### Practical tools checklist

* To the extent possible, restructuring open floor layouts to ensure that employees can sit at least 1.5 metres (4 square metres) from each other.
* Installing barriers in reception areas, or between customers and employees

that can be easily cleaned and are high enough to prevent contact.

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| **Step** | **Task** | **Completed on (date)** |
| 1 | Review the [Safe Work Australia advice on](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical) [physical distancing](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical) |  |
| 2 | Complete the [Physical Distancing Checklist](https://www.safeworkaustralia.gov.au/doc/physical-distancing-checklist-covid-19) |  |
| 3 | Print [signs and posters](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) on how to ensure physical distancing |  |
| 4 | Talk to your employees about how to stay physically distant and safe. |  |

* Delivering products through curb side pick-up or delivery.
* Regularly communicating physical distancing reminders throughout the workplace, including compliance with South Australian Public Sector COVID-19 Protocols.

**Physical Distancing Action Plan**

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| **What do you need to do?** | **How will you do this?** | **When will it happen?** | **What supplies are required?** |
| e.g. provide physical distancing markers on the floor where appropriate | e.g. speak to employees about where customers tend to queue | e.g. discuss at next staff meeting | e.g. markers to stick to the floor |
| e.g. Staff to return in waves due to comply with physical distancing | e.g. Create roster of staff to rotate in the workplace and remote working | e.g. One week ahead of stage 2 of restrictions easing | e.g. Workstation cleaning facilities |
|  |  |  |  |