

INDUSTRY RESTRICTION LEVELS

Common requirements across all workplaces

COMMON REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	CLOSED	HEAVILY RESTRICTED	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 Density quotient applied to share spaces (e.g. workspace, tearooms) Display signs showing patron limits at the entrance to enclosed areas where limits apply 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) 	<ul style="list-style-type: none"> No people on site except for emergency maintenance and repairs 	<ul style="list-style-type: none"> Staff can only attend work if permitted. Staff in permitted work premises must work from home, if they can Apply density quotient Reduce staff levels Limit number of patrons No carpooling to work 	<ul style="list-style-type: none"> Staff should work from home wherever possible Apply density quotient Some sectors allowed to lessen the reduction in staff levels Some sectors allowed to lessen the reduction in patrons No carpooling to work 	<ul style="list-style-type: none"> Staff should work from home wherever possible (to be relaxed over time) Apply density quotient for some settings (could be reduced over time) Ensure staff follow current public health directions when carpooling
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 Install screens or barriers 		<ul style="list-style-type: none"> Ensure the proper use of masks in the workplace For some sectors, additional PPE requirements apply Ensure adequate PPE training and supply 		
PRACTISE GOOD HYGIENE	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Auditing of cleaning schedules 	<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 coronavirus (COVID-19) cases Keep records of all people who enter the workplace for contact tracing Temperature checking 		<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 that 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 				
CREATE WORKFORCE BUBBLES	<ul style="list-style-type: none"> Keep groups of staff rostered on the same shifts for a given geographic area/site No overlap in shift changes 		<ul style="list-style-type: none"> Ensure that staff members are not working across other work sites (exceptions apply) 	<ul style="list-style-type: none"> Limit number of staff members working across other work sites 	

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

*Subject to final development of directions by Chief Health Officer