

INDUSTRY RESTRICTION LEVELS
Manufacturing (excludes meat and seafood processing)

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| INDUSTRY SPECIFIC REQUIREMENTS | **ACTIONS ACROSS ALL LEVELS** | **CLOSED** | **HEAVILY RESTRICTED***Current - Melbourne* | **RESTRICTED** | **OPEN WITH A COVIDSAFE PLAN** |
| **ENSURE PHYSICAL DISTANCING** | * **Staff and visitors must be 1.5m apart at all times**
* **Density quotient applied to shared spaces (e.g. workspace, tearooms)**
* Use floor markings to provide minimum physical distancing guides
* Minimise the build-up of people waiting to enter and exit the workplace
* Provide all staff with mandatory COVIDSafe Training
 | * **No people on site except for emergency maintenance and repairs**
 | * **Staff who can work from home must work from home**
* **Manufacturers can only operate if they are on the Permitted Work Premises list, or are supplying a permitted work premises**
* **Carpooling restricted as per public health directions**
 | * **Manufacturing that was closed in Heavily Restricted phase can operate at a maximum of 90% of normal daily worker level**
* **Staff who can work from home, should work from home**
* **Carpooling restricted as per public health directions**
 | * **Staff should work from home wherever possible (to be relaxed over time)**
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| **WEAR A FACE COVERING** | * **All staff to wear face coverings as per current directions**
* Provide training/guidance on how to use PPE
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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 log
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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 positive coronavirus (COVID-19) cases**
* **Keep records of all people who enter a worksite for contact tracing**
* Encourage temperature checking of all staff at the beginning of shifts
 |  | * **Ask staff to declare in writing or electronically before each shift that 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 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
* Open doors and windows wherever possible
* Do not recirculate air
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| **CREATE WORKFORCE BUBBLES** | * **Should minimise number of staff members working across other work sites**
* Keep groups of staff rostered on the same shifts/areas within a site
* No overlap in shift changes (where applicable)
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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