

Victorian Government Stakeholder Pack for Organisation Reopening

26/10/2021



Introduction

Victoria is reopening. As the state hits the double dose vaccination thresholds outlined on the [Roadmap](#), it is important to remember you must do everything you can to keep your organisation, participants and our community safe.

To support you to talk to your participants and patrons, the following communications resources have been developed.

The Stakeholder Pack has been developed for leagues, clubs and associations, along with material for sport and recreation facilities where proof of vaccination is required.

You can help by:

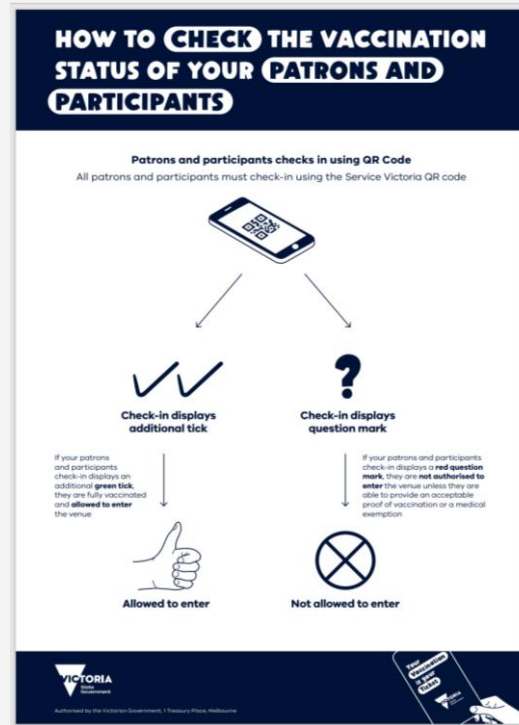
- Sharing the resources from this stakeholder pack with your network.
- Direct people to the Victorian Government's coronavirus website for all current information and updates:
[CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)

**Download all Posters
and Guides [here](#) ↓**

Guides and templates for you and your participants and volunteers



Guide 1



Guide 2

HOW TO CHECK THE VACCINATION STATUS OF PATRONS AND PARTICIPANTS WITHOUT A SMART PHONE

Patrons and participants without a smart phone are recommended to present a valid certificate from the Australian Immunisation Register or a printed copy of their COVID-19 vaccination certificate to prove their vaccination status. It is important for venue staff to cross check this information with a valid form of photo ID such as a drivers' licence.

In addition to proving their vaccination status with venue staff, it is important for these patrons and participants to check-in to help contact tracers in the event of a COVID-19 outbreak.

Kiosk Check-in service

The **Kiosk check-in service** in the Service Victoria app enables workers to check-in patrons and participants who can't check-in for themselves.

This is a simple electronic form to help staff record a visitor's first name, family name and contact phone number on the venue's device.

Step 1: Log in to the **Victorian Government QR Code Service**

Step 2: Select the location / area of your venue where you would like to have Kiosk check-in available

Step 3: Nominate a Kiosk Contact, by clicking on the pencil icon to edit the screen

Step 4: Enter the Kiosk Contact details

- If the location contact details are the same for the Kiosk Contact, tick the 'Copy existing location contact details' checkbox and select 'Save'. The contact details will be copied across automatically
- If you would like to nominate a different Kiosk Contact, enter their details in the Kiosk Contact details section and select 'Save'
- The Kiosk Contact will receive an email with an 8-digit Kiosk code and instructions for setting up Kiosk check-in on your selected device. Ensure that your device is online

Step 5: Visit the Kiosk check-in on your device and bookmark the link in your browser

Step 6: Enter the 8-digit Kiosk code we sent to your Kiosk Contact and select 'Next'

Step 7: Enter the Security Code (a one-time password that is emailed to the Kiosk



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Guide 3

HOW TO DEAL WITH DIFFICULT PATRONS AND PARTICIPANTS

Some people feel strongly about COVID-19 rules.

