

## COVIDSafe Christmas Checklist

Consideration	Key points	Completed
Are there gathering restrictions?	Before planning the end of year party, it is critical employers are aware of the restrictions that may apply to your business and location. Begin by checking important government websites such as the <a href="#">Healthdirect Australia COVID-19 Restriction Checker</a> and state/territory COVID-19 websites.	<input type="checkbox"/>
Keeping COVID Safe	<ul style="list-style-type: none"> <li>Familiarise yourself with COVID Safe resources and develop a COVID Safe Plan. States/territories have developed templates for business use. See more information on the <a href="#">Safe Work Australia website</a>.</li> <li>Any gathering will need to comply with social distancing requirements. Refer to tools and checklists such as those found at the <a href="#">Safe Work Australia website</a>.</li> </ul>	<input type="checkbox"/>
COVID-19 requirements	<p>Businesses that choose to have an onsite event will need to ensure it complies with COVID-19 restrictions, as well as general precautions to minimise risk. These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>having COVID Safe signage in place;</li> <li>use any QR check-in codes;</li> <li>providing sufficient hand sanitiser;</li> <li>using a location which is large enough to maintain social distancing;</li> <li>breaking the event into smaller groups/teams;</li> <li>providing food, drinks and utensils in such a way that employees do not share plates or need to use a buffet, to avoid contamination; and</li> <li>using disposable eating and drinking utensils.</li> </ul>	<input type="checkbox"/>
Employee consultation	<p>Some employees may have concerns about attending an on-site Christmas event. Employers should consider:</p> <ul style="list-style-type: none"> <li>consulting with employees about the idea of holding an on-site event, and seeking their input and interest;</li> <li>consulting with employees about the risk control measures to be put in place</li> <li>respecting any employee's decision not to attend</li> <li>seeking feedback on what is important to employees; and</li> <li>sharing the COVID Safe plan.</li> </ul>	<input type="checkbox"/>
Review sexual harassment, bullying and discrimination policies	Businesses should have policies on sexual harassment, bullying and discrimination. Employers are strongly encouraged to ensure these policies specifically deal with employee behaviour at social functions.	<input type="checkbox"/>

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Send a memo to all employees	<p>An all-staff memo reminds employees of their obligations under the business' policies and encourages them to be safe and responsible. It is also important that the employer is taking reasonable steps to prevent conduct in breach of its policies.</p> <p>The memo can also include information about their on-site function and a summary of COVID-19 related instructions.</p>	<input type="checkbox"/>
The function	<p>Ensure at least one senior staff member does not consume alcohol and monitors employee consumption and behaviour at the event. This person should have authority to talk with employees as necessary, to limit or stop drinking.</p> <p>Those responsible should also have sufficient taxi vouchers to ensure safe travel home for anyone suspected of being above or near the legal alcohol limit or is otherwise impaired (for whatever reason). This requirement is applicable to both on-site and off-site events.</p> <p>Alternatively, at the end of the event, employees who live in the same direction can be grouped together into taxi pools to share a taxi home.</p>	<input type="checkbox"/>
Other functions	<p>Many employees also attend other events, particularly at Christmas (e.g. a manager may attend events held by suppliers or contractors).</p> <p>These events present the same risk and liability issues as internal events, so employers need to ensure employees attending outside events understand the required standard of conduct.</p>	<input type="checkbox"/>