Victorian Commission for
Gambling and Liquor Regulation

COVIDSafe checklist

Use this checklist as a guide to help keep you, your staff and patrons safe by following the requirements under the Chief Health Officer Directions.

As these requirements change it is important to keep up-to-date and use the key website links in the table below to ensure you have the correct information.

This checklist does not cover everything but is designed to help you with some of the key requirements as we follow Victoria's Roadmap.

For more information visit coronavirus.vic.gov.au

Questions	Website where you can find out more information
Are you and your **staff vaccinated?**	Information for industry and workers required to be vaccinated
Do you know how to **check your patrons' vaccination status?**	How to check the vaccination status of your customers
Have you registered your venue for the Victorian Government **QR code service** so patrons can check-in to your venue using the Service Victoria app? Have you made it easy for patrons to check-in via the QR code by having it **clearly displayed?** Do you **remind** all employees/patrons that they must check-in?	About the free Victorian Government QR Code Service
Have you **printed and displayed signs** and posters to assist with your COVIDSafe reopening?	Signs, posters and templates for your workplace
Does your business have a **COVIDSafe Plan** and has it been reviewed in line with the latest requirements? Do you want your COVIDSafe plan reviewed for free? • Email covidsafeplanreview@djpr.vic.gov.au with your business name, a contact name and phone number.	COVIDSafe Plan

Are you aware of the following **six COVIDSafe principles?** • Practise physical distancing • Wear a face mask (as required) • Practise good hygiene • Keep electronic records and act quickly • Avoid interactions in enclosed spaces • Create workforce bubbles	[Six principles of COVIDSafe workplaces](#)
Do you know what to do if there is a **confirmed COVID-19** case at your venue? **If there is a confirmed case of COVID-19 at your workplace, you must:** **Immediately** • Direct your staff member to return home and isolate immediately, whether or not they have symptoms, and wait there for further instructions from the Victorian Department of Health. • Complete the [Employer COVID-19 notification form](#) and email to covidemployernotifications@dhhs.vic.gov.au If the Department of Health has not contacted you within 24 hours of notification please call 1300 651 160. • Identify and notify other staff who are contacts (including sub-contractors, but not patrons) that there is a positive case. • Notify [Worksafe](#) and other relevant industry bodies. **Within 24 hours:** • Complete the [Workplace risk assessment](#) • Use the [Contact assessment and management guidance](#) to identify close contacts and complete the [Close contacts spreadsheet](#) • Submit the Workplace risk assessment and Close contacts spreadsheet by emailing covidemployernotifications@dhhs.vic.gov.au to help with contact tracing • Notify identified close contacts - ask them to quarantine and watch for symptoms. • Deep-clean the workplace or areas identified in the Workplace risk assessment.	[Confirmed case in the workplace](#)