If patrons and participants are aggressive or intimidating, your safety and the safety of your workers is the top priority.

Don't put yourself in harm's way.

DO

- **Stay calm** and speak in a clear voice
- **Listen** to the patrons and participants and be patient
- **Nominate someone** (such as the manager on site) to handle complaints

Then the nominated person can:

- **Remind the patrons and participants** that the rules have been put in place so you can safely reopen, and you must follow them or risk being shut down
- **Explain** that they must comply or leave the premises
- **Ask for help** — call in staff and volunteers to assist
- **Alert** security or contact Victoria Police if the situation escalates
- **Retreat** to a safe location if you feel threatened

DON'T

- **Argue** — try to contain and limit any hostility
- **Raise your voice** — even if the patrons and participants is yelling at you, don't yell back
- **Put your safety at risk** — go to a safe place if you need to



Guide 4

PROOF OF COVID-19 VACCINATION STATUS

Patrons and participants aged 16 or over must show proof of COVID-19 vaccination or a signed medical exemption as a condition of entry to most businesses. **Here is what is accepted:**

COVID-19 digital certificate
via the Service Victoria app



COVID-19 digital certificate
saved to smartphone



Printed copy of COVID-19 digital certificate
together with photo ID



Printed copy of Immunisation history statement
together with photo ID



Medical exemption
together with photo ID



Guide 5

TIPS FOR TALKING TO PATRONS AND PARTICIPANTS

Tips on what to say to patrons and participants

Proof of vaccination status

THE RULE:

All visitors to the premises, including patrons and participants must provide proof of vaccination status before entry.

Encourage patrons and participants by saying:

- Make sure you have the Express Plus Medicare app - you can download it from the App store or Google Play store. Update your Service Victoria app at the App store or Google Play store. Open the Express Plus Medicare app. Tap 'Immunisation history'. Click on your name. Tap 'Share certificate'. You'll see a list of apps that you can share your certificate to. Tap 'share' next to Service Victoria. Read the conditions and then tap 'Accept and share'. Tap 'Add certificate'. Your COVID-19 digital certificate is now stored in your Service Victoria app and linked to the QR code check-in function.
- If you're having trouble getting the app, you can access support for the Express Plus app, Medicare online or myGov by calling 132 307 Mon - Fri: 7am - 10pm, Sat & Sun: 10am - 5pm. For help with accessing your COVID-19 Digital Certificate Immunisation History Statement Phone 1800 653 809 Mon-Fri between 8am and 5pm.
- Please check-in using the Service Victoria QR Code and a staff and volunteers will check to confirm your vaccination status before entry - it only takes a few moments.
- You can upload your COVID-19 Digital Certificate to the Service Victoria app by following the instructions on this flyer.
- If you do not have a smart phone, the Australian Immunisation Register can issue you with a printed copy of your certificate. You can also download and print a copy of your COVID-19 vaccination certificate from myGov.
- We know this is new and we haven't done this before, but we're counting on you to support us so we can get back to normal.



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Posters and flyers for display



Flyer

How to add your COVID-19 digital certificate to the Service Victoria app

Download your COVID-19 proof from myGov by following these simple steps:

- Step 1.** Create a **myGov account**, if you don't have one
- Step 2.** Link **Medicare** to **myGov**, if it's not already linked
- Step 3.** Select the '**Proof of COVID-19 vaccination**' quick link, then select '**View history**'
- Step 4.** Select your name to download your **COVID-19 digital certificate** or **immunisation history** statement from your Medicare online account
- Step 5.** Link your **COVID-19 digital certificate** to the Service Victoria app by selecting '**Share certificate**'
- Step 6.** Tap '**share**' to Service Victoria, click '**Accept and share**' and then '**Add certificate**'
- Step 7.** To prove your vaccination status with a business or venue, **scan** their **Service Victoria QR code**. Your check-in confirmation will reveal an additional **green tick** to prove you are vaccinated.

