

Melbourne Stage 4 Restrictions

Checklist for Legal Practices with restricted operations

This checklist should be read in conjunction with Stage 4 Restrictions – [LIV FAQ's for the legal profession](#).

Ultimately, determining whether a particular activity is allowed is a matter of legal interpretation of the relevant [Chief Health Officer directions](#). You will need to read all the new directions and form your own conclusions about whether the detail of the proposed activity is permitted or restricted.

Under the Stage 4 restrictions, workplaces that remain open must:

- ensure that any workers that can work from home are able to do so
- hold a permit issued by ...< insert permit details >
- have a **COVID Safe Plan** in place by **11.59pm on 7 August 2020** (unless you are a [small business with fewer than 5 employees](#)). Your COVID Safe Plan must demonstrate how you will meet all of the requirements set out by the Victorian Government.

Resources:

- [COVID Safe Plan guidance](#)
 - [COVID Safe Plan template](#)
 - [WorkSafe: Managing COVID-19 risks – face coverings in workplaces](#)
 - [DHHS: Preventing infection in the workplace](#)
 - [DHHS: Preparing for a case of coronavirus \(COVID-19\) in your workplace](#)
 - [DHHS: Planning and responding to cases of coronavirus \(COVID-19\)](#)
 - [DHHS: Cleaning and disinfecting to reduce COVID-19 transmission](#)
 - [WorkSafe: Other relevant industry specific guidance](#)
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- maintain records of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer (certain exemptions will apply)
 - one worker per four square metres of enclosed workspace or in shared areas
 - unless an exemption applies, ensure that workers do not work across multiple workplaces, or for multiple employers
 - ensure that workers are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work

- if your worker is unwell, send them home and direct them to be tested. They must stay home until they have their result
- report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce
- regularly clean your facilities, shared spaces and provide additional cleaning supplies
- undertake risk assessments for cleaning and the potential closure of your workplace in certain situations

V 1.0 - 5 August 2020 - 12:20 pm