
COVID-19 outbreak in your business CHECKLIST

In the case of a confirmed or suspected outbreak of COVID-19 in your business, it is important to react quickly, to have available the following information to assist you or those appointed to identify the source of the infection and those that have potentially been exposed:

-  Close the venue immediately
-  Contact your local authority to notify them of the potential case
-  Collect all of the relevant information:
 -  Customer booking information over the past 28 days*
 -  Staff rosters and contact information over the past 28 days*
 -  Suppliers, delivery drivers and visitors that have been at the venue of the past 28 days*
 -  COVID-19 Industry Plan (if applicable)
 -  Proof of training has been completed by employer and employee (if applicable)
 -  Staff Induction Checklist (if applicable)
 -  Employee Temperature Check Forms (if applicable)

-  Contact all staff who have been at work in the last 28 days*
-  Close the venue immediately and follow the advice from the State Health Authorities
-  Contact all the customers that were booked to dine at the venue to cancel their bookings
-  Contact suppliers and delivery drivers to cancel the food/beverage orders (if possible)
-  Deep clean and sanitise both front of house and kitchen, including all contact surfaces identified in your businesses COVID-19 Food Safety Plan
-  If staff have not already undertaken COVID-19 Hospitality Training, ensure they do prior to returning to the venue - [click here for training](#)
-  Continue to liaise with the authority dealing with your outbreak and case

We recommend guestHQ for logging and keeping record of all your customers. If you are a member, log into your member resource to find out more - [click here for more information](#)



*check your local State Authority on how many days you are required to retain information