Who can I call if I need help?

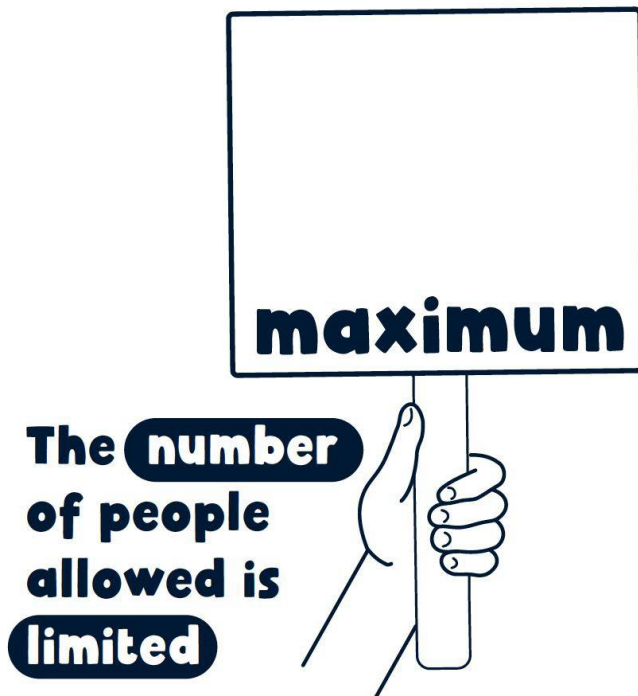
Staff may be able to assist you in checking in if you need help.
If you need further assistance call the 24/7 Coronavirus Hotline.
1800 675 398

For more information go to
CORONAVIRUS.vic.gov.au

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Poster 1



The **number**
of people
allowed is
limited

COVIDSafe Settings are in place

**For more information go to
CORONAVIRUS.vic.gov.au**

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Poster 2

Face masks can be removed to confirm identity

**You may be asked by staff to remove
your face mask to confirm your identity**



Police, banks, post offices
and other services such
as retail, can ask you to
remove your face mask to
confirm your identity

**Thank you for doing your part
to keep us safe**

**For more information go to
[CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)**

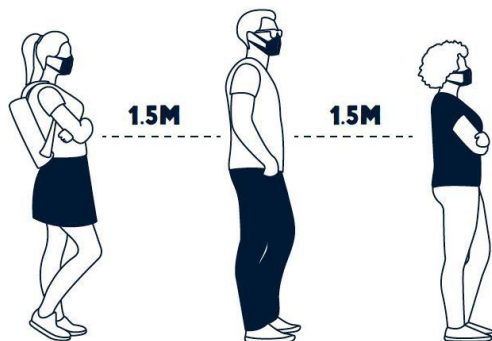
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Poster 3

**Please keep
1.5m apart
while you wait**

COVIDSafe Settings are in place



**Thank you for doing your part
to keep us safe**

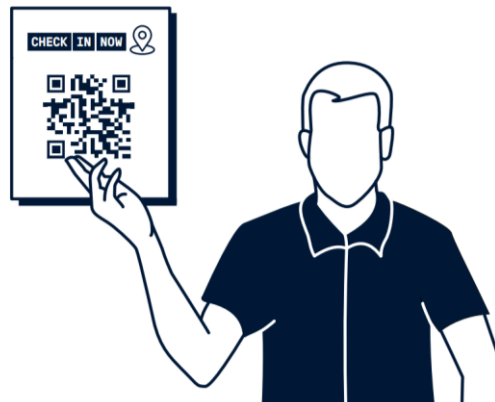
**For more information go to
[CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)**

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Poster 4

**Please be patient
and respect our
staff and volunteers**



**We appreciate your support
and patience**

**For more information go to
[CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)**

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Poster 5

Proof of vaccination status required



1.

Make sure you've added your COVID-19 digital certificate to the Service Vic app or have an alternative proof of vaccination status



2.

