



# Transition to Restricted Activity Level THE BUILDING AND CONSTRUCTION INDUSTRY VICTORIA 21 September 2020

## Preamble

From 28 September 2020, the Building and Construction Industry in Metropolitan Melbourne will be permitted to transition to the 'Restricted' Level of permitted business activity, subject to the State meeting new case targets and a public health review.

In order for this transition to occur, industry participants are required to meet new criteria outlined in the Victorian Government Roadmap and subject to Workplace Directions of the Chief Health Officer when issued.

Revision 7 of the Industry COVID-19 Guidelines can be found via the following link:  
[https://www.vba.vic.gov.au/\\_data/assets/pdf\\_file/0020/116417/COVID-19-Guidelines-for-the-Building-and-Construction-Industry-Revision-7.pdf](https://www.vba.vic.gov.au/_data/assets/pdf_file/0020/116417/COVID-19-Guidelines-for-the-Building-and-Construction-Industry-Revision-7.pdf)

## Industry Stakeholder Quotes

“Like everyone else in our community, the message for everyone in our industry, whether they be a worker, a supervisor, a manager or owner, now is the time to re-group and strengthen the measures to keep COVID-19 off sites.

The building and construction industry is the backbone of our economy and we will continue to work with the State Government to keep the hundreds of business viable and the many thousands of workers employed”.

## Common Requirements across all Sectors

There are prescribed conditions that currently and continue to apply across all sectors

- Staff should work from home wherever possible
- Apply density quotient
- No carpooling to work
- Auditing of cleaning schedules
- CALD messaging and resources

COMMON REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	CLOSED	HEAVILY RESTRICTED	RESTRICTED	OPEN WITH A COVIDSAFE PLAN
<b>ENSURE PHYSICAL DISTANCING</b>	<ul style="list-style-type: none"> <li>• Staff and visitors must be 1.5m apart at all times</li> <li>• Density quotient applied to share spaces (e.g. workspace, tearooms)</li> <li>• Display signs showing patron limits at the entrance to enclosed areas where limits apply</li> <li>• Use floor markings 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> </ul>	<ul style="list-style-type: none"> <li>• No people on site except for emergency maintenance and repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Staff can only attend work if permitted. Staff in permitted work premises must work from home, if they can.</li> <li>• Apply density quotient</li> <li>• Reduce staff levels</li> <li>• Limit number of patrons</li> <li>• No carpooling to work</li> </ul>	<ul style="list-style-type: none"> <li>• Staff should work from home wherever possible</li> <li>• Apply density quotient</li> <li>• Some sectors allowed to lessen the reduction in staff levels</li> <li>• Some sectors allowed to lessen the reduction in patrons</li> <li>• No carpooling to work</li> </ul>	<ul style="list-style-type: none"> <li>• Staff should work from home wherever possible (to be relaxed over time)</li> <li>• Apply density quotient for some settings (could be reduced over time)</li> <li>• Ensure staff follow current public health directions when carpooling</li> </ul>
<b>WEAR A MASK</b>	<ul style="list-style-type: none"> <li>• All staff to wear a mask as per current directions</li> <li>• Provide training/guidance on how to use PPE</li> <li>• Install screens or barriers</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure the proper use of masks in the workplace</li> <li>• For some sectors, additional PPE requirements</li> <li>• Ensure adequate PPE training and supply</li> </ul>		

