

Context

COVID-19 continues to be an ongoing issue and it is likely that we will be faced with ongoing outbreaks throughout 2021 and into 2022

The NSW Government has mandated the use of Service NSW QR Codes to record who has been in a facility. This is to assist NSW Health Contact Tracers in the event of a positive COVID-19 case being reported.

These Service NSW QR Codes are typically accessed via the persons smartphone camera or the Service NSW App

For people that don't have access to a smartphone or who may have difficulty with the technology, Service NSW has created a pathway to have people receive a credit card sized Service NSW COVID-19 Check-in Card – example of the card shown in Figure 1.



Figure 1

The QR Code on this Check-in Card stores limited personal information required to complete the Service NSW QR Check-in process (**Note:** this information cannot be read by others)

How do I obtain a COVID-19 Check-in Card?

Service NSW COVID-19 Check-in Cards can be applied for at Service NSW – See [LINK](#)

A card will be mailed out in approx. 2 weeks. Additionally, a card can be emailed to the person and printed for immediate use

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How is this card used?

1. The site must have either the following in place for these Service NSW COVID-19 Check-in Cards to be accepted
 - a. NSW Dine & Discover scanning equipment; or
 - b. Access to the original Service NSW QR Code Link (see example in Figure 2 below) – **This is the only system that is available to the Diocese**

Note: if a site cannot locate this link, please contact Wayne Carman at wayne.carman@mn.catholic.org.au

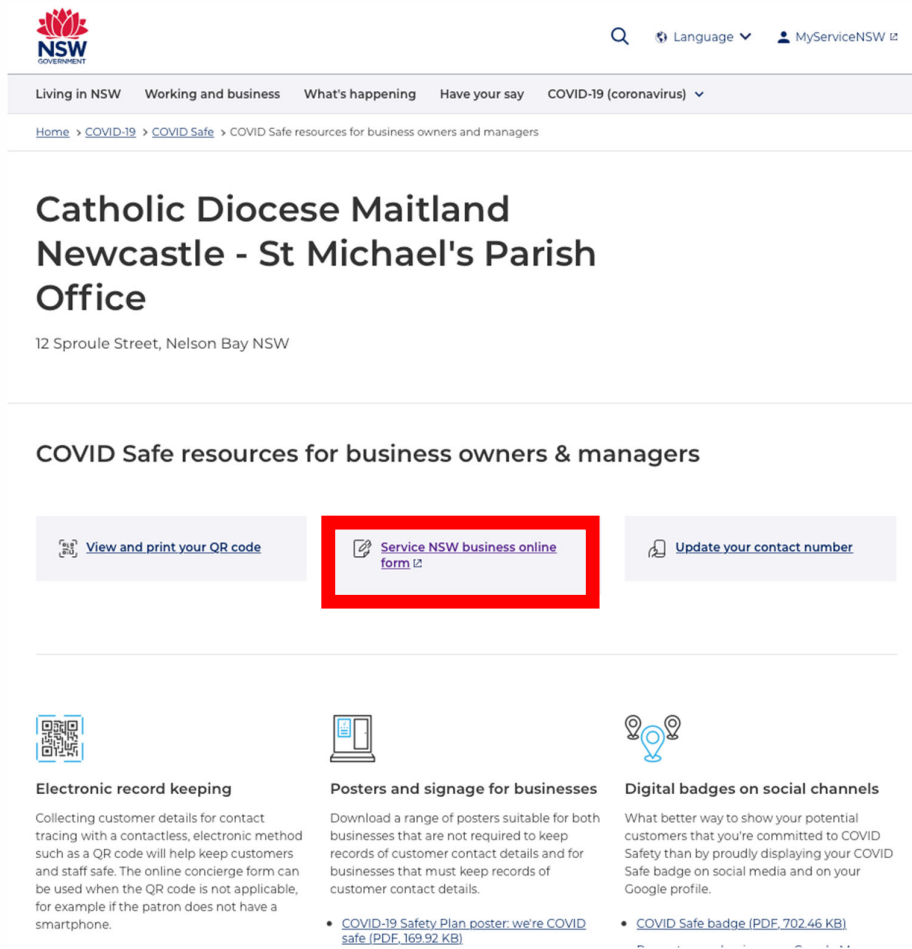


Figure 2

2. A smart phone or tablet (with camera and connected to the internet) must be used to read information
3. The person checking people into the site needs to open the original Service NSW QR Code Link (as above) and then click on the “Service NSW Business Online Form” Link (see the red box in Figure 2)

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4. The following form will be presented (see Figure 3)

COVID Safe check-in

Business online check-in form

Catholic Diocese Maitland Newcastle - St Michael's Parish Office

[Scan a COVID-19 check-in card →](#)

First name

Last name

Australian phone number
 Enter a 10-digit number (mobile or landline with area code).

International phone number

Privacy information

Make sure the customer knows that their details are stored securely with Service NSW and will only be used for contact tracing in the event of a confirmed case at this venue.

For more information, show them the full [Privacy Collection Statement](#).

[Add a dependant](#)

Include anyone who is unable to check in themselves.

Check in

Figure 3

5. This allows the person checking people into the site to do so by either:
- Completing the details of the visitor to the site and clicking on the “Red Check-in” button at the bottom of the form; or
 - If the visitor has a Service NSW COVID-19 Check-in Card (as per Figure 1), clicking on the “Scan a COVID-19 check-in card” (see the red box in Figure 3). If this option is selected the Check-in Cards QR code can be scanned and the visitors details will be automatically inserted. Once this is checked the “Red Check-in” button at the bottom of the form can be clicked. The visitor has now been checked in

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