

Monash COVID Check-in Marshal Information Sheet

Scope and Purpose

This information has been compiled to inform Monash COVID Check-in Marshals assisting with Monash University events.

Monash COVID Check-in Marshals may be members of the Monash Security team, Event Managers, Event Safety Marshals or Monash staff members assigned to assist with an event, as long as they have completed the training requirements.

Training Requirements

Monash COVID Check-in Marshals must:

- Have completed the **Monash COVID Safe Practices (online) training**
- Be taken through **this Information Sheet** by the Event Manager
- Have their name included as a nominated Monash COVID Check-in Marshal in the **Event Safety Management Plan**

Duties

The duties of a Monash COVID Check-In Marshal are to check all persons entering an event space (including persons both attending and working at the event):

- **Have “checked in”**, either by using the Service Victoria QR code or an alternative method where this is not possible.
- **Are compliant with the current vaccination status requirements.**

It is acceptable to view evidence of the above. There is no need to keep copies of any medical records or certificates.

Vaccination Status Requirements

The current Monash University vaccination status requirements are:

- **Current time to 23/11/21** - all persons aged 16 and over are fully vaccinated or have a valid medical exemption.
- **Post 24/11/21** – same as above, but there may be some additional requirements for persons aged 12-15 years when new Chief Health Officer Directions are released. If there is a change, this document will be updated.

Vaccination requirements may be verified by either –

- Use of a Smart Phone, see page 2.
- Written documentation, see page 3.
- A Monash University COVID Declaration form may be used for situations like school tours or group venue hire, where a third party has checked the vaccination status of all participants and signs a declaration confirming this. It is NOT suitable for an individual to present this form to declare their own vaccination status.

Please note that the following are NOT acceptable as evidence of vaccination status:

- Vaccine appointment card
- Negative COVID-19 test results



Vaccine Appointment Card



Negative COVID-19 test results

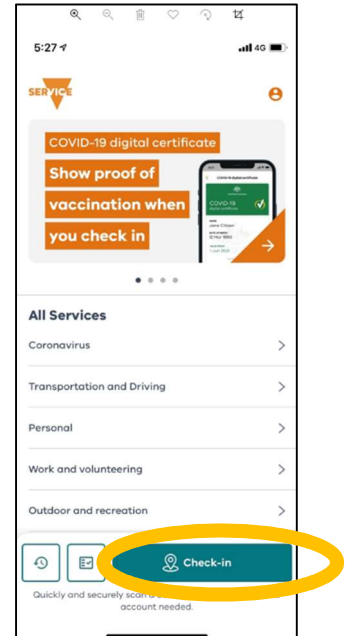
Smart Phone Check-in and Vaccination Status Verification

If the person is checking in with a smart phone:

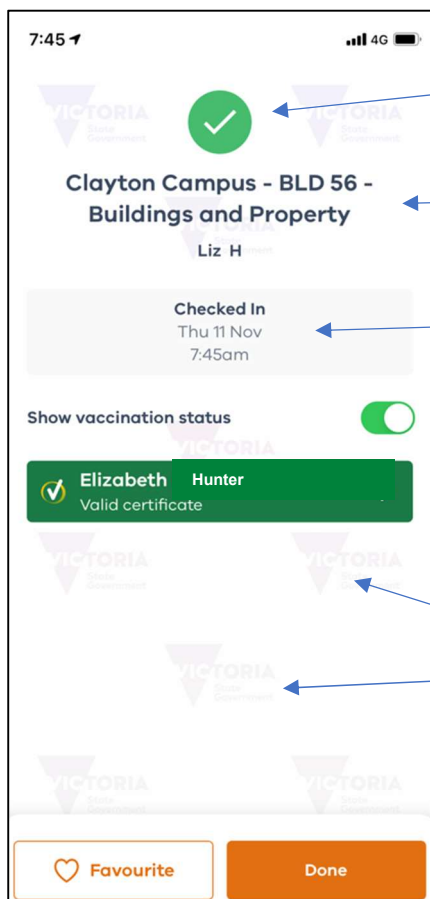


1. They need to open the Service Victoria App on their phone
2. Press "Check-in"
3. Scan the event location QR code

Immediately you will see confirmation of the check-in, as shown below.



