



NEW INFORMATION FOR WAREHOUSE AND DISTRIBUTION CENTRES UNDER VICTORIAN STAGE 4 RESTRICTIONS

There has been further information released regarding the conditions in which warehouses and distribution centres can continue business under the Victorian Stage 4 Restrictions.

- As of Sunday 9 August, Warehouses and Distribution Centres will need to:
 - ✓ Enact a HIGH RISK COVIDSAFE Plan (*See below*)
 - ✓ Regularly deep clean
 - ✓ Must not operate with more than 67 per cent of their daily peak and daily total workforce
 - ✓ No car-pooling
 - ✓ Work only at one premises
 - ✓ Employees are required to inform their employer if they share accommodation with anyone working at another high-risk workplace

- HIGH RISK COVIDSafe Plans
Business Victoria further information and template [HERE](#)

MAIN POINTS

- Reduction of Onsite Workforce
 - reduce peak onsite workforce by at least 33% of the daily peak workforce capacity;
AND
 - reduce daily onsite workforce by at least 33% of daily total workforce capacity.
 - You must retain documentation that supports how you determined daily peak workforce capacity.
- Workers will be able to work at only one premises where practicable
- Workplace must be comprehensively cleaned every day in accordance with the guidance of the DHHS.
- Establish a process to keep business records and calculations used to establish the restricted workforce levels

These requirements are already active (as at 10 August). If applicable, a High Risk COVIDSafe Plan needs to be developed and enforced as soon as possible.

- Documentation

Specified worksite operators will be required to declare in an attachment to their COVIDSafe Plan:

- the location and nature of the activities undertaken at sites intended to continue restricted operations;
- the peak workforce capacity levels calculated for each site and the time period used to establish these levels;
- the restricted workforce levels proposed for each site during the restriction period calculated in compliance with the order; and

- that the operator will retain and agrees to make available for inspection the business records and calculations used to establish the restricted workforce levels and demonstrate compliance with those restricted workforce levels through the period to which the restriction apply.

➤ Compliance and Enforcement

Government is introducing independent compliance reviews and site inspections. The process is being established to ensure the specified worksites comply with the **intent of the order** and can provide independently verifiable evidence of their compliance during and after the restriction period. It is recommended you retain evidence of compliance even after Stage 4 restrictions are lifted.