<p><b>PRACTISE GOOD HYGIENE</b></p>	<ul style="list-style-type: none"> <li>• <b>Frequent and regular cleaning and disinfection of shared spaces</b></li> <li>• Make soap and hand sanitiser available for all staff and customers throughout the workplace</li> <li>• Replace high-touch communal items with alternatives</li> <li>• Display a cleaning log in shared spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Auditing of cleaning schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Auditing of cleaning schedules</li> </ul>
<p><b>KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL</b></p>	<ul style="list-style-type: none"> <li>• <b>Support staff to stay home and get tested even if they only have mild symptoms</b></li> <li>• <b>Have a plan to manage cases, notify others and potentially close down if there are COVID-19 cases</b></li> <li>• <b>Keep records all people who enter the workplace for contact tracing</b></li> <li>• Temperature checking</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ask staff to declare in writing or electronically before each shift that are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ask staff to declare verbally before each shift that are free of symptoms.</b></li> </ul>
<p><b>AVOID INTERACTIONS IN ENCLOSED SPACES</b></p>	<ul style="list-style-type: none"> <li>• Move as much activity outside as possible, including serving customers, meetings, kitchens, tearooms and lunchbreaks</li> <li>• Enhance airflow by opening windows and doors</li> <li>• Do not recirculate air</li> </ul>		
<p><b>CREATE WORKFORCE BUBBLES</b></p>	<ul style="list-style-type: none"> <li>• Keep pools of staff rostered on the same shifts geographic areas within a site</li> <li>• No overlap in shift changes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure that staff members are not working across other work sites (exceptions apply)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Limit number of staff members working across other work sites</b></li> </ul>

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

Not bold – recommended but not mandated

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

## Large Scale Construction\*

Large Scale Construction sites are subject to a limit of the daily number of onsite workers to the greater of 85% or their base line workforce or 15 workers, subject to the following **additional requirements**:

- Having a High Risk COVIDSafe Plan
- Provision of a dedicated COVIDSafe Monitor on each site
- Compliance with Construction Industry Guidelines (Revision 7), including:
  - Mandatory wearing of face masks
  - Pre-start declarations of health for all workers and visitors
  - Temperature screening upon site entry
  - Mandatory wearing of appropriate PPE and training on correct use
  - Cleaning and hygiene systems, scheduled and audited
  - Physical distancing practiced throughout site in common and work areas
  - Minimize work activities in restricted spaces
  - Controls implemented for occupancy of hoists/lifts and waiting areas
- Workplace Mapping processes in the event of a confirmed positive case
- Notification procedures to appropriate authorities
- Site closure and deep cleaning procedures
- All site inductions and tool box meetings to be conducted outdoors
- Staggering of start/finish times and meal/crib breaks
- Staggering of work shifts (where used) to avoid overlap and include cleaning time between starts

INDUSTRY SPECIFIC REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	RESTRICTED From Sept 28
ENSURE PHYSICAL DISTANCING	<ul style="list-style-type: none"> <li>• Staff and visitors must be 1.5m apart at all times</li> <li>• Density quotient applied to shared spaces (e.g. workspaces, tearooms).</li> <li>• Mark safe distances in work, transit and break areas</li> <li>• Stagger start times, breaks and finish times</li> <li>• Minimise the build-up of people waiting to enter and exit the workplace</li> <li>• Personnel lift/hoist controls</li> <li>• COVIDSafe site induction mandatory for all staff</li> <li>• Carpooling restricted as per public health directions</li> </ul>	<ul style="list-style-type: none"> <li>• Limit the daily maximum number of onsite workers to whichever is greater of 85% of their baseline workforce or 15 workers</li> <li>• High Risk COVIDSafe Plan in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Physical distancing practices</li> <li>○ Minimise work activities in restricted spaces</li> <li>○ Personnel lift/hoist controls</li> </ul> </li> <li>• Dedicated COVIDSafe monitor on site</li> </ul>
WEAR A FACE COVERING	<ul style="list-style-type: none"> <li>• All staff to wear face coverings as per current directions</li> <li>• Provide training/guidance on how to use PPE</li> <li>• Symptom screening at commencement of shift</li> </ul>	<ul style="list-style-type: none"> <li>• High Risk COVIDSafe Plan in accordance with <a href="#">Construction Industry Guidelines Version 7</a> including compliance checklist           <ul style="list-style-type: none"> <li>○ Face coverings</li> <li>○ Symptom declaration by all workers and visitors accessing site</li> <li>○ Worker declaration at start of each shift</li> <li>○ Temperature testing upon site entry (optional)</li> <li>○ PPE information and training</li> <li>○ Monitoring correct use of PPE</li> </ul> </li> </ul>

