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
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:

**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:

- **Check the form has been signed**
- **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**
- **Check the exemption has not expired**

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

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

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

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<th>Version</th>
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