Scan the Service Victoria QR code or show your alternative proof of vaccination status



3.

Show staff the two green ticks — you're good to go!



4.

Wait for a staff member to confirm it's OK to enter

Thank you for doing your part to keep us safe

**For more information go to
[CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)**

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Poster 6

Acceptable proof of your COVID-19 vaccination status



COVID-19 Digital Certificate
via the Service Victoria app



COVID-19 Digital Certificate
saved to smart phone



Printed copy of COVID-19
Digital Certificate
together with photo ID



Printed copy of Immunisation
History Statement
together with photo ID



Medical Exemption
together with photo ID



Vaccine Appointment Card



Negative COVID-19 test results

For more information go to
CORONAVIRUS.vic.gov.au

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Suggested web copy



Suggested Web Copy for sporting groups and organisations

This template provides guide copy for your website:

Vaccination is your ticket to get back to <the club, our sport, etc>.

Participants and spectators over the age of 16 at a variety of venues and facilities must show their COVID-19 vaccination status as a condition of entry.

With everyone on-site fully vaccinated, we'll be able to open the doors to a greater number of participants, helping to fast-track the recovery of our organisations.

The quickest and easiest way to show proof of vaccination is by adding your COVID-19 digital certificate to the Service Victoria app.

To add your COVID-19 digital certificate to the Service Victoria app, you'll need to be fully vaccinated against COVID-19 and have the latest version of the Service Victoria app installed on your phone.

You'll also need either:

- Medicare online account or Individual Healthcare Identifier linked to your myGov account
- and the latest version of the Express Plus Medicare app installed on your phone.

You can add your COVID-19 digital certificate to the Service Victoria app from the Express Plus Medicare app or your myGov account. The easiest way is through the Express Plus Medicare app.

Once you've added your COVID-19 digital certificate to your Service Victoria app, it will show proof of vaccination each time you check in to a venue.

If you don't have a smartphone or are unable to use one, there are additional non-digital proof of vaccination status options available including an official copy of your Australian Immunisation Register vaccination certificate or a printed copy of your digital vaccination certificate from myGov.

Visit coronavirus.vic.gov.au/get-your-covid-19-digital-certificate to find out more.

Showing us your COVID-19 digital certificate is your way of contributing to a safer Victoria for all of us, everywhere.

EDM



Suggested eDM copy for sporting organisations

This template provides guide copy for emails shared from your organisation:

Dear valued participants,

Vaccination is your ticket to get back to <the club, our sport, etc>.

Participants and spectators over the age of 16 at a variety of facilities and venues must show their COVID-19 vaccination status as a condition of entry.

The quickest and easiest way to show proof of vaccination is by adding your COVID-19 digital certificate to the Service Victoria app.

To add your COVID-19 digital certificate to the Service Victoria app, you'll need to be fully vaccinated against COVID-19 and have the latest version of the Service Victoria app installed on your phone. You'll also need either:

- Medicare online account or Individual Healthcare Identifier linked to your myGov account
- and the latest version of the Express Plus Medicare app installed on your phone.

You can add your COVID-19 digital certificate to the Service Victoria app from the Express Plus Medicare app or your myGov account. The easiest way is through the Express Plus Medicare app.

Once you've added your COVID-19 digital certificate to your Service Victoria app, it will show proof of vaccination each time you check in.

If you don't have a smartphone or are unable to use one, there are additional non-digital proof of vaccination status options available including an official copy of your Australian Immunisation Register vaccination certificate or a printed copy of your digital vaccination certificate from myGov. Visit coronavirus.vic.gov.au/get-your-covid-19-digital-certificate to find out more.

Showing proof that you are fully vaccinated against COVID-19 is your way of contributing to a safer Victoria for all of us, everywhere.

