

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.**
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| **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**
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| **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**
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| **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**
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| **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
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| **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)**
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* Create micro bubbles or pairing practices (e.g. two person lifting) to enable better tracing and isolation
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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