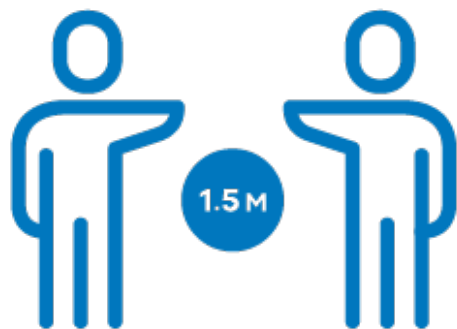


Six principles of COVIDSafe workplaces

Harps a Breeze operates based on six COVIDSafe Principles.



Practise physical distancing

- You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces.
- Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres.
- [Display signs](#) to show patron limits at the entrance of enclosed areas where limits apply



Wear a face mask

- You must always carry a [face mask](#) with you when you leave home unless you have a [lawful reason](#) not to.
- [Face masks](#) continue to be mandatory in some settings, unless a [lawful reason](#) not to wear one applies.
- For a full list of settings where masks continue to be mandatory, see: [Face masks](#).



Practise good hygiene

- Frequently and regularly [clean and disinfect](#) shared spaces, including high touch communal items such as doorknobs and telephones.
- Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.



Keep electronic records and act quickly

- Support workers to get tested and stay home even if they only have mild symptoms.
- Develop a business contingency plan to manage any outbreaks.
- [Keep records of all people](#) who enter the workplace for contact tracing. For more information, see [Victorian Government QR Code Service](#)



Avoid interactions in enclosed spaces

- Move activity outside where practicable, including meetings, tearooms, lunch breaks and serving customers.
- Enhance airflow by opening windows and doors.



Create workforce bubbles

- Consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.