<p><b>PRACTISE GOOD HYGIENE</b></p>	<ul style="list-style-type: none"> <li>• Frequent and regular cleaning of shared spaces</li> <li>• Soap and hand sanitiser available at all workplaces</li> <li>• Replace high-touch communal items with hygienic alternatives</li> <li>• Display cleaning log in shared spaces</li> <li>• Restrict sharing of tools, plants and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PPE for workers moving between sites</b></li> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Cleaning and disinfecting protocols</li> <li>○ Personnel lift/hoist controls</li> </ul> </li> <li>• Auditing of cleaning schedules</li> <li>• CALD resources and messaging</li> </ul>
<p><b>KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL</b></p>	<ul style="list-style-type: none"> <li>• Support staff to stay home and get tested even if they only have mild symptoms</li> <li>• Have a plan to manage cases, notify others and potentially close down if there are confirmed coronavirus (COVID-19) cases</li> <li>• Keep records of all people who enter a worksite for contact tracing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Workplace mapping and contact tracing procedures in event of confirmed coronavirus (COVID-19) case</li> <li>○ Case notification procedures</li> <li>○ Site closure procedures</li> <li>○ Cleaning and disinfecting regime</li> </ul> </li> <li>• Screening of workers and visitors before accessing the workplace</li> </ul>
<p><b>AVOID INTERACTIONS IN ENCLOSED SPACES</b></p>	<ul style="list-style-type: none"> <li>• Move as much activity outside as possible</li> <li>• If possible, do not recirculate air</li> <li>• No carpooling to work</li> </ul>	<ul style="list-style-type: none"> <li>• All site induction conducted outside</li> <li>• All tool box meetings conducted outside</li> <li>• Staggering of breaks and separation of work groups where possible</li> <li>• Minimise use of common areas</li> </ul>
<p><b>CREATE WORKFORCE BUBBLES</b></p>	<ul style="list-style-type: none"> <li>• Minimise movement of workers across sites</li> <li>• Keep groups of staff rostered on the same shifts for a given geographic area/site</li> <li>• No overlap in shift changes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employer obligation must limit worker movement.</b> <ul style="list-style-type: none"> <li>○ Specialist contractors can move between up to 3 sites/week.</li> <li>○ Workers restricted to attending only one site</li> </ul> </li> <li>• Stagger work shift starts to avoid overlap and include cleaning time between starts</li> </ul>

## Small Scale Construction\*

Small Scale Construction sites are subject to a limit of no more than 5 workers per site (specialist contractors able to work at up to 5 sites per week, with a maximum of 2 sites per day), subject to the following additional requirements:

- Having a High Risk COVIDSafe Plan
- Compliance with Construction Industry Guidelines (Revision 7) including
  - Mandatory wearing of face coverings
  - Pre-start declarations of health for all workers and visitors
  - Temperature screening upon site entry
  - Mandatory wearing of appropriate PPE and training on correct use
  - Cleaning and hygiene systems, scheduled and audited
  - Physical distancing practiced throughout site in common and work areas
  - Minimize work activities in restricted spaces
  - Controls implemented for occupancy of hoists/lifts and waiting area
- Workplace Mapping processes in the event of a confirmed positive case
- Notification procedures to appropriate authorities
- Site closure and deep cleaning procedures
- Stagger work start times to avoid overlap and include cleaning time between shifts