If the items in the orange boxes are all viewed (and correct), then the person can be permitted to enter the event:



Green tick indicates this person has successfully checked in

Location checked in (your event location)

Date and time checked-in (should be current date and time)

The words **valid certificate** here note that the person is fully vaccinated or they have an approved medical exemption

The hologram in the background is a **security feature** – it changes colour as the phone is moved around

Note: if there was concern that the check-in screen was a forgery, for example it appeared to be a 'flat' photo image and not a hologram, or the date/time was incorrect:

1. Ask the person to **click on the green button** that notes they have a **valid certificate**. It will show a digital certificate like the one at right, complete with a date stamp and time clock which continuously updates.
2. **If there was still concern** that the certificate was not current, the COVID Check-In Marshal can use the Service Victoria app on their phone to scan the QR code on the person's phone, which then provides a further confirmation.



Vaccination Status Verification and Non-Smart Phone Check-in

Vaccination Status Verification

If the person does not have a smartphone, you will need to **verify their vaccination status first** and then ensure they complete the alternate check-in option.

It is recommended that at a large event, in order to stop persons crowding at the entry, that any persons not using the Service Victoria app be directed to a nominated person (eg Event Manager) for closer scrutiny.

Proof of COVID-19 vaccination can be presented as one of four options:

1. A COVID-19 digital certificate saved to a smartphone wallet

One of the certificates shown below, but in a digital format.

2. Printed copy of COVID-19 digital certificate together with a valid photo ID



There are currently four vaccines which are recognised in Australia:

- Comirnaty (Pfizer)
- Vaxzevria (AstraZeneca)
- Spikevax (Moderna)
- COVID-19 Vaccine Janssen

The **two dates** here indicate that two doses have been provided

Check photo ID matches the certificate
(name and birthdate)

3. Printed copy of immunisation history statement together with a valid photo ID

Sample Immunisation History Statement shown at right.

Same details to check as #2, COVID-19 Digital Certificate.



4. Medical exemption together with a valid photo ID

The person may show a completed copy of the Australian Immunisation Register Medical Exemption Form:

Australian Immunisation Register immunisation medical exemption (IM011)

When to use this form
Use this form if you are a general practitioner, paediatrician, clinical immunologist, infectious disease physician or public health physician and would like to notify the Australian Immunisation Register (AIR) of an individual who has a vaccine exemption due to a medical contraindication or natural immunity.

Individual's details
1 Medicare card number
or
Individual Healthcare Identifier (if known)
2 Family name
First given name
Second given name
3 Postal address
Postcode
4 Date of birth

Vaccines exempt due to medical contraindication
The medical basis for vaccine exemption is to be based on guidance in The Australian Immunisation Handbook. Advice on what constitutes a valid medical exemption to vaccination is provided on page 3 of this form.

6 The individual identified on this form has a:
 permanent vaccine exemption due to medical contraindication because of the following:
Tick one only
 previous anaphylaxis (to the vaccine/vaccine component) / / /
 significant immunocompromise (five attenuated vaccines only) / / /
or
 temporary vaccine exemption unit / / / due to a non-permanent contraindication because of the following:
Tick one only
 acute major medical illness
 significant immunocompromise of short duration (five attenuated vaccines only)
or
7 Select from the following vaccines: Tick all that apply
Live: M-M-R ProQuad
Polio Rotarix
Polio-Tetra
Non-live: Tick all that apply
AstraZeneca Vaxzevria Infanrix Hexa
Moderna Spikevax Infanrix PV
Pfizer Comirnaty Novartis
Gardasil 9 Prevner 13
Hiberta
Other Specify

Antigens exempt due to natural immunity
Natural immunity to a disease is a valid exemption to vaccination for the antigens listed below. Exemption to a combination of vaccines on the basis of natural immunity is only valid if immunity is confirmed for all vaccine antigens. Advice on what constitutes acceptable evidence of natural immunity is provided on page 3 of this form.

