

COVID Check-in Marshall Checklist

Issued: 31 October 2021



As a **COVID Check-in Marshall** you play an important role to ensure that venues are COVIDSafe. By making sure that U3A Highvale volunteers and members use the QR code to check in on arrival (or the printed COVID Register provided), you are helping to protect them.

Requirements	Details
Be familiar with the COVIDSafe Plan	
<input type="checkbox"/> Understand your role and what is required of you.	<i>Refer to the COVIDSafe Plan to be published on our website by 3rd Nov 2021.</i>
<input type="checkbox"/> Know what it takes to comply with the principles of COVID safety in Victoria.	<i>The key principles are: - Imposing mandatory vaccination - Ensuring physical distancing - Establishing the use of face masks - Practising good hygiene - Keeping records - Avoiding interactions in enclosed spaces and keeping good air flow in a room.</i>
On attendance of class members at venue	
<input type="checkbox"/> Station yourself at the venue's public entrance.	
<input type="checkbox"/> Check that QR codes are prominently displayed at the main entrance.	
<input type="checkbox"/> Encourage members to wear their U3A badges.	<i>This helps with proof of identity.</i>
<input type="checkbox"/> Ensure each member uses the Service Victoria QR code to check in on arrival.	<i>The Service Victoria database facilitates contact tracing.</i>
<input type="checkbox"/> Get members to record in the printed COVID Register, if they do not have smart phones, or if there is an internet outage.	<i>Make sure clean pens are available for use. For the Village, printed COVID Register forms will be provided at entrances to premises. The forms are retained for 28 days for contact tracing. For the Pavilion, use the COVID Register form provided by Monash Halls.</i>
<input type="checkbox"/> Check each member's digital certificate at check-in or Service Victoria printed certificate.	<i>A member's digital certificate must be sighted. Only Service Victoria printed certificates are authorised.</i>
<input type="checkbox"/> If a member does not comply with the request for mandatory vaccination, refuse entry for the person concerned and inform the tutor, if appropriate.	<i>The venues used by U3A Highvale have mandated that full vaccination is required for entry. This requirement is detailed in the COVIDSafe Plan.</i>
<input type="checkbox"/> Remind members they are still required to sign in the Class Rolls.	<i>Class Rolls must be signed and not ticked. They are filed by tutors to monitor members' attendance.</i>
On leaving the venue	
<input type="checkbox"/> Disinfect the used pens.	
<input type="checkbox"/> Collect COVID Registers used at the Pavilion (per class) and drop them in the U3A Box for the Course Coordinator.	<i>The records would be securely filed and safely disposed of after 28 days.</i>

