

**Measures required to be implemented by employers and principals
during the control period (2 April 2020 – 30 April 2020)**

Regulations 4, 5 and 8, Infectious Diseases (Workplace Measures to Prevent Spread of Covid-19) Regulations 2020

Note: All the measures listed below must be communicated by an employer/principal, as far as reasonably practicable, to their workers. Those measures highlighted in green must also be communicated to other individuals (non-workers) only.

<p>Implement telecommuting</p>	<ul style="list-style-type: none"> • Provide facilities necessary for every worker to work at home and direct every worker to work at home, unless it is not reasonably practicable to do so
<p>Implement or enhance shift or split team arrangements</p>	<ul style="list-style-type: none"> • As far as reasonably practicable, workers are placed in 2 or more groups for the purpose of avoiding or minimising physical interaction between workers in different groups when at work in the workplace.
<p>Stagger working hours</p>	<ul style="list-style-type: none"> • As far as reasonably practicable, workers who are to work in the workplace do not all arrive at and leave the workplace at the same time.
<p>Reporting of worker who exhibits symptoms or is physically unwell</p>	<ul style="list-style-type: none"> • Require any worker to report, immediately upon the onset of the symptom or feeling physically unwell, to the employer or principal, either directly or indirectly
<p>Safe distancing</p>	<ul style="list-style-type: none"> • Takes reasonable steps to ensure that there is a distance of at least 1 metre between any 2 individuals in the workplace, including: <ul style="list-style-type: none"> • Seating (including workstations and meeting rooms): <ul style="list-style-type: none"> • not fixed to floor/wall/any other thing: ensure that each seat is at least 1 metre away from any other seat at all times • any other case: ensure that alternate seats are demarcated as seats not to be occupied • Form queue or remain in an area (including pantry, waiting area/room, area with changing or sanitary facilities): apply practices that ensure that every individual in the queue or area is at least 1 metre away from any other individual in the queue/area • Individuals (other than workers) entering the workplace (e.g. to deliver or receive goods/services): ensure that they do not arrive at the workplace at the same time and do not remain in the workplace longer than necessary
<p>Defer or cancel all organised activities</p>	<ul style="list-style-type: none"> • Cancel/postpone all organised activities that involve interaction in person between workers or between workers and other individuals except: <ul style="list-style-type: none"> • activities critical to operations • activities during which workers are provided professional or vocational training or are tested or certified for any professional or vocational purposes • activities during which workers are provided education by an educational institution
<p>Movement control measures</p>	<ul style="list-style-type: none"> • Must not require/permit a worker who is subject to a movement control measure to enter the workplace