

Covid-19 Walk-Through Checklist

Site Name:

Date:

Section 1 Site Entry

Covid 19 Information	Yes	No
All Site Staff Wearing Required Masks &/or Face Shields	Yes	No
Signage - Mask Requirement	Yes	No
Signage - Use of Sanitiser	Yes	No
Sanitising station at entrance to site	Yes	No
Sufficient sanitiser in dispenser	Yes	No
Easy Access to Water and Soap for both staff and punters	Yes	No
Site Maintaining Requisite Staff and Patron Numbers (in terms of current published Regulations)	Yes	No
Screening of all customers, employees and delivery agents	Yes	No
Non-contact thermometer present, functional and being utilised	Yes	No
Conduct a screening questionnaire for every customer/punter	Yes	No

Section 2 Site Stationery

Sanitising Register (eg.30 minute intervals)	<i>1 per LPM</i>	Yes	No	New sheets required	Yes	No
	<i>Information recorded correctly</i>	Yes	No			
Site Entry Screening Register and questionnaire	<i>Name, Signature, Temperature & ID # of Patron</i>				Yes	No
	<i>Name & Signature of Site Employee Conducting Screening</i>				Yes	No
	<i>Completed As Per Legislation</i>				Yes	No
				New sheets required	Yes	No

Section 3 Gaming Area

Screens between LPM's present	Yes	No
All LPM's are a minimum of 1,5m apart	Yes	No
All individuals in gaming area are observing the requisite 1,5m social distancing requirements	Yes	No
Gaming Area Tidy	Yes	No
No Smoking Regulations being observed	Yes	No
Sanitising dispensers present and easily accessible	Yes	No
Sanitising of machines and other surfaces touched after every use and provide guests with sanitisers to sanitise the surface that they will occupy and touch	Yes	No
Sufficient levels of sanitiser in the dispensers	Yes	No
All Punters are Wearing Required Masks &/or Face Shields	Yes	No

Section 4 Materials

Sufficient stock of hand sanitiser (min 70% alcohol)	Yes	No
Sufficient stock of masks/shield	Yes	No
Disposable sanitising wipes?	Yes	No
Sufficient stock of surface sanitisers (min 70% alcohol)	Yes	No

Comments

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