

QR Code Checklist

June 2021

All venues and businesses required to undertake electronic record keeping must use the free [Victorian Government QR Code Service](#) for electronic record keeping. This service gives contact tracers access to the best data quickly and helps them to contain a COVID-19 outbreak.

If businesses are not operating the free Victorian Government QR Code Service, Authorised Officers will issue an on-the-spot \$1,652 fine.

The checklist can be used by businesses to determine if QR Code requirements have been considered and implemented.

QR Code Checklist

Have you registered your business for a contact tracing QR Code?

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Resource: The Victorian Government provides information on [how to register your business for a contact tracing QR code](#).

If you have multiple businesses, have you registered each individually for a contact tracing QR Code?

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If you have multiple locations or areas, have you added each location under your business registration?

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Note: you will be issued a unique QR Code for each location you add under your registration.

Have you downloaded and printed your QR Code?

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Note: If you registered more than one location or more than one area under a location, you will receive more than one download link.

Is your QR code poster displayed in a way which suits your location best, and allows visitors to easily scan the code?

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Important: Make sure you display the correct QR code poster in the correct location or area

Do you have a process in place to encourage staff and visitors to check-in via the QR code displayed at your business?	<input type="checkbox"/>
Does each member of your workforce know that they need to check-in using the QR Code, and have they been instructed to encourage customers and others to check-in upon entering the business?	<input type="checkbox"/>
<p>Do you have alternative record keeping methods* available in the case that a person is unable to use a device to scan a QR code?</p> <p>*including the Kiosk check-in via an ipad or other device</p> <p>Note: Instructions on how to set up a Kiosk Check-In Service are provided on the coronavirus.vic.gov.au website.</p>	<input type="checkbox"/>
Does each member of your workforce know the alternative record keeping methods in the case that a person is unable to use a device to scan a QR code?	<input type="checkbox"/>
Have you reviewed and revised your COVIDSafe Plan to include the requirements for QR Codes?	<input type="checkbox"/>
<p>Source</p> <p>The information in this solution has been sourced from coronavirus.vic.gov.au website.</p>	