Warm regards,

<signature >

Social Assets

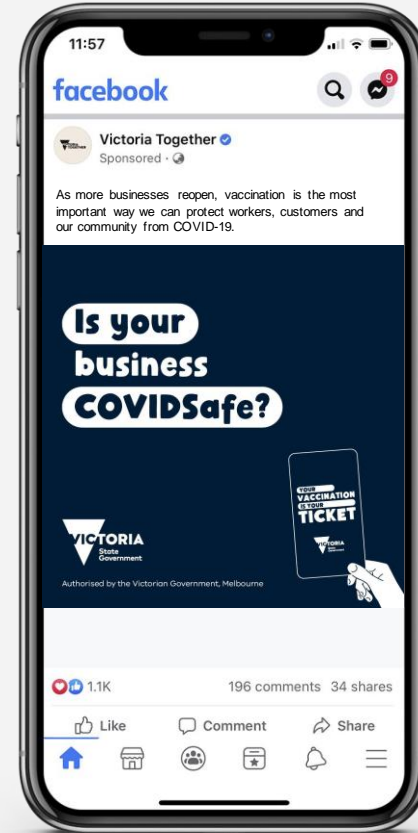


Suggested social post for sporting organisations

Post Copy:

Vaccination is the most important way we can protect participants, patrons, volunteers and our community from COVID-19.

Learn how to make sure your club or organisation is COVIDSafe by visiting coronavirus.vic.gov.au/plan



Suggested Social Post for organisations

Post Copy:

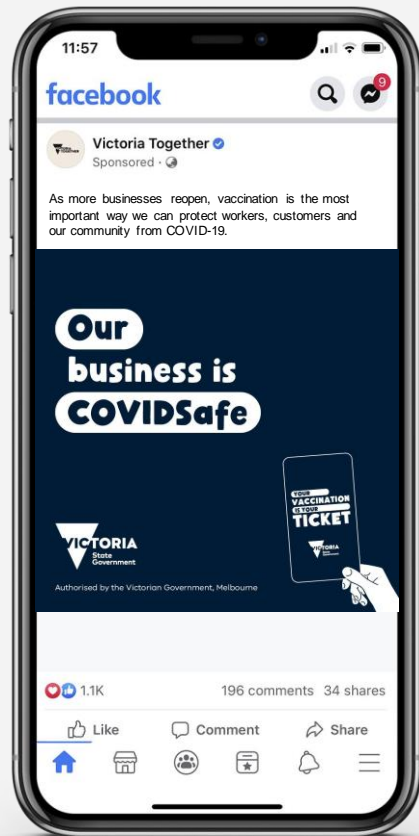
Vaccination is your ticket back to sport and physical recreation.

All patrons over the age of 16 must show proof of COVID-19 vaccination status as a condition of entry.

Make sure to add your COVID-19 digital certificate to your Service Victoria app before you arrive.

Thanks for helping us reopen safely.

Find out more at www.coronavirus.vic.gov.au/vaxproof



SMS, phone script and booking confirmation



SMS for organisations

SMS Copy:

Vaccination is your ticket back to sport and physical recreation. All patrons aged 16+ must show their vaccination status as a condition of entry.

For more info visit

coronavirus.vic.gov.au/get-your-covid-19-digital-certificate

Suggested Phone Script for organisations

Phone Script:

All patrons over the age of 16 must show proof of their COVID-19 vaccination status as a condition of entry.

Before you arrive, please make sure you have added your COVID-19 digital certificate to the Service Victoria app or bring printed proof of vaccination with you and photo ID.

You can find more details about how to add your certificate by visiting coronavirus.vic.gov.au

Suggested email copy for booking confirmation

Booking confirmation email copy:

Thank you for your booking. Everyone over the age of 16 must show proof of their COVID-19 vaccination status as a condition of entry.

Before you arrive, please make sure you have added your COVID-19 digital certificate to the Service Victoria app or bring printed proof of your vaccination with you and photo ID.

You can find more details about how to add your certificate by visiting coronavirus.vic.gov.au

Thank you

