

# INDUSTRY RESTRICTION LEVELS

## Professional, scientific, financial and administrative support services

| INDUSTRY SPECIFIC REQUIREMENTS                             | ACTIONS ACROSS ALL LEVELS   | CLOSED<br>First and Second Step   | HEAVILY RESTRICTED  | RESTRICTED<br>Third Step   | OPEN WITH A COVIDSAFE PLAN<br>Final Step   |
|--|---|---|---|--|--|
| <b>ENSURE PHYSICAL DISTANCING</b>                          | <ul style="list-style-type: none"> <li>Workers and customers should maintain a distance of 1.5 metres at all times where practical</li> <li><b>COVIDSafe Plan in place</b></li> <li><b>Display signs to show patron limits at the entrance of enclosed areas where limits apply</b></li> <li><b>Density quotient applied to shared spaces (e.g. workspace, tearooms) and publicly accessible places</b></li> <li>Use floor markings and physical barriers in high traffic areas to provide minimum physical distancing guides</li> <li>Minimise the build-up of people waiting to enter and exit the workplace</li> <li>Provide training to workers on physical distancing expectations while working and socialising (including during lunch breaks)</li> <li><b>Avoid carpooling where possible (unless with members of your household)</b></li> <li>Promote contactless payments such as 'tap and go' and other electronic payment processes instead of cash</li> <li>Encourage all tea rooms, break spaces to be outside</li> </ul> | <p><b>Permitted professional, scientific, financial and administrative support services as per the Permitted Work Premises list</b></p> <p><b>All activities that can be done at home, must be. Limited exceptions apply for critical and essential services that enable working from home:</b></p> <ul style="list-style-type: none"> <li>Collecting and scanning documents, processing payments and other essential activities that enable the business to operate through working from home</li> <li>Limited access allowed to site only for essential specialised technical equipment or systems that cannot be accessed remotely</li> <li>Permitted Worker can travel to client sites that are operating under lower restrictions in order to deliver services that a client requires</li> </ul> | <ul style="list-style-type: none"> <li><b>All activities that can be done at home must be</b></li> </ul>  | <ul style="list-style-type: none"> <li>All activities that can be done at home, should be</li> <li>Staggered arrival / break / departure times for high capacity offices</li> </ul>  | <ul style="list-style-type: none"> <li>Staff should work from home wherever possible (to be relaxed over time)</li> </ul>  |
| <b>WEAR A FACE MASK</b>                                    | <ul style="list-style-type: none"> <li><b>Warn staff to wear face masks as per current directions</b></li> <li>Where practical, workplaces should provide training/guidance on how to use personal protective equipment (PPE)</li> <li>Install screens or barriers where appropriate</li> </ul>   |   |   |  |  |
| <b>PRACTISE GOOD HYGIENE</b>                               | <ul style="list-style-type: none"> <li><b>Frequent cleaning and disinfection of shared spaces, frequently touched surfaces (at least twice a day) and publicly accessible areas</b></li> <li>Make soap and hand sanitiser available for all workers and customers throughout the workplace</li> <li>Where practical replace high-touch communal items with alternatives</li> <li>Display a cleaning log in shared spaces</li> <li>Clean inside of vehicles between shifts</li> </ul>  |   |   |  |  |
| <b>KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL</b> | <ul style="list-style-type: none"> <li><b>Support workers to get tested and stay home even if they only have mild symptoms</b></li> <li><b>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</b></li> <li><b>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</b></li> <li><b>Keep records all people who enter the workplace for contact tracing</b></li> <li>Wellness declarations for each workers member commencing shift</li> <li>Workplaces are encouraged to undertake symptom screening at commencement of each shift</li> </ul>   |   |   |  |  |
| <b>AVOID INTERACTIONS IN ENCLOSED SPACES</b>               | <ul style="list-style-type: none"> <li>Reduce the amount of time workers are spending in enclosed spaces</li> <li>Move as much activity as possible outside, including serving customers, meetings, kitchens, tearooms and lunchbreaks</li> <li>Enhance airflow by opening windows and door and optimising fresh air flow in air conditioning systems</li> </ul>  |   | <ul style="list-style-type: none"> <li>No face to face meetings</li> <li>Density quotient applies to shared spaces , e.g. tearooms, break spaces</li> <li>Limit access to shared spaces, e.g. tearooms, break spaces</li> </ul> | <ul style="list-style-type: none"> <li>Avoid face to face meetings</li> <li>Density quotient applies to shared spaces , e.g. tearooms, break spaces</li> <li>Limit access to shared spaces, e.g. tearooms, break spaces</li> </ul> | <ul style="list-style-type: none"> <li>Minimum 4sqm per person where face to face meetings are necessary</li> <li>Density quotient applies to shared spaces , e.g. tearooms, break spaces</li> </ul> |

## CREATE WORKFORCE BUBBLES

- Keep the same workers 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 workers working across a business' other premises where practical**
- **Maintain records of workers working across multiple sites**

