INDUSTRY RESTRICTION LEVELS
Common requirements across all workplaces

STAYING APART KEEPS US TOGETHER

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

STAYING APART KEEPS US TOGETHER

VICTORIA State Government