

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)** |
| **WEAR A FACE COVERING** | * **All staff to wear face coverings as per current directions** * Provide training/guidance on how to use PPE |  |  |  |  |
| **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 | * Auditing of cleaning log |  |
| **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 |  |
| **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 |  |  |  |  |
| **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) |  |  |  |  |

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

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