8 The individual has a natural immunity to:
Hepatitis B Mumps Varicella
Measles Rubella
This has been confirmed by:
Laboratory testing / / /
or
Physician-based clinical diagnosis / / /

Privacy notice
9 Your privacy and security of your personal information is important to us, and is protected by law. We collect this information to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicessaustralia.gov.au/privacy

Provider's declaration
10 I declare that:
• I am eligible to certify immunisation medical exemptions under the Australian Immunisation Register Act 2015 and its amendments
• the information I have provided in this form is complete and correct.
I understand that:
• under the Australian Immunisation Register Act 2015, general practitioners, as defined in the Health Insurance Act 1973, are eligible to certify immunisation medical exemptions on the Australian Immunisation Register
• paediatricians, public health physicians, infectious diseases physicians, and clinical immunologists are also eligible to certify immunisation medical exemptions on the Australian Immunisation Register
• giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth). Services Australia regularly undertakes audits and can make relevant enquiries to make sure recipients receive the correct entitlement. If we become aware of the provision of false or misleading information, or any fraudulent activity, to the extent permitted by law, the Commonwealth will pursue the relevant persons.
• this form will not be accepted if it has been altered in any way or is incomplete.
Medicare Provider number or AIR Registration number: / / / / / / / / / /
Provider's full name: / / / / / / / / / /
Provider's signature: / / / / / / / / / /
Date: / / / / / / / / / /
Return this form by:
• post to: Services Australia, Australian Immunisation Register, PO Box 7952, Canberra ACT 2610
• fax to: 08 9254 4810

Check the name & date of birth match the person's photo



Check the exemption is noted for all of the following:

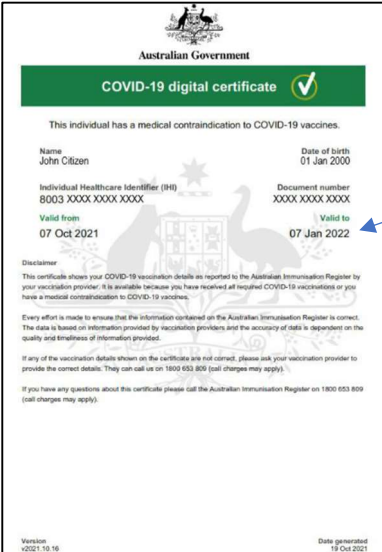
- AstraZeneca Vaxzevria
- Moderna Spikevax
- Pfizer Comirnaty

Check the exemption dates are current

Check the form has been signed

Or they may have had the above form converted in to a COVID-19 digital certificate, sample shown at right.

Again, we just need to check the certificate is current.



Check the exemption has not expired

Non-Smart Phone Check-in

There needs to be an option for person's without a smart phone to check-in. This could be either via an electronic check-in kiosk (tablet) or a written record. Ensure there are alcohol wipes and hand sanitiser available at any manual check-in location.

Monash check-in kiosk

A Monash check-in kiosk (located at some of the larger public buildings at Monash). This kiosk could potentially be moved closer to the event entry point [discuss with BPD whether this is an option].

Written register

A sample register may be found here <https://www.coronavirus.vic.gov.au/signs-posters-and-templates> [select 'Business support templates and guides – record sheet / Check-in log'].

This register must be kept for 28 days post the event, then destroyed in the confidential waste. This is the responsibility of the Event Manager.

What if?

The certificate presented to me doesn't look like any of those in this guidance

Ask the Event Manager to attend and view the document.

If the Event Manager is not sure whether the document is allowable, contact the OHS Helpline for assistance on 9905 1016.

If a person was unhappy that they were not being permitted to enter an event

Ask the Event Manager to attend and speak with the person.

If the situation escalated, contact Monash Security On-Campus Emergency line, on 9905 3333.

Legislation and Related Documents

Legislation Mandating Compliance

- Chief Health Officer Directions

Monash OHS documents

- [OHS Roles, Responsibilities and Committees Procedure](#)

Document History

Version	Date of Issue	Changes made to document
1	November 2021	First edition