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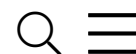
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Preventing infection in the workplace

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> Information and advice on how businesses can reduce the risk of
> coronavirus (COVID-19) infections in the workplace.

Key points

- There are practical actions you can take to keep your staff and
  customers safe by implementing hygiene and physical distancing
  measures

- This page contains information on how best to clean and disinfect to
  reduce the risk of coronavirus (COVID-19) transmission.

For information and advice

- Visit the Business Victoria Coronavirus Support ⤢
  (https://www.business.vic.gov.au/disputes-disasters-and-succession-
  planning/coronavirus-covid-19/coronavirus-business-support) website or
  call the Business Victoria hotline on 13 22 15.

- Visit <u>Worksafe Victoria</u> ☒ <u>(https://www.worksafe.vic.gov.au/coronavirus-covid-19)</u> for information on preventing coronavirus (COVID-19) in the workplace.

- Industry bodies, government and specific workplaces can provide feedback about the measures via the <u>Victorian Occupational and Environmental Physician COVID-19 Expert Panel (Word) (/victorian-occupational-and-environmental-physician-covid-19-expert-panel)</u>.

On this page

Slowing the spread of coronavirus (COVID-19)

To slow the spread of coronavirus (COVID-19), employers need to ensure the following measures in a workplace:

- Have a COVIDSafe plan ↗ (https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace)

- Provide and promote hand sanitisers, including at building entrances.

- Increase environmental cleaning, including between changes of staff.

- Regularly clean with disinfectant high-touch surfaces (at least twice daily) - including desks, doors and door handles, keyboards and lifts, including lift buttons and handrails.

- In a change room, provide adequate supplies so staff do not share items, such as towels and soap bars, and encourage staff to wash their hands after changing.

- Open windows and adjust air conditioning to enhance airflow. Ensure the highest hygiene practices are in place among food handlers and canteen staff.

- Purchase supplies to help limit infection, for example alcohol sanitisers and soap.

Face coverings

- From 11:59pm on Sunday 2 August, face coverings (/face-coverings-covid-19) must be worn by everyone in Victoria when they leave home unless a lawful exception applies.

- Employers should ensure employees wear a face covering while at work, unless a lawful exception applies.

- If you are driving on your own in a vehicle for work, you do not need to wear a face covering. When you leave your vehicle or need to interact with others, you should put on a face covering. If you are travelling with others outside your household, including passengers or other people from your work, you must wear a face covering.

For a list of the exemptions for not wearing a face covering visit the face coverings page (/face-coverings-covid-19).

Physical distancing

The following measures need to be used to promote physical distancing in a workplace:

- Plan ways to enable physical distancing of at least 1.5 meters to reduce person-to-person contact for staff and clients.

- Where possible, employees must work from home.

- If it is not possible to work from home, employers should plan ways to enable physical distancing of at least 1.5 meters to reduce person-to-person contact for staff and clients, where reasonably practicable.

- In an enclosed workspace there should be on average of no more than one person per four square meters (/four-square-metre-rule-covid-19) of floor space.

- If possible, designate specific doorways as entry-only and exit-only and aim to keep people walking in the same direction through the workplace.

- Avoid indoor meetings and lunchrooms. Encourage online meetings.

- Workplaces that have areas accessible to the public will also be subject to density quotient and signage requirements and those subject to Stay at Home restrictions will be subject to further specific restrictions. Visit Victoria's restriction levels (/victorias-restriction-levels-covid-19) for the most up to date restrictions in place in Victoria.

- Provide a clearly visible sign for customers and staff stating how many people are allowed in your premise. For information on signs and signage templates see the Business Victoria website 🗗 (https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/coronavirus-business-support).

Cleaning and disinfection

Workplaces need to clean and disinfect surfaces - both steps are essential. The first step is cleaning, which means wiping dirt and germs off a surface. You can use common household detergent products for cleaning which are stocked at supermarkets. Cleaning alone does not kill germs.

The next step is to disinfect the surface. Disinfection means using chemicals to kill germs on surfaces. Again, supermarkets stock common household disinfection products – it is important to use products that are labelled "disinfectant" and to

follow the instructions on the label.

