

COVID-19 HOTEL BUSINESS CHECKLIST

ACTION	COMPLETED	N/A
Contact the QHA on (07) 3221 6999		

HOTEL UTILITIES AND SUPPLIERS – Reduce costs and services where applicable / contact suppliers		
Waste and cleaning contracts		
Turn off – gas / water – urinals / automatic air conditioning systems / electrical		
Grease traps		
Sanitary bins		
Pest control		
Turn off coolrooms / fridges		
Decommission beer lines / clean		
Return stock (kegs) where possible		
Secure stock		
EGM power down / off protocols – contact LMO		
Supplier fees and charges – Foxtel, SKY, TAB, Keno, OneMusic, Gaming manufacturers, LMO's.		

HOTEL OPERATIONS – Takeaway F&B		
Approved trading hours for liquor service		
Sale from main premises / sale from detached bottle shops		
Trading hours for food 7am onwards – main premises only		
Point of sale – security / manage social distancing 1.5m / hygiene / hand sanitiser		
Food safety		
Online sales		
Pick up and/or delivery		

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EMPLOYEES – Options and actions		
JobKeeper Subsidy Payments program: https://www.ato.gov.au/general/JobKeeper-Payment		
Stand down / redundancies		
Apprentices and Trainees - Register with Apprenticeships Australia for the apprentice wage subsidy		
(applicable where you have apprentices and less than 20 full-time staff) https://www.australianapprenticeships.gov.au		
Contact the QHA ER Department prior to any actions for advice		
BUSINESS SUPPORT PACKAGES – Federal, State and Local		
Federal - JobKeeper Payment / Boosting cash flow for employers payments / Temporary relief for financially distressed businesses payment / Australian taxation office assistance. For more details visit: www.australia.gov.au/ .		
Queensland – Payroll tax: SML businesses 2 months payroll tax refund / SM businesses a three-month payroll tax holiday, and a further six-month payroll tax deferral / waiving of liquor licencing fees for FY 20-21 / SME's \$500 rebate on power bill. For information on all financial assistance visit: business.qld.gov.au/ .		
Contact Local Council – potential rate relief, outdoor dining permits		
INSURANCE		
Contact current insurer – possible reductions in public liability premiums / refund of business interruption insurance as N/A during COVID period		
WorkCover Queensland – adjustment / re-imburement for actual wages FY		

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RENT RELIEF – COMMERCIAL TENNANCIES		
Mandatory Code of Conduct SME Commercial Leasing Details of the code are https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf . The State Government is yet to release the details of how this will work in Queensland.		
Land Tax Relief - three month rebates and three month deferrals for property owners who provide rent relief to commercial or residential tenants.		
BANKS		
Contact your bank - advise business is affected by COVID-19: possible actions: provide relief for landlords and businesses / loan payment deferrals for up to 6 months increased from \$3 million to \$10 million. Interest will capitalise on the loans.		

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MENTAL HEALTH AND SUPPORT SERVICES		
<ul style="list-style-type: none"> - In support of mental health at this difficult time, the Federal Government has announced a new Beyond Blue coronavirus mental wellbeing service (coronavirus.beyondblue.org.au or 1800 512 348). - Counselling services for anyone at any time are available from www.lifeline.org.au or phone 13 11 14. - Additional Mental Health services and resources are available here: https://www.qld.gov.au/health/mental-health/help-lines/services. 		
<p>Visit the QHA website: www.qha.org.au - COVID-19 Updates / QHA Partner Support – ‘Lighten the Lockdown Load’ section</p>		
Contact the QHA on (07) 3221 6999		