INDUSTRY SPECIFIC REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	RESTRICTED
<p><b>ENSURE PHYSICAL DISTANCING</b></p>	<ul style="list-style-type: none"> <li>• <b>Staff and visitors must be 1.5m apart at all times</b></li> <li>• <b>Density quotient applied to shared spaces (e.g. workspaces, tearooms).</b></li> <li>• Mark safe distances in work, transit and break areas</li> <li>• Stagger start times, breaks and finish times</li> <li>• Minimise the build-up of people waiting to enter and exit the workplace</li> <li>• Personnel lift/hoist controls</li> <li>• COVIDSafe site induction mandatory for all staff</li> <li>• <b>Car-pooling restricted as per public health directions</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>No more than five workers per site</b></li> <li>• Corporate staff should work remotely and all site offices to apply density quotient</li> <li>• Client (or agent) contract meetings including document signing, material selection and final inspections conducted remotely where possible. If not reasonably practicable, on-site meetings permitted by appointment only with physical distancing.</li> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Physical distancing practices</li> <li>○ Minimise work activities in restricted spaces</li> <li>○ Personnel lift/hoist controls</li> </ul> </li> </ul>
<p><b>WEAR A FACE COVERING</b></p>	<ul style="list-style-type: none"> <li>• <b>All staff to wear face coverings as per current directions</b></li> <li>• Provide training/guidance on how to use PPE</li> <li>• Symptom screening at commencement of shift</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Minimise work activities in restricted spaces</li> <li>○ Face coverings</li> <li>○ Symptom declaration by all workers and visitors accessing site</li> <li>○ Worker declaration at start of each shift</li> <li>○ Temperature testing on site entry</li> <li>○ PPE information and training</li> <li>○ Monitoring correct use of PPE</li> </ul> </li> </ul>

<p><b>PRACTISE GOOD HYGIENE</b></p>	<ul style="list-style-type: none"> <li>• Frequent and regular cleaning and disinfection of shared spaces</li> <li>• Soap and hand sanitiser available at all workplaces</li> <li>• Replace high-touch communal items with hygienic alternatives</li> <li>• Display cleaning log in shared spaces</li> <li>• Restrict sharing of tools, plant and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Cleaning and disinfecting protocols</li> <li>○ Auditing of cleaning log</li> <li>○ Accessible resources and messaging, including for culturally and linguistically diverse communities</li> </ul> </li> </ul>
<p><b>KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL</b></p>	<ul style="list-style-type: none"> <li>• Support staff to stay home and get tested even if they only have mild symptoms</li> <li>• Have a plan to manage cases, notify others and potentially close down if there are coronavirus (COVID-19) cases</li> <li>• Keep records of all people who enter a worksite for contact tracing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Workplace mapping and contact tracing procedures in event of confirmed coronavirus (COVID-19) case</li> <li>○ Case notification procedures</li> <li>○ Site closure procedures</li> <li>○ Cleaning and disinfecting regime</li> <li>○ Screening workers and visitors before accessing the workplace</li> </ul> </li> </ul>
<p><b>AVOID INTERACTIONS IN ENCLOSED SPACES</b></p>	<ul style="list-style-type: none"> <li>• Move as much activity outside as possible</li> <li>• If possible, do not recirculate air</li> <li>• No carpooling to work</li> <li>• All site induction and tool box meetings conducted outside</li> <li>• Stagger breaks and separate work groups where possible</li> <li>• Minimise use of common areas</li> </ul>	
<p><b>CREATE WORKFORCE BUBBLES</b></p>	<ul style="list-style-type: none"> <li>• Minimise movement of workers across sites</li> <li>• Keep groups of staff rostered on the same shifts for a given geographic area/site</li> <li>• No overlap in shift changes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employer obligation to limit worker movement:</b> <ul style="list-style-type: none"> <li>○ Specialist contractors: up to five sites/week, with a maximum of two per day.</li> <li>• Stagger work start times to avoid overlap and include cleaning time between shifts</li> </ul> </li> </ul>

## Early Stage Land Development\*

Early Stage Land Developments are subject to a limit of no more than 20 workers per hectare, subject to the following additional requirements:

