



Covid-19 (Coronavirus) – a quick checklist for Australian vegetable producers

The following checklist is for Australian vegetable producers to use as part of the urgent effort to contain the spread and limit the impact of the Covid-19 virus.

The main things to consider are

- Physical (farm and packing shed)
- Organisational (managing people)
- Accessing help and emergency procedures

Physical (farm and packing shed)

	Yes, we've nailed it	OK, but we could do better	No, and we should do something about it	No, and it's not relevant to us
Property signage – alert visitors prior to entry and deter unnecessary callers				
Handwashing signage – ensure posters are displayed in appropriate areas promoting personal hygiene and how to stop the spread				
Handwashing facilities - all sites well stocked with soap, paper towels and disposal of water/towels.				
Hand sanitizer – located where handwashing facilities are not practical including property entrances, vehicles, farm machinery and equipment, packing tables				
Personal protective equipment (PPE) – supply available (gloves, masks) and used appropriately				
Review cleaning procedures - particularly important for high risk locations including shared spaces such as meal rooms, packing sheds				
Separate toilet facilities - use of porta-loos to separate teams to avoid transmission risk				
Tools and equipment – provide working teams and individuals their own tools and ensure they are cleaned appropriately after each persons use.				
Packing shed payout – redesign packing shed layout in order for workers to be 1.5m apart (minimum). If inappropriate				

consider perspex barriers and/or PPE (face masks)					
Common areas – remove excess chairs and tables and space apart to encourage staff to meet minimum 1.5m social distancing					
Work zones – break areas up into zones and limit crossings					

Organisational (people)

	Yes, we've nailed it	OK, but we could do better	No, and we should do something about it	No, and it's not relevant to us
Extra pre-cautions for people over 60				
Temperature checking – all staff prior to entering the workplace				
Team management : <ul style="list-style-type: none"> • Pre-work checklist - including location history • Induction - all staff inducted including basic food safety, personal hygiene and social distance requirements • Social isolation compliance – address any 14 day social isolation requirements (interstate movements) • Daily staff health assessment – to ensure they are not suffering from fever, fatigue, cough, sneezing, aches and pains, runny or stuffed nose, sore throat, diarrhoea, headaches or shortness of breath • Staff aware of social distance restrictions – maintaining 1.5m distance, avoiding personal contact, restrict face to face meetings • Keep staff informed – regularly update and remind staff of requirements • Record keeping – individual declarations, team make-up, living arrangements (shared house, hostel etc), team rosters • Translation – ensure all resources are understood and translated if required 				
Qld border restrictions:				

<ul style="list-style-type: none"> • Border pass - if located near the border or have transport regularly crossing the border • Letter of employment – employer details, date of employment • Submission of a Health Plan to Qld Health Public Health Unit 					
Workplace policies: <ul style="list-style-type: none"> • Fit for work policy • Pro-active leave policy (incl. social isolation) • Clear method for reporting and addressing personal illness, confirmed COVID-19 cases or close contact (isolation) requirements • Control of non-essential workplace visitors • Limitation for personal interaction between teams, transportation (truck) drivers 					
Cleaning roster – allow additional time and resources for enhanced cleaning prior to shift changes					
Work crew and team size – reduce size of teams (to meet 1.5m spacing requirements) and social isolation if required					
Work schedules and shifts: <ul style="list-style-type: none"> • stagger time between shifts to minimise interactions and avoid bottlenecks in meals areas, toilets and carparks • stagger break times to manage usage of meal and toilets areas 					
Accommodation <ul style="list-style-type: none"> • decentralise accommodation • keep teams together • the smaller the team the better • minimise the use of shared cooking, laundry and toilet/shower facilities • ensure clear communication with your business and shared accommodation (hostel) and encourage teams stay and travel together (where possible) • identify alternative accommodation options if staff members are required to self-isolate 					

Transport <ul style="list-style-type: none"> • keep teams transporting together (• Ensure strict vehicle hygiene including adhering social distance requirements (1.5m) • Clean vehicles with sanitizer after each use (steering wheels, handles) 					
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Access to the services, help and emergency response

	Yes, we've nailed it	OK, but we could do better	No, and we should do something about it	No, and it's not relevant to us
Help – the business has clearly identified who to contact for advice				
Emergency procedures – <ul style="list-style-type: none"> • Identify the source and quarantine all the people that have been in close contact • Approach appropriate health authority • Immediately disinfect all equipment that the entire team was using including any shared facilities such as meals areas and toilets • Ascertain as much details about the original source person to help authorities with traceability including housing and transport arrangements, travel, shopping 				
Visitor guidelines – have developed a summary of farm hygiene practices for any essential visitors such as mechanics or equipment repairers				

For more information:

<https://www.worksafe.qld.gov.au/news/2020/coronavirus-covid-19-workplace-risk-management>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/what-do-if-worker-has-covid-19#what-should-an-employer-do-if-a>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

<https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/coronavirus-support>