

INDUSTRY RESTRICTION LEVELS

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

INDUSTRY SPECIFIC REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	CLOSED	HEAVILY RESTRICTED <i>Current - Melbourne</i>	RESTRICTED	OPEN WITH A COVIDSAFE PLAN
ENSURE PHYSICAL DISTANCING	<ul style="list-style-type: none"> Staff and visitors must be 1.5m apart at all times 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) Install screens or barriers, where appropriate Density quotient applied to shared spaces (e.g. workspace, tearooms) 	<ul style="list-style-type: none"> No people on site except for emergency maintenance and repairs 	<ul style="list-style-type: none"> Staff who can work from home must work from home Carpooling restricted as per public health directions <p>Warehousing:</p> <ul style="list-style-type: none"> 33% warehouse worker reduction from normal daily peak and 10% overall reduction from normal daily levels <ul style="list-style-type: none"> Workforce reduction does not apply restrictions for hazardous goods and Australian Register of Therapeutic Goods No resourcing restrictions for workers who spend less than 20% of their shift in the warehouse, e.g. linehaul drivers <p>Wholesale trade:</p> <ul style="list-style-type: none"> Permitted wholesalers only as per Permitted Work Premises list Contactless Click and Collect for wholesales sales 	<ul style="list-style-type: none"> Staff should work from home wherever possible Carpooling restricted as per public health directions <p>Warehousing (no change):</p> <ul style="list-style-type: none"> 33% warehouse worker reduction from normal daily peak and 10% overall reduction from normal daily levels <ul style="list-style-type: none"> Workforce reduction does not apply restrictions for hazardous goods and Australian Register of Therapeutic Goods No resourcing restrictions for workers who spend less than 20% of their shift in the warehouse, e.g. linehaul drivers <p>Wholesale trade:</p> <ul style="list-style-type: none"> Businesses not on permitted work premises list in previous stage allowed to open capped at 67% of normal daily worker level Encourage Click and Collect where possible 	<ul style="list-style-type: none"> Staff should work from home wherever possible (to be relaxed over time)
WEAR A MASK	<ul style="list-style-type: none"> All staff to wear a mask as per current directions Provide training/guidance on how to use PPE 		<ul style="list-style-type: none"> Auditing of PPE training and supply 		
PRACTISE GOOD HYGIENE	<ul style="list-style-type: none"> 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 Frequent cleaning and disinfection of shared spaces Cleaning inside of vehicles between shifts 		<ul style="list-style-type: none"> Auditing of cleaning log 	<ul style="list-style-type: none"> Auditing of cleaning schedules 	
KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL	<ul style="list-style-type: none"> 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 Proactively share notice of positive case to suppliers and Business to Business customers who have been in contact Encourage temperature checking of all staff at the beginning of shifts 		<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Ask staff to declare verbally before each shift they are free of symptoms 	
AVOID INTERACTIONS IN ENCLOSED SPACES	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Limits on workers per work vehicle: 1 per row of seats, seated diagonally opposite 		

Wholesale trade and warehousing (excludes supermarkets and chilled distribution, poisons and controlled substances)
 Definition: Facilities used for bulk sales, storage, breakdown, sorting, picking, packing, e-commerce pick/pack, bulk distribution

CREATE WORKFORCE BUBBLES

- Keep the same staff rostered on the same shifts and in the same areas within a site
- Minimise use of communal areas across shifts – rest rooms, entry and exit points
- Separate tea rooms, etc for delivery workers that visit 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

- **Ensure that staff members are not working across other work sites (exceptions apply)**

- **Ensure that staff members 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