

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

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