- Defined workspaces when its necessary to work on site
- No visitors

- Defined workspaces and teams that create and enforce workforce bubbles
- Avoid visitors

**Bold – mandatory under public health direction\***

Not bold – recommended but not mandated

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

# INDUSTRY RESTRICTION LEVELS

## Professional services (Legal – additional requirements)

| ADDITIONAL REQUIREMENTS                                    | ACTIONS ACROSS ALL LEVELS   | CLOSED<br>First and Second Step  | HEAVILY RESTRICTED   | RESTRICTED<br>Third Step  | OPEN WITH A COVIDSAFE PLAN<br>Final Step   |
|--|---|--|--|---|--|
| <b>ENSURE PHYSICAL DISTANCING</b>                          | <ul style="list-style-type: none"> <li>• Staff and customers should maintain a distance of 1.5m at all times where practical</li> <li>• COVIDSafe Plan in place</li> <li>• Display signs to show patron limits at the entrance of enclosed areas where limits apply</li> <li>• Apply density quotient to shared spaces (e.g. workspace, tearooms) and publicly accessible places</li> <li>• Use floor markings and physical barriers in high traffic areas to provide minimum physical distancing guides</li> <li>• Minimise the build-up of people waiting to enter and exit the workplace</li> <li>• Provide training to staff on physical distancing expectations while working and socialising (including during lunch breaks)</li> <li>• Avoid carpooling where possible (unless with members of your household)</li> <li>• Promote contactless payments such as 'tap and go' and other electronic payment processes instead of cash</li> <li>•</li> </ul> | <p><b>All work sites closed except:</b></p> <ul style="list-style-type: none"> <li>• Where it is not reasonably practicable for a person to work from the premises where they normally reside</li> <li>• Attend court where requested and required by the Head of Jurisdiction.</li> <li>• May attend a medico-legal appointment to support a legal, compensation, insurance or other matter that cannot be undertaken remotely</li> </ul> | <ul style="list-style-type: none"> <li>• All activities that can be done at home must be</li> <li>• Attend court where requested and required by the Head of Jurisdiction.</li> <li>• May attend a medico-legal appointment to support a legal, compensation, insurance or other matter</li> </ul> | <ul style="list-style-type: none"> <li>• All activities that can be done at home, should be</li> <li>• Staggered arrival / break / departure times for high capacity offices</li> <li>• Attend court where requested and required by the Head of Jurisdiction</li> <li>• Access allowed to office site for solicitors and barristers to participate in remote court hearings from the office site. Workforce density rules apply</li> <li>• Clients should not attend office sites unless the matter cannot be undertaken reasonably and/or the client cannot participate reasonably in an online communication, teleconference or by means of an audio-visual link facility</li> <li>• Dispute resolution, arbitration, mediation, conciliation, Settlement Conference, Statutory Conference and inquiries should only occur in person for court-ordered matters</li> <li>• May attend a medico-legal appointment to support a legal, compensation, insurance or other matter</li> </ul> | <ul style="list-style-type: none"> <li>• Staff should work from home wherever possible (to be relaxed over time)</li> <li>• Access permitted to office sites with workplace density rules in place, covering multi-lawyer workplaces, firms, and buildings with more than one sole legal practitioner as an occupant. Density limits, including staggered arrival/break/departure times enforced and apply to clients and non-legal staff</li> </ul> |
| <b>WEAR A FACE MASK</b>                                    | <ul style="list-style-type: none"> <li>• All staff to wear face masks as per current directions</li> <li>• Where practical, workplaces should provide training/guidance on how to use personal protective equipment (PPE)</li> <li>• Install screens or barriers where interaction with the public occurs</li> </ul>  |  |  |   |  |
| <b>PRACTISE GOOD HYGIENE</b>                               | <ul style="list-style-type: none"> <li>• Frequently clean and disinfect shared spaces, frequently touched surfaces (at least twice a day) and publicly accessible areas</li> <li>• Make soap and hand sanitiser available for all staff and customers throughout the workplace</li> <li>• Where practical replace high-touch communal items with alternatives</li> <li>• Display a cleaning log in shared spaces</li> </ul>   |  |  |   |  |
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|---|--|
| <p><b>AVOID INTERACTIONS IN ENCLOSED SPACES</b></p> | <ul style="list-style-type: none"> <li>• Reduce the amount of time staff are spending in enclosed spaces</li> <li>• Move as much activity as possible outside, including serving customers, meetings, kitchens, tearooms and lunchbreaks</li> <li>• Enhance airflow by opening windows and door and optimising fresh air flow in air conditioning systems</li> </ul>   |
| <p><b>CREATE WORKFORCE BUBBLES</b></p>              | <ul style="list-style-type: none"> <li>• Keep the same staff rostered on the same shifts and in the same areas within a site, where practical</li> <li>• Avoid overlap in shift changes where possible</li> <li>• <b>Minimise number of staff members working across a business' other premises where practical</b></li> <li>• <b>Maintain records of staff members working across multiple sites</b></li> </ul> |

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