

INDUSTRY SPECIFIC REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	CLOSED	HEAVILY RESTRICTED (First Step and Second Step)	RESTRICTED (Third Step and Last Step)	OPEN WITH A COVIDSAFE PLAN (COVID Normal)
ENSURE PHYSICAL DISTANCING	<ul style="list-style-type: none"> Workers and customers should maintain a distance of 1.5 metres apart at all times where practical High Risk COVIDSafe Plan in place, and surveillance testing Display signs to show patron limits at the entrance of enclosed areas where limits apply Density quotient applied to shared spaces (e.g. workspace, tearooms) and publicly accessible places Use floor markings and physical barriers in high traffic areas to provide minimum physical distancing guides Minimise the build-up of people waiting to enter and exit the workplace Provide training to workers on physical distancing expectations while working and socialising (including during lunch breaks) Avoid carpooling where possible (unless with members of your household) Promote contactless payments such as 'tap and go' and other electronic payment processes instead of cash 	N/A	<ul style="list-style-type: none"> No carpooling to and/or from work (unless with members of the same household) Onsite marshal to monitor compliance with COVIDSafe requirements Provide workers with a COVIDSafe induction and education program. This should be provided in workforce specific languages Staff must work from home if they can <p><u>Workforce capacity restrictions:</u></p> <p>First and Second Step Metropolitan:</p> <ul style="list-style-type: none"> Poultry: 90% daily peak/daily total (or 25 workers, whichever is higher) Meat: 80% daily peak/daily total (or 25 workers, whichever is higher) Seafood: 80% daily peak/daily total (or 40 workers, whichever is higher) <p>Regional:</p> <ul style="list-style-type: none"> Poultry: 90% daily peak/daily total (or 25 workers, whichever is higher) Meat: 90% daily peak/daily total (or 25 workers, whichever is higher) Seafood: 90% daily peak/daily total (or 40 workers, whichever is higher) All businesses can seek a workforce capacity exemption for animal welfare and/or critical food supply shortages 	<ul style="list-style-type: none"> Avoid carpooling to and/or from work (unless with members of the same household) Onsite marshal to monitor compliance with COVIDSafe requirements Provide workers with a COVIDSafe induction and education program. This should be provided in workforce specific languages Staff must work from home if they can <p>Third Step (from 11:59pm 8 November 2020)</p> <ul style="list-style-type: none"> No workforce capacity restrictions 	<ul style="list-style-type: none"> No workforce capacity restrictions Ensure workers follow current public health directions when carpooling Onsite marshal to monitor compliance with COVIDSafe requirements Provide workers with a COVIDSafe induction and education program. This should be provided in workforce specific languages Staff should work from home if they can (to be relaxed over time)
WEAR A FACE MASK	<ul style="list-style-type: none"> Workers to wear face masks at stages where public face masks are required Where practical, workplaces should provide training/guidance on how to use personal protective equipment (PPE) Install screens or barriers where appropriate 		<ul style="list-style-type: none"> Enforce the wearing of the appropriate level of personal protective equipment (PPE) by workers in the workplace Buddy system for correct personal protective equipment (PPE) use (donning and doffing) 	<ul style="list-style-type: none"> Enforce the wearing of the appropriate level of personal protective equipment (PPE) by workers in the workplace Buddy system for correct personal protective equipment (PPE) use (donning and doffing) 	<ul style="list-style-type: none"> Buddy system for correct personal protective equipment (PPE) use (donning and doffing)
PRACTISE GOOD HYGIENE	<ul style="list-style-type: none"> Frequent cleaning and disinfection of shared spaces, frequently touched surfaces (at least twice a day) and publicly accessible areas Make soap and hand sanitiser available for all workers and customers throughout the workplace Where practical replace high-touch communal items with alternatives Display a cleaning log in shared spaces 		<ul style="list-style-type: none"> Cleaning log Daily deep clean 	<ul style="list-style-type: none"> Cleaning log Daily deep clean 	<ul style="list-style-type: none"> Cleaning log Daily deep clean

<p>KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL</p>	<ul style="list-style-type: none"> • Support workers to get tested and stay home, even if they only have mild symptoms • 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 • Have a plan to manage cases, notify others, including DHHS and WorkSafe, and potentially close down if there are confirmed cases of coronavirus (COVID-19) in the workplace • Keep records of all people who enter the workplace for contact tracing • Wellness declarations for each worker commencing shift • Workplaces are encouraged to undertake symptom screening at commencement of each shift
<p>AVOID INTERACTIONS IN ENCLOSED SPACES</p>	<ul style="list-style-type: none"> • Reduce the amount of time workers are spending in enclosed spaces • Move as much activity as possible outside, including serving customers, meetings, kitchens, tearooms and lunchbreaks • Enhance airflow by opening windows and door and optimising fresh air flow in air conditioning systems
<p>CREATE WORKFORCE BUBBLES</p>	<ul style="list-style-type: none"> • Keep the same workers rostered on the same shifts and in the same areas within a worksite, where practical • Avoid overlap in shift changes where possible • Minimise number of workers working across multiple sites where practical • Maintain records of workers working across multiple sites

- Comply with DHHS directions in relation to surveillance testing of workers (25% of the workforce per week, 100% per month)
- Workers to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a person with coronavirus (COVID-19) and have not been directed to isolate
- **Temperature checking required**
- Explore opportunities for a technology solution for automated temperature detection

- Comply with DHHS directions in relation to surveillance testing of workers (25% of the workforce per week, 100% per month)
- Workers to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a person with coronavirus (COVID-19) and have not been directed to isolate
- **Temperature checking required**
- Explore opportunities for a technology solution for automated temperature detection

- Comply with DHHS directions in relation to surveillance testing of workers.
- Workers to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a person with coronavirus (COVID-19) and have not been directed to isolate

- Enhance airflow with external air by opening windows and door

- **Superior workforce bubble management:**
 - Operate in smallest workforce bubbles possible
 - Separation of workers by space/area; including communal areas, entry/exit points, carpark
 - Separation of workers by time/shifts; no cross-over, same break times, maximise same household safe shift
- Ensure that workers are not working across multiple work sites (exceptions apply)**

- **Superior workforce bubble management:**
 - Operate in smallest workforce bubbles possible
 - Separation of workers by space/area; including communal areas, entry/exit, carpark
 - Separation of workers by time/shifts; no cross-over, same break times, maximise same household safe shift
- Ensure that workers are not working across other work sites (exceptions apply)**

Bold – mandatory under public health direction*
 Not bold – recommended but not mandated

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