High touch surfaces should be cleaned and disinfected regularly, at least twice daily. Read the Cleaning and disinfecting to reduce coronavirus (COVID-19) transmission factsheet (Word) (/cleaning-and-disinfecting-reduce-covid-19-transmission) for more information.

How to clean and disinfect after a coronavirus (COVID-19) case in the workplace

Cleaning and disinfecting after a coronavirus (COVID-19) case in the workplace (Word) (/cleaning-and-disinfecting-reduce-covid-19-transmission-building-and-construction-sites) – Information for cleaners, business owners and managers. The cleaning and disinfection principles outlined in the document can be applied to all settings including construction.

Cleaning and disinfecting for non-healthcare settings

Cleaning and disinfection to reduce coronavirus (COVD-19) transmission tips for non-healthcare settings (Word) (/cleaning-and-disinfecting-reduce-covid-19-transmission-tips-non-healthcare-settings) - advice on cleaning and disinfecting to reduce the risk of coronavirus (COVID-19) transmission in all non-healthcare settings in Victoria.

Cleaning and disinfecting for local councils

Cleaning and disinfecting to reduce coronavirus (COVID-19) transmission - tips for local councils (Word) (/factsheet-cleaning-and-disinfecting-local-council) – advice on cleaning and disinfecting to reduce the risk of coronavirus (COVID-19) transmission for local councils. This advice applies to all non-healthcare settings in Victoria.

Personal protective equipment (PPE) guidance

The [Procurement of personal protective equipment (PPE) for workplaces in the coronavirus (COVID-19) environment frequently asked questions (Word) (/procurement-personal-protective-equipment-workplaces-coronavirus-covid-19-environment-frequently)](#) provides guidance on best practice to slow the spread of coronavirus (COVID-19) within the work environment for services outside of the health and aged care systems, including the appropriate use of personal protective equipment (also known as PPE).

The [Appropriate use of personal protective equipment (PPE) for coronavirus (COVID-19) in the work environment frequently asked questions (Word) (/appropriate-use-personal-protective-equipment-coronavirus-covid-19-workplaces-coronavirus-covid-19)](#) provides guidance on best practice for slowing the spread of coronavirus (COVID-19) within the work environment for services outside of the health system (health and aged care services), including the process for procuring personal protective equipment (also known as PPE) where it is required. This document should be read in conjunction with the advice on the appropriate use of personal protective equipment.

Further useful information for workplaces

- [WorkSafe Victoria coronavirus (COVID-19) ↗ (https://www.worksafe.vic.gov.au/coronavirus-covid-19)](#)

- [Business Victoria - coronavirus business support ↗ (https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/coronavirus-business-support)](#)

- [Victoria's restriction levels (/victorias-restriction-levels-covid-19)](#)

- [Four square metre rule (/four-square-metre-rule-covid-19)](#)

Resources

Posters

The following resources can be printed and displayed:

- Door sign for maximum number of patrons ⬀
  (https://www.business.vic.gov.au/__data/assets/pdf_file/0003/1903305/Door-
  sign-Our-maximum-number-of-patrons-is.pdf)

- Wash your hands regularly poster ⬀
  (https://www2.health.vic.gov.au/about/publications/policiesandguidelines/wash-
  your-hands-regularly-poster)

- Cover your cough and sneeze poster ⬀
  (https://www2.health.vic.gov.au/about/publications/policiesandguidelines/cover-
  your-cough-sneeze-poster)

- Reduce your risk of coronavirus (/reduce-your-risk-coronavirus-poster)

- Translated resources are also available on the DHHS website (/translated-
  resources-coronavirus-disease-covid-19).

- For more signage and posts visit: Business Victoria Coronavirus Support ⬀
  (https://www.business.vic.gov.au/__data/assets/pdf_file/0003/1903305/Door-
  sign-Our-maximum-number-of-patrons-is.pdf).

