

INDUSTRY RESTRICTION LEVELS  
Common requirements across all workplaces

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| COMMON REQUIREMENTS | **ACTIONS ACROSS ALL LEVELS** | **CLOSED** | **HEAVILY RESTRICTED** | **RESTRICTED** | **OPEN WITH A COVIDSAFE PLAN** |
| **ENSURE PHYSICAL DISTANCING** | * **Staff and visitors must be 1.5m apart at all times** * **Density quotient applied to share spaces (e.g. workspace, tearooms)** * **Display signs showing patron limits at the entrance to enclosed areas where limits apply** * Use floor markings to provide minimum physical distancing guides * Minimise the build-up of people waiting to enter and exit the workplace * Provide training to staff on physical distancing expectations while working and socialising (including during lunch breaks) | * **No people on site except for emergency maintenance and repairs** | * **Staff can only attend work if permitted. Staff in permitted work premises must work from home, if they can** * **Apply density quotient** * **Reduce staff levels** * **Limit number of patrons** * **No carpooling to work** | * **Staff should work from home wherever possible** * **Apply density quotient** * **Some sectors allowed to lessen the reduction in staff levels** * **Some sectors allowed to lessen the reduction in patrons** * **No carpooling to work** | * **Staff should work from home wherever possible (to be relaxed over time)** * **Apply density quotient for some settings** (could be reduced over time) * Ensure staff follow current public health directions when carpooling |
| **WEAR A MASK** | * **All staff to wear a mask as per current directions** * Provide training/guidance on how to use PPE * Install screens or barriers |  | * **Ensure the proper use of masks in the workplace** * **For some sectors, additional PPE requirements apply** * Ensure adequate PPE training and supply |  |  |
| **PRACTISE GOOD HYGIENE** | * **Frequent and regular cleaning and disinfection of shared spaces** * Make soap and hand sanitiser available for all staff and customers throughout the workplace * Replace high-touch communal items with hygienic alternatives * Display a cleaning log in shared spaces |  | * Auditing of cleaning schedules | * Auditing of cleaning schedules |  |
| **KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL** | * **Support staff to stay home and get tested even if they only have mild symptoms** * **Have a plan to manage cases, notify others and potentially close down if there are coronavirus (COVID-19) cases** * **Keep records of all people who enter the workplace for contact tracing** * Temperature checking |  | * **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** | * **Ask staff to declare verbally before each shift that they are free of symptoms** |  |
| **AVOID INTERACTIONS IN ENCLOSED SPACES** | * Move as much activity outside as possible, including serving customers, meetings, kitchens, tearooms and lunchbreaks * Enhance airflow by opening windows and doors * Do not recirculate air |  |  |  |  |
| **CREATE WORKFORCE BUBBLES** | * Keep groups of staff rostered on the same shifts for a given geographic area/site * No overlap in shift changes |  | * **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 Chief Health Officer