

2 February 2020

Our Ref.: D21/4539

By Email

Dear Sir/Madam,

MANDATORY CONTACT REGISTERS – TAKEAWAY FOOD AND BEVERAGE BUSINESSES, EVENTS WITH 500+ PATRONS AND CERTAIN OUTDOOR FUNCTIONS/GATHERINGS

From 2 February 2021, the mandatory contact register requirements have been expanded to include takeaway food and beverage businesses, events with a COVID Event Plan (500+ patrons) and certain outdoor functions and gatherings under 500 people (e.g. markets, functions, fetes and festivals).

The requirement is to maintain a contact register of patrons, staff, visitors and contractors for COVID-19 contact tracing. You must keep contact details for 28 days and store the information confidentially and securely.

Details required are location, date, name, telephone number and arrival time.

By recording the contact details of each person who attends your premises, it will enhance WA's contact tracing capabilities should a COVID-19 outbreak occur in the WA community. Contact registers will help the WA Health contact tracing team quickly identify and assist anyone that may have been exposed to COVID-19.

To implement contact registers, you are required to have a paper-based contact register as a minimum or a contactless QR code through the free digital Safe WA app. SafeWA is an efficient and safe way to record patron and visitor contact details where they can check-in, using the app by scanning your venue or business's QR code.

- Templates for paper-based contact register are available at: <https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-contact-registers-stakeholder-toolkit>
- SafeWA can be downloaded from either the Apple App Store at <https://apps.apple.com/au/app/safewa/id1539602865> or Google Play Store at <https://play.google.com/store/apps/details?id=au.gov.wa.health.SafeWA>

Please take note of the following:

- Businesses are encouraged to exercise their existing legal rights to control who enters their premises by refusing entry to individuals who refuse to provide their contact details. There will be no penalty for businesses that do not refuse entry to patrons that do not register.
- Contact registers are not mandatory for a business selling food or drink in a food court or from an outdoor food or drink truck or cart as well as drive throughs (Note: the responsibility for implementing contact registers in a food court falls on the occupier or other person apparently in charge of the food court rather than on the occupier or other person apparently in charge of each business in the food court).

City of Kwinana Administration

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- Businesses already using their own QR code must also display the SafeWA QR code.

Please be advised that Authorised Officers including Environmental Health Officers may inspect premises to ensure requirements for contact registers are complied with. A business or organisation must provide contact register information to an authorised officer within three hours or as soon as practicable after they are requested to do so.

Authorised Officers are permitted to:

- enter a place specified in Schedule 1 to the *Closure and Restriction (Limit the Spread) Directions No. 12* (which include takeaway food businesses, restaurants, cafes, bars, pubs and taverns as well as events and markets);
- request a record of the contact information for the place;
- inspect a record of the contact information for the place; and
- require all things necessary to be done for or in connection with, or reasonably incidental to, the performance of the actions authorised by this authorisation.

Environmental Health Officers will check to ensure that contact registers are in place at your premises or the event during routine inspections and investigation of public complaints.

Businesses or premises that put the community at risk by not having a contact register are subjected penalties under the *Emergency Management Act 2005*. Enforcement actions including the issue of non-compliance notices and referrals to WA Police may be undertaken should there be observations or evidence of ongoing non-compliances and/or significant risk to the public.

Further information is available at: <https://www.wa.gov.au/organisation/covid-communications/covid-19-coronavirus-contact-registers>

We endeavour to provide you with further updates upon release of new Directions under the *Emergency Management Act 2005 (WA)*. For further queries, please do not hesitate to contact Environmental Health Services on 9439 0475. Thank you for your cooperation.

Yours sincerely,



Vicky Chui
COORDINATOR ENVIRONMENTAL HEALTH