p> <p>OR Face-to-face (<1.5m) and prolonged (>15 minutes) indoors (any size of space)</p> <p>OR Distanced (>1.5m) and very prolonged (>1 hour) in a smaller indoor space (<30m²) e.g., a storeroom or small office</p>

Masks not worn*	Extremely low risk	Low risk	Close Contact Fully vaccinated contact	Close Contact Unvaccinated contact	Close Contact Fully vaccinated contact	Close Contact Unvaccinated contact
Masks worn	Extremely low risk	Low risk	Low risk Vaccinated	Close Contact Unvaccinated contact	Close Contact Fully vaccinated contact	Close Contact Unvaccinated contact

*A case's infectious period should be taken 48 hours before onset of symptoms until medical clearance. If a case is asymptomatic, they should generally be assumed infectious from 48 hours before the initial positive test.

* Mask not worn by either the case or contact. Incorrect mask use or a medical mask exemption is to be considered the same as 'no mask'.

[^] An indoor space is an enclosed area where airflow is impeded by a wall or partition.

^o Fully vaccinated is defined as completion of vaccination schedule as per DH guidelines (e.g., 2nd dose of Pfizer, AstraZeneca or Moderna vaccine). People who have not completed the schedule, are ineligible or have a medical exemption are considered unvaccinated

Note: time periods are cumulative across a period of one day, e.g., two separate 10-minute exposures should be assessed as a "prolonged" (>15 min) exposure


QUARANTINE AND TESTING REQUIREMENTS

What you need to do	Low risk (and extremely low risk)	Monitor for symptoms. Seek testing (PCR) if you are symptomatic.
	Close contact – fully vaccinated	Fully vaccinated non-household** close contacts should quarantine for 7 days from the date of last exposure to an infectious case of COVID-19. Seek PCR testing on Day 6.
	Close contact – unvaccinated	Unvaccinated/under-vaccinated close contacts should quarantine for 14 days from the date of last exposure to an infectious case of COVID-19. Seek PCR testing on Day 13.

**Household close contacts must quarantine for 14 days, with a PCR test on Day 13, regardless of vaccination status.

Note: A workplace may consider implementing a Rapid Antigen Testing (RAT) program as an additional public health measure and to support operational continuity. RAT should not be used in place of PCR tests for close contacts.

THE PRESENCE OF SYMPTOMS REQUIRES TESTING

Venue Manager	Name: Sabina Bellini	Signature: 	Date: 29 Oct 21
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