

INDUSTRY RESTRICTION LEVELS  
Wholesale trade and warehousing (excludes supermarkets and chilled distribution, poisons and controlled substances)

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| INDUSTRY SPECIFIC REQUIREMENTS | **ACTIONS ACROSS ALL LEVELS** | **CLOSED** | **HEAVILY RESTRICTED** *–***First Step -Metropolitan Melbourne** | **RESTRICTED**  **Second Step – Metropolitan Melbourne** | **OPEN WITH A COVIDSAFE PLAN**  **(Third Step and Last Step)** |
| **ENSURE PHYSICAL DISTANCING** | * Staff and customers should maintain a distance of 1.5 metres at all times where practical * **COVIDSafe Plan in place** * **Displaying signs to show patron limits  at the entrance of enclosed areas where limits apply** * **Density quotient applied to shared spaces (e.g. workspace, tearooms) and publicly accessible places** * Use floor markings and physical barriers in high traffic areas 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) * **Avoid carpooling where possible (unless with members of your household)** * Promote contactless payments such as 'tap and go’ and other electronic payment processes instead of cash | * **No people on site except for emergency maintenance and repairs** | * **Staff who can work from home must work from home** * **Carpooling restricted as per public health directions**   **Warehousing:**   * **33% warehouse worker reduction from normal daily peak and 10% overall reduction from normal daily levels** * **Note that medical, pharmaceutical and PPE warehouses operate under different restrictions (no overall workforce reduction)** * **No resourcing restrictions for workers whose primary place of work is not in the warehouse, e.g. linehaul drivers**   **Wholesale trade:**   * **Permitted wholesalers only as per Permitted Work Premises list** * Contactless Click and Collect for wholesales sales | * **Staff should work from home wherever possible** * **Carpooling restricted as per public health directions**   **Warehousing: No workforce restrictions**  **Wholesale trade:**   * **Businesses not on permitted work premises list in previous stage allowed to operate at 67% of normal daily worker level** * **Businesses on permitted premises list in previous stage can operate without workforce restrictions:** * **Grocery, liquor and tobacco product wholesaling** * **Animal feed and supplies wholesaling** * **Pharmaceutical wholesaling** * **Safety products wholesaling** * **Cleaning supplies and disinfectants wholesaling** * **Medical and disability supplies wholesaling** * Encourage Click and Collect where possible | * **Open with a COVIDSafe Plan. No density quotient.** |
| **WEAR A FACE COVERING** | * **Staff to wear face coverings when public face coverings are required** * Where practical, workplaces should provide training/guidance on how to use personal protective equipment (PPE)​ * Install screens or barriers​ where appropriate |  | * **PPE training and supply** | * **PPE training and supply** |  |
| **PRACTISE GOOD HYGIENE** | * **Frequently clean and disinfect shared spaces, frequently touched surfaces (at least twice a day) and publicly accessible areas** * Make soap and hand sanitiser available for all staff and customers throughout the workplace​ * Where practical replace high-touch communal items with alternatives​ * Display a cleaning log in shared spaces​ |  | * **Cleaning log** | * **Cleaning log** |  |
| **KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL** | * **Support staff to get tested and stay home even if they only have mild symptoms**​ * **Have a risk assessment process for when three or more workers are suspected to have coronavirus (COVID-19) at a single work site within a five-day period** * **Have a plan to manage cases, notify others, including DHHS and WorkSafe, and potentially close down if there are confirmed cases of coronavirus (COVID-19)**​ **in the workplace** * **Keep records all people who enter the workplace for contact tracing** * Wellness declarations for each staff member commencing shift​ * Workplaces are encouraged to undertake symptom screening at commencement of each shift |  | * **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 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** |  |
| **AVOID INTERACTIONS IN ENCLOSED SPACES** | * Reduce the amount of time staff are spending in enclosed spaces * Move as much activity as possible outside, including serving customers, meetings, kitchens, tearooms and lunchbreaks​ * Enhance airflow by opening windows and door and optimising fresh air flow in air conditioning systems |  | * Limits on workers per work vehicle: 1 per row of seats, seated diagonally opposite |  |  |
| **CREATE WORKFORCE BUBBLES** | * Keep the same staff rostered on the same shifts and in the same areas within a site​, where practical * Avoid overlap in shift changes​ where possible * **Minimise number of staff working across a business’ other premises where practical** * **Maintain records of staff working across multiple sites** |  | * **Ensure that staff are not working across other work sites (exceptions apply)** | * **Ensure that staff are not working across other work sites (exceptions apply)** * Create micro bubbles or pairing practices (e.g. two person lifting) to enable better tracing and isolation |  |

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

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