Once you are open

Checklist for Business Owners/Managers

☐ Check with your staff that they are aware of, and understand, the resources and support services available to them

☐ Encourage staff to complete the Staff Coronavirus (COVID-19) Health Questionnaire before every shift

☐ Encourage staff to complete a coronavirus (COVID-19) health check at home before every shift. This can include a temperature check with a thermometer

☐ Direct staff to stay at home if they have a fever (a temperature of 37.5°C or greater), or if they have any symptoms of coronavirus (COVID-19)

☐ Encourage staff who are unwell to be tested for coronavirus (COVID-19). Staff must remain in isolation at home until they get the result and it is negative for coronavirus (COVID-19)

☐ Require your staff to contact a manager if they notice a co-worker or manager with symptoms of coronavirus (COVID-19)

☐ Postpone or cancel non-essential face-to-face gatherings, meetings and training and use video conferencing where practicable

☐ Encourage customers to maintain physical distancing of 1.5 metres from other people

☐ Consider installing physical barriers that can minimize spread of droplets, such as a “sneeze guard” but only if it conforms to relevant safety standards

☐ Encourage all customers to download the COVIDSafe App to assist contact tracing

☐ Record contact details on arrival for all patrons, with first name and a telephone contact number for every member of a party, including children (where there are multiple indoor spaces, the indoor space(s) which the person visited). Remember to minimise the number of people who touch your record keeping surface and securely store customer contact details for at least 28 days

☐ Securely destroy customer contact details after 28 days.

If you provide transport to customers as part of your operations, such as provision of hire vehicle, airport transfers to marine-based activity tours:

☐ Facilitate the flow of fresh air where possible in all transport and ensure customers stay 1.5 metres apart

☐ Regularly clean and disinfect high-contact services within your transport vehicle using an alcohol-based cleaner or disinfecting wipes, before, after and at designated intervals. These include seatbelts, headrests, door handles, steering wheels and hand holds

☐ Load and offload passengers by the rear doors if possible or establish a rule that the driver is last-on, first-off of the vehicle

☐ Ensure that the vehicle has sufficient room to allow passengers to maintain a distance of 1.5 metres from other passengers from different households

☐ Allow for enough room time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding.