

Visit Safe



Checklist for attractions and activity providers

Introduction

For this checklist to work, your venue will need to compare the current Covid-19 Government of Jersey Guidance which can be found [here](#), to the various areas defined below. You should have **Standard Operating Procedures (SOPs)** written up for every action and eventuality undertaken by your venue and staff. These need to incorporate the latest **Covid-19 recommendations** found on gov.je. This will not only cover the business in terms of due diligence, but also allow the staff to fully understand the scope of the work they are undertaking, and what you have deemed is the safest way for you to do so.

SOPs should detail the way in which tasks should be undertaken, and the minimum standards expected by your staff. By carefully going through each area, you can provide your staff with step by step instruction for safe execution of their duties.

Below is **a checklist of the areas you need to be aware of** and focusing on to adhere to the Visit Safe Charter.

- ✓ Use the checklist to ensure you are aware of the areas you need to focus on within your business.
- ✓ Use the checklist in conjunction with the current Covid-19 Government of Jersey Guidance which can be found [here](#).
- ✓ Sign up to the Visit Safe Charter on www.gov.je/VisitSafe.
- ✓ Use the Visit Safe assets in your marketing activity. You will be provided access to a toolkit, logo and assets once you have signed up to the scheme.

Please be aware that **spot checks** are happening throughout the Visit Safe participating businesses to mitigate any risk from Covid-19 and ensure the scheme is robust. Failure to have implemented items that have been agreed to, will result in further action being undertaken.

This checklist is not only to protect you and your staff, but also your customers and the island's visitor economy. Visit Safe is an optional scheme but it is important that the steps are / checklist is adhered to, failure to do so could result in reputational damage to your business and the island.

Before you begin, we recommend **appointing a member of staff** to oversee hygiene under Covid-19 conditions. That person should be responsible for completing this document.

Note: It is appreciated that there is a considerable variance between different types of businesses in this sector. The below checklist should be followed wherever possible and appropriate.

This checklist has been produced in association with:





Checklist for attractions and activity providers

General

- 1 Provide your staff with sufficient training to deal with the latest Covid-19 protocols.
- 2 Risk assess your employees and undertake specific risk assessments for any staff considered vulnerable or very vulnerable to Covid-19.
- 3 Create a communication strategy to keep your staff informed of the latest policies and plans available on gov.je.
- 4 Create a set of SOPs to govern the movement and interaction of guests and staff within your business. This must clearly follow guidelines set out in the latest level guidance provided by Government and must cover all areas of your business. Relevant risk assessments should also be completed.
- 5 Assign new SOPs per department if appropriate.
- 6 Depending on the size of your business, spot check the SOPs to ensure they are up to standard.
- 7 Prepare a physical distance plan per department if appropriate.
- 8 Along with the physical distance plan, create adequate signage or layouts to allow physical distancing to be easily implemented.
- 9 Provide training to your staff to help them operate under the latest guidance.
- 10 Create SOPs for managing staff meetings and managerial handovers.
- 11 Explore e-learning opportunities for staff.
- 12 Ensure staff are trained on the new PPE and cleaning measures.
- 13 Where appropriate, display informative posters in staff areas to allow them to read up on the latest literature.
- 14 Where appropriate, ensure your water systems have been maintained, or treated to prevent legionella.
- 15 Ensure all public areas have been deep cleaned.

Continues overleaf →



Checklist for attractions and activity providers

General

- | | | |
|----|---|--------------------------|
| 16 | Customers should have access to your business's Covid-19 policies. | <input type="checkbox"/> |
| 17 | Protect employees and customers with appropriate measures such as barriers, protective coverings, and physical distancing as appropriate. | <input type="checkbox"/> |
| 18 | Consider all equipment used to undertake any activities and ensure it is sanitized between uses if appropriate. Consider asking customers to bring their own equipment where appropriate such as a waterproofs or wetsuits. | <input type="checkbox"/> |
| 19 | If your business has a restaurant or catering facilities, you will need to read and adhere to the additional relevant guidance. | <input type="checkbox"/> |
| 20 | If you operate a business that requires a licence e.g. Ports of Jersey Licence, you must ensure that this is up to date and meets the latest criteria relating to Covid-19 operating procedures. | <input type="checkbox"/> |



Checklist for attractions and activity providers

Measures for staff

- | | | |
|---|---|--------------------------|
| 1 | Ensure there is sufficient and relevant PPE for your staff. | <input type="checkbox"/> |
| 2 | Any necessary documents should be made available for staff regarding the use of PPE. | <input type="checkbox"/> |
| 3 | Physical distancing measures should be implemented in staff work and recreation areas. | <input type="checkbox"/> |
| 4 | Make hand washing stations/alcohol gel available in staff areas. | <input type="checkbox"/> |
| 5 | On a daily basis staff should be asked to confirm they present no symptoms from the following list (please note the last two are not Covid-19 related but should be asked as well): <ul style="list-style-type: none">• A new continuous cough and/or fever which may be accompanied by one or more of the following:• Headaches• Tiredness• Muscle ache• Respiratory symptoms besides cough such as a sore throat, blocked or runny nose• Gastro-intestinal symptoms can also be a feature of Covid-19 and these are more common in children than adults• Loss of smell and taste (in some cases this may be the only symptom present)• Vomiting• Diarrhoea. | <input type="checkbox"/> |

NB. Review guidance on gov.je for the latest symptoms.

This checklist aims to support your business to operationally adjust to Covid-19 requirements. Government of Jersey Public Health update their guidelines which can be found [here](#), this checklist must be used in parallel with the Government of Jersey information.

Once you have completed the checklist, and implemented as appropriate, you can sign up to the Visit Safe Charter on www.gov.je/VisitSafe. Once you have signed up you will have access to a toolkit, Visit Safe logo and assets for use in your own marketing activity.