- Having a High Risk COVIDSafe Plan in accordance with Construction Industry Guidelines (Revision 7)
- Physical distancing practiced throughout site
- Minimize work activities in restricted spaces
- Mandatory wearing of face coverings
- Pre-start declarations of health for all workers and visitors
- Temperature screening upon site entry
- Mandatory wearing of appropriate PPE and training on correct use
- Cleaning and hygiene systems, scheduled and audited
- Physical distancing practiced throughout site in common and work areas
- Minimize work activities in restricted spaces
- Controls implemented for occupancy of hoists/lifts and waiting area
- All site inductions and tool box meetings to be conducted outdoors

INDUSTRY SPECIFIC REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	RESTRICTED
<p><b>ENSURE PHYSICAL DISTANCING</b></p>	<ul style="list-style-type: none"> <li>• <b>Density quotient applied to shared spaces</b></li> <li>• Mark safe distances in work, transit and break areas</li> <li>• Stagger start times, breaks and finish times</li> <li>• Manage entry and exit to workplaces</li> <li>• Personnel lift/hoist controls</li> <li>• COVIDSafe site induction mandatory for all staff</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Density restrictions of no more than 20 workers per hectare</b></li> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Physical distancing practices</li> <li>○ Minimise work activities in restricted spaces</li> </ul> </li> </ul>
<p><b>WEAR A FACE COVERING</b></p>	<ul style="list-style-type: none"> <li>• <b>All staff to wear face coverings as per current directions</b></li> <li>• Provide training/guidance on how to use PPE</li> <li>• Symptom screening at commencement of shift</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Face coverings</li> <li>○ Symptom declaration by all workers and visitors accessing site</li> <li>○ Worker declaration at start of each shift</li> <li>○ Temperature testing on site entry (optional)</li> <li>○ PPE information and training</li> <li>○ Monitoring correct use of PPE</li> </ul> </li> </ul>
<p><b>PRACTISE GOOD HYGIENE</b></p>	<ul style="list-style-type: none"> <li>• Frequent and regular cleaning and disinfection of shared spaces</li> <li>• Soap and hand sanitiser available at all workplaces</li> <li>• Replace high-touch communal items with hygienic alternatives</li> <li>• Display cleaning log in shared spaces</li> <li>• Restrict sharing of tools, plants and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Cleaning and disinfecting protocols</li> </ul> </li> <li>• Auditing of cleaning schedules</li> </ul>



<p><b>KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL</b></p>	<ul style="list-style-type: none"> <li>• Support staff to stay home and get tested even if they only have mild symptoms</li> <li>• Have a plan to manage cases, notify others and potentially close down if there are confirmed coronavirus (COVID-19) cases</li> <li>• Keep records of all people who enter a worksite for contact tracing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High Risk COVIDSafe Plan</b> in accordance with <a href="#">Construction Industry Guidelines Version 7</a> <ul style="list-style-type: none"> <li>○ Workplace mapping and contact tracing procedures in event of confirmed coronavirus (COVID-19) case</li> <li>○ Case notification procedures</li> <li>○ Site closure procedures</li> <li>○ Cleaning and disinfecting regime</li> </ul> </li> <li>• Screening of workers and visitors before accessing the workplace</li> </ul>
<p><b>AVOID INTERACTIONS IN ENCLOSED SPACES</b></p>	<ul style="list-style-type: none"> <li>• Move as much activity outside as possible</li> <li>• If possible, do not recirculate air</li> <li>• No carpooling to work</li> </ul>	<ul style="list-style-type: none"> <li>• All site induction conducted outside</li> <li>• All tool box meetings conducted outside</li> </ul>
<p><b>CREATE WORKFORCE BUBBLES</b></p>	<ul style="list-style-type: none"> <li>• Minimise movement of workers across sites</li> <li>• Keep groups of staff rostered on the same shifts for a given geographic area/site</li> <li>• No overlap in shift changes</li> </ul>	

\* Large Scale Construction, Small Scale Construction and Early Stage Land Developments definitions are as per the Victorian Government criteria, expressed at <https://www.business.vic.gov.au/coronavirus-covid-19/covid-safe-business/construction-sector-guidance>

Should you require any assistance in relation to the information provided, please call or email the Industry Liaison Officer at the contact details below:

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