

INDUSTRY RESTRICTION LEVELS

Public administration (courts, tribunals, and justice)

| INDUSTRY SPECIFIC REQUIREMENTS | ACTIONS ACROSS ALL LEVELS | CLOSED | HEAVILY RESTRICTED First Step | RESTRICTED Second Step | RESTRICTED Third Step | OPEN WITH A COVIDSAFE PLAN Last Step and COVID Normal |
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| <p>ENSURE PHYSICAL DISTANCING</p> | <ul style="list-style-type: none"> Workers and customers should maintain a distance of 1.5 metres at all times where practical COVIDSafe Plan in place Display 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 workers 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 Encourage all tea rooms, break spaces to be outside <p><u>Scope of Justice includes:</u></p> <ul style="list-style-type: none"> Office of the Public Advocate Justice Centres Oversight, Integrity and Regulatory Bodies (IBAC, Ombudsman, Auditor-General, Public Interest Monitor, VEOHRC, Commissioner for Children and Young People, VLAB, VLSBC, IPTA) Bail Justices and Justices of the Peace Victorian Institute of Forensic Medicine | <p>N/A</p> | <p>Urgent and Priority matters</p> <ul style="list-style-type: none"> Remote hearings as default, run from home where possible Court or tribunal matters may proceed on-site as determined by the relevant Head of Jurisdiction Staff necessary to support on-site or remote operations able to attend on-site Head of Jurisdiction to approve in person attendance beyond judiciary and staff (otherwise attendees including legal profession, jury, VLA, OPP, Victoria Police, Aboriginal Legal Services including client support roles, CLCs, Victims Support, attend remotely) Essential custodial movements to court aligned with Corrections quarantine arrangements as required by health advice and Corrections Victoria operational requirement Activities essential to operation of Justice may operate on site where necessary All systems support, maintenance and operation services required for DJCS and Victoria Police to support, maintain and operate Births, Deaths and Marriages Fixed traffic and mobile traffic cameras and Fines Victoria systems Administration of justice matters by legal practitioners for their clients where 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 Required pathology and forensic services | <p>Urgent, priority and essential matters (Second Step)</p> <ul style="list-style-type: none"> Remote hearings as default, run from home where possible Court or tribunal matters may proceed on-site as determined by the relevant Head of Jurisdiction Staff necessary to support on-site or remote operations able to attend on-site Head of Jurisdiction to approve in person attendance beyond judiciary and staff (otherwise attendees including legal profession, jury, VLA, OPP, Victoria Police, Aboriginal Legal Services including client support roles, CLCs, Victims Support, attend remotely) Essential custodial movements to court aligned with Corrections quarantine arrangements as required by health advice and Corrections Victoria operational requirement Activities essential to operation of Justice may operate on site where necessary All systems support, maintenance and operation services required for DJCS and Victoria Police to support, maintain and operate Births, Deaths and Marriages Fixed traffic and mobile traffic cameras and Fines Victoria systems Administration of justice matters by legal practitioners for their clients where 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 Required pathology and forensic services Onsite pilot jury trial where agreed by Head of Jurisdiction and Chief Health Officer | <p>All matters (Third Step)</p> <ul style="list-style-type: none"> Remote hearings where possible run from home, chambers or court rooms Court or tribunal matters may proceed onsite as determined by the relevant Head of Jurisdiction noting the limited custodial movement requirement Staff necessary to support on-site or remote operations able to attend on-site Where possible attendance beyond judiciary and staff (for example legal profession, jury, VLA, OPP, Victoria Police, Aboriginal Legal Services including client support roles, CLCs, Victims Support) should be done remotely Essential custodial movements to court aligned with Corrections quarantine arrangements as required by health advice and Corrections Victoria operational requirement Criminal jury trials permitted with strict COVID-safe plans (virtual jury pools, physical distancing, density requirement, hygiene protocols, minimised handling of common objects, strict directions to jurors etc.), (specific allowance for gathering in numbers to allow for empanelment) Activities essential to operation of Justice may operate on site | <ul style="list-style-type: none"> Remote hearings where possible run from home, chambers or court rooms In person attendance at court or tribunal may proceed where appropriate in compliance with density quotient Jury trials permitted with strict COVID-safe plans (virtual jury pools, physical distancing, density requirement, hygiene protocols, minimised handling of common objects, strict directions to jurors etc.) and adjusted where appropriate to reflect the latest advice Limited access to the public dependent on complying with density quotient Essential custodial movements to court aligned with Corrections quarantine arrangements as required by health advice and Corrections Victoria operational requirement |
| <p>WEAR A FACE MASK</p> | <ul style="list-style-type: none"> All staff to wear face masks as per current directions Where practical, workplaces should provide training/guidance on how to use personal protective equipment (PPE) Install screens or barriers where appropriate | | | | | |

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| <p>PRACTISE GOOD HYGIENE</p> | <ul style="list-style-type: none"> • Frequent cleaning and disinfection of shared spaces, frequently touched surfaces (at least twice a day) and publicly accessible areas • Make soap and hand sanitiser available for all workers and customers throughout the workplace • Where practical replace high-touch communal items with alternatives • Display a cleaning log in shared spaces • Clean inside of vehicles between shifts |
| <p>KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL</p> | <ul style="list-style-type: none"> • Support workers 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 workers member commencing shift • Workplaces are encouraged to undertake symptom screening at commencement of each shift |
| <p>AVOID INTERACTIONS IN ENCLOSED SPACES</p> | <ul style="list-style-type: none"> • Reduce the amount of time workers 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 |
| <p>CREATE WORKFORCE BUBBLES</p> | <ul style="list-style-type: none"> • 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 |

- Staggered start times for on-site sessions

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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