

# INDUSTRY RESTRICTION LEVELS

## Common requirements across all workplaces

COMMON REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	CLOSED	HEAVILY RESTRICTED	RESTRICTED	OPEN WITH A COVIDSAFE PLAN
<b>ENSURE PHYSICAL DISTANCING</b>	<ul style="list-style-type: none"> <li>Workers and customers should maintain a distance of 1.5 metres at all times where practical</li> <li><b>COVIDSafe Plan in place</b></li> <li><b>Display signs showing patron limits at the entrance to enclosed areas where limits apply</b></li> <li><b>Density quotient applied to shared spaces (e.g. workspace, tearooms) and publicly accessible places</b></li> <li>Use floor markings and physical barriers in high traffic areas to provide minimum physical distancing guides</li> <li>Minimise the build-up of people waiting to enter and exit the workplace</li> <li>Provide training to staff on physical distancing expectations while working and socialising (including during lunch breaks)</li> <li><b>Avoid carpooling where possible (unless with members of your household)</b></li> <li>Promote contactless payments such as 'tap and go' and other electronic payment processes instead of cash</li> </ul>	<ul style="list-style-type: none"> <li><b>No people on site except for emergency maintenance and repairs</b></li> </ul>	<ul style="list-style-type: none"> <li>Staff can only attend onsite work if they are a permitted industry.</li> <li>Staff working in a permitted industry that can work from home must work from home</li> <li>Apply density quotient</li> <li>Reduce staff levels</li> <li>Limit number of patrons</li> </ul>	<ul style="list-style-type: none"> <li>Staff must work from home if they can</li> <li>Apply density quotient</li> <li>Some sectors allowed to lessen the reduction in staff levels</li> <li>Some sectors allowed to lessen the reduction in patrons</li> </ul>	<ul style="list-style-type: none"> <li>Staff should work from home if they can (to be relaxed over time)</li> <li>Apply density quotient for some settings (could be reduced over time)</li> <li>Ensure staff follow current public health directions when carpooling</li> </ul>
<b>WEAR A FACE MASK</b>	<ul style="list-style-type: none"> <li><b>All staff to wear a face mask as per current directions</b></li> <li>Where practical, workplaces should provide training/guidance on how to use personal protective equipment (PPE)</li> <li>Install screens or barriers where appropriate</li> </ul>		<ul style="list-style-type: none"> <li>Ensure the proper use of face masks in the workplace</li> <li>For some sectors, additional PPE requirements apply</li> <li>Ensure adequate PPE training and supply</li> </ul>		
<b>PRACTISE GOOD HYGIENE</b>	<ul style="list-style-type: none"> <li><b>Frequent cleaning and disinfection of shared spaces, frequently touched surfaces (at least twice a day) and publicly accessible areas</b></li> <li>Make soap and hand sanitiser available for all staff and customers throughout the workplace</li> <li>Where practical replace high-touch communal items with hygienic alternatives</li> <li>Display a cleaning log in shared spaces</li> </ul>		<ul style="list-style-type: none"> <li>Auditing of cleaning schedules</li> </ul>	<ul style="list-style-type: none"> <li>Auditing of cleaning schedules</li> </ul>	
<b>KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL</b>	<ul style="list-style-type: none"> <li><b>Support staff to stay home and get tested even if they only have mild symptoms</b></li> <li><b>Have a risk assessment process for when three or more workers are suspected to have coronavirus (COVID-19) at a single work site within a five-day period</b></li> <li><b>Have a plan to manage cases, notify others, including DHHS and WorkSafe, and potentially close down if there are coronavirus (COVID-19) cases in the workplace</b></li> <li><b>Keep records of all people who enter the workplace for contact tracing</b></li> <li>Wellness declarations for each worker commencing shift</li> <li>Workplaces are encouraged to undertake symptom screening at commencement of each shift</li> </ul>		<ul style="list-style-type: none"> <li>Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate</li> </ul>	<ul style="list-style-type: none"> <li>Ask staff to declare verbally before each shift that they are free of symptoms</li> </ul>	

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Updated: 8 November 2020. Note that this document is regularly updated and users must check [www.coronavirus.vic.gov.au/coronavirus-covid-19-victoria](http://www.coronavirus.vic.gov.au/coronavirus-covid-19-victoria) for the latest version

<p><b>AVOID INTERACTIONS IN ENCLOSED SPACES</b></p>	<ul style="list-style-type: none"> <li>• Reduce the amount of time staff are spending in enclosed spaces</li> <li>• Move as much activity outside as possible, including serving customers, meetings, kitchens, tearooms and lunchbreaks</li> <li>• Enhance airflow by opening windows and doors and optimising fresh air flow in air conditioning systems</li> </ul>
<p><b>CREATE WORKFORCE BUBBLES</b></p>	<ul style="list-style-type: none"> <li>• Keep the same workers rostered on the same shifts and in the same areas within a site, where practical</li> <li>• Avoid overlap in shift changes where possible</li> <li>• <b>Minimise number of workers working across a business' other premises where practical</b></li> <li>• <b>Maintain records of workers working across multiple sites</b></li> </ul>

- **Ensure that staff members are not working across other work sites (exceptions apply)**

- **Limit number of staff members working across other work sites**

**Bold – mandatory under public health direction\***

Not bold – recommended but not mandated

\*Subject to final development of directions by the Victorian Chief Health Officer