Industry specific advice

- Agriculture Victoria ⬀
  (http://agriculture.vic.gov.au/agriculture/emergencies/coronavirus) Information
  for farmers and primary producers

- Business Victoria Information for businesses ⬀
  (https://www.business.vic.gov.au/disputes-disasters-and-succession-
  planning/illness-and-business-management-plan/dealing-with-coronavirus)

- Business Victoria Information for restaurants and cafes ⬀
  (https://www.business.vic.gov.au/disputes-disasters-and-succession-
  planning/coronavirus-covid-19/coronavirus-business-support#hospitality)

- Business Victoria Information for beauty and personal care facilities ⬀
  (https://www.business.vic.gov.au/disputes-disasters-and-succession-
  planning/coronavirus-covid-19/coronavirus-business-
  support#reopening%20beauty%20and%20personal%20care)

- Business Victoria Information for the tourism industry ☑ (https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/coronavirus-business-support#reopening%20tourism)

- Creative Victoria ☑ (https://creative.vic.gov.au/coronavirus) Information for the creative industries.

- Global Victoria ☑ (https://global.vic.gov.au/whatson/2020/april-2020/responding-to-coronavirus-covid19/summary-of-government-assistance-to-businesses-accessible) Information about Commonwealth and Victorian Government assistance for businesses.

- Sport and Recreation Victoria ☑ (https://sport.vic.gov.au/news/articles/updated-restrictions-and-resources-for-sport-and-recreations-return-to-play) Information for the sport and recreation industries.

- Study Melbourne ☑ (https://www.studymelbourne.vic.gov.au/news-updates/information-for-international-students-regarding-coronavirus) Information for international students.

- Visit Victoria ☑ (https://corporate.visitvictoria.com/resources/other-resources/coronavirus) Information for tourism and events industries.

Translated industry specific advice

- Study Melbourne ☑ (https://www.studymelbourne.vic.gov.au/news-updates/information-for-international-students-regarding-coronavirus) Information for international students – select your language in the top bar of the website

For more information

- Visit the Business Victoria Coronavirus Support ☑ (https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/illness-and-business-management-plan/coronavirus-business-support) website or call the Business Victoria hotline on 13 22 15.

CORONAVIRUS (/CORONAVIRUS)

Victoria's restriction levels (/victorias-restriction-levels-covid-19)

How to stay safe and well (/how-stay-safe-and-well-covid-19)

Getting tested (/getting-tested)

For health services and professionals (/health-services-and-professionals-coronavirus-covid-19)

For service providers (/service-providers-coronavirus-disease-covid-19)

Business and industry (/business-sector-coronavirus-disease-covid-19)

Preventing infection in the workplace (/preventing-infection-workplace-covid-19)

Working from home - information for business (/working-home-covid-19)

Record keeping for contact tracing - information for business (/record-keeping-contact-tracing-covid-19)

Business and industry stage 3 restrictions (/business-and-industry-stage-3-restrictions-covid-19)

Business and industry stage 4 restrictions (/business-industry-stage-4-restrictions-covid-19)

Confirmed case in the workplace (/confirmed-case-in-the-workplace-covid-19)

Four square metre rule (/four-square-metre-rule-covid-19)

Information about stage 4 restrictions (/information-about-stage-4-restrictions-covid-19)

Workplace obligations (/workplace-obligations-covid-19)

Aboriginal and Torres Strait Islander communities (/coronavirus-information-aboriginal-and-torres-strait-islander-communities)

Latest news (/latest-news-coronavirus-covid-19)

Updates (/coronavirus/updates)

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Updated on 18/08/2020

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Service providers ⤢ (http://providers.dhhs.vic.gov.au/)

Health.vic ⤢ (https://www2.health.vic.gov.au/)

HousingVic ⤢ (http://housing.vic.gov.au/)

Better Health Channel ⤢ (https://www.betterhealth.vic.gov.au/)

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Funded Agency Channel ⤢ (https://fac.dhhs.vic.gov.au/)

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f   Facebook (https://www.facebook.com/VicGovDHHS/)

Contact

Address: 50 Lonsdale Street
Melbourne, Victoria, Australia
3000

Phone: 1300 650 172 (tel:1300 650 172)

Make a complaint (/making-complaint)

Leave website feedback (/website-feedback)

The department acknowledges Aboriginal and Torres Strait Islander people as the Traditional Custodians of the land and acknowledges and pays respect to their Elders, past and present.

The department is committed to safe and inclusive work places, policies and services for people of LGBTIQ communities and their families.

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