Checklist for Reducing Workforce Impact from COVID-19

This document provides a checklist on COVID-19 risk management measures for Agribusinesses including food production facilities, farms and packing sheds.

Businesses are encouraged to modify the checklist to reflect their situation and circumstances.

The checklist, which supports the principles outlined in the DAF Workplace Health and Safety Working Group *Guideline for Reducing Workforce Impact from COVID-19* (April2020), is a work in progress. Please contact Safe Food Production Qld (Safe Food) with feedback and suggestions.

Safe Food would like to acknowledge the PMA-ANZ's "checklist for COVID-19 and Fresh Produce", which helped inform this document.

Physical (health, hygiene, space & awareness)

❑ **Property signage** – alert visitors before they enter your property.

❑ **Facility layout** – consider reconfiguring production line design and/or staffing levels in order to enable workers to be at least 1.5 metres apart. Consider physical barriers (e.g. Perspex) if space is limited.

❑ **Common areas** – remove excess chairs and tables from lunchrooms and space apart to encourage staff to stay minimum 1.5 meters apart.

❑ **Handwashing facilities** – well-stocked with soap, paper towels and disposal of wastewater and towels.

❑ **Hand sanitiser dispensers** – placed in areas where handwashing facilities are not practical, particularly at entrances, exits and transition areas.

❑ **Gloves and other personal protective equipment (PPE)** – supply available and being used appropriately.

❑ **Cleaning supplies, sanitisers, and disinfectants** – supply available and being used appropriately, in accordance with manufacturer's directions.

❑ **Refresher training** – with a focus on health, hygiene, personal spacing and food handling. Keep a record of who has received training.

❑ **Post informational signage** – reinforcing risk-minimising behaviour for employees. Beware of information overload by keeping the information fresh and appropriate to your workers. Where possible provide the information in the relevant [language]. Examples include:
  ❑ [Hand-washing procedures]
  ❑ [How to use hand sanitiser]

- [Glove usage](#)
- [Cleaning and sanitising](#)
- COVID-19 [Symptoms](#) and how to [stop the spread](#)

- **Review/develop and implement cleaning procedures and instructions** – particularly for high-risk locations/surfaces (e.g. handles, touch-screens)

- **Appropriate toilet and hygiene facilities** – consider allocating for different crews and essential service providers, such as truck drivers, and the use of portable (field) toilets.

- **Tools** – consider providing workers with their own tools where possible and ensure they are cleaned before and after use i.e. own knives.

- **Thermometer** – suitable for contact-less temperature checks of workers (note commercial infra-red laser thermometers may need to be calibrated for human skin).

Organisational (health, hygiene, space & awareness)

- **Health plan** - if any of your workforce is travelling from interstate they are required to comply with [Queensland border restrictions](#). As the sponsoring company, you must submit a [health plan](#) that complies with requirements set by the Chief Health Officer

- **Border restrictions** – prepare your essential workers with appropriate [entry pass](#) and evidence of business address and critical function before they travel interstate.

- **Policies** – review or develop and implement personnel policies and procedures to mitigate against the impacts of COVID-19, including for example:
  - Fit for work policy.
  - A proactive sick leave policy.
  - A method for confidential reporting of personal illness and close contacts with individuals that test positive for COVID-19
  - Managers to identify workers with symptoms of illness (particularly respiratory) for exclusion from work.
  - Control non-essential visitors and outside contractors
  - Control interaction with truck drivers and limit their movement on the property – request that they comply with social distancing requirements and provide comfort facilities and support their wellbeing where appropriate.
  - A protocol that will be followed if workers are to be excluded from work as result of being identified as a *confirmed case* or *close contact* (as well as the process for returning to work), including
    o Transport from the site to appropriate accommodation or health facility.
    o Identification of potentially impacted staff
    o [Increased hygiene and cleaning](#) of surfaces, equipment and break rooms, toilets and hygiene stations

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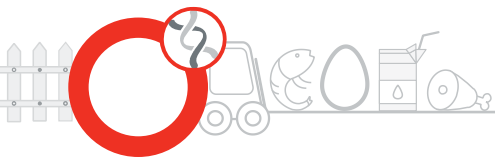
- Where accommodation is provided by the business, consider other staff that share the accommodation and the potential for quarantining of impacted staff in that accommodation if required based on Queensland Health advice.
  - ❏ Scenario planning (like a mock recall) to test mitigation measures

- ❏ **COVID-19 point-person** – appoint a person to handle communication and coordination to ensure staff are kept up to date and included in the process.

- ❏ **Work zones** – break the business into discrete zones for activities and limit the number of people working across more than a single zone.

- ❏ **Cleaning roster** – allow time and resources for enhanced cleaning measures.

- ❏ **Work crew rotation or team size** – consider reducing the size of work crews in order to enable more space between individual workers. Consider critical skillsets for each crew and cross-train if possible and keep records of the teams.

- ❏ **Work schedules and shifts** – consider altering schedules so only a single crew is in a defined area at any one time. Stagger or increase time between shifts to minimise unnecessary interactions between workgroups and eliminate bottlenecks (e.g. anterooms or carparks). Gaps between shifts can also provide time for cleaning between work groups.

- ❏ **Break times** – stagger break times to reduce the number of workers using meal facilities and ablution blocks at any one time

- ❏ **Access to supplies** – identify supplies that may be jeopardised in the current supply chain and plan allocation accordingly. Consider effect on product specifications, supply chain, production output.

- ❏ **Review food safety program** – when there is a substitution or change in your production system, standard operating procedures, product formulation or packaging

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Personnel (health, hygiene, space & awareness)

- ❑ **Communication** – ensure all workers and contractors understand the risks of COVID-19 and how they can help minimise the spread through the workplace and community. When providing any written information or advice, ensure it is in a format and language that is easily interpreted and understood. Translation may be necessary.

- ❑ **Site access policy** – prevent site access and movement of people who may place the business at risk.

- ❑ **Health screening** – develop and use a 'Fit for work' protocol for employee screening.

- ❑ **Social distancing** – instruct staff to practice social distancing

  - ❑ Maintain at least 1.5 meters of distance between each other whenever possible

  - ❑ Avoid personal contact: shaking hands, etc.

  - ❑ Restrict face-to-face meetings

- ❑ **Hand hygiene** – refresh staff on proper hand hygiene and glove practices, including handwashing and other protective behavioral measures such as avoid touching doorknobs by hand etc. and refraining from touching your face.

- ❑ **Segregate off-site items** – consider any off-site items that may be potentially contaminated (bags, helmets, mobile phones, clothing).

- ❑ **Respiratory hygiene** – develop and use protocol for good hygiene for COVID-19

- ❑ **Keep staff informed** – Give regular staff briefings on COVID-19, including updates and reminders on COVID-19 control strategies. Use the time to raise awareness, build support, enforce and communicate COVID-19 related policies and procedures. Distribute information from authoritative sources to heighten staff awareness of the importance on implementing controls to prevent COVID-19 spread.

- ❑ **Keep records** of individual workers and their work teams, rosters, living arrangements (supplied housing, hostel or private) and who they travel to work with. This information will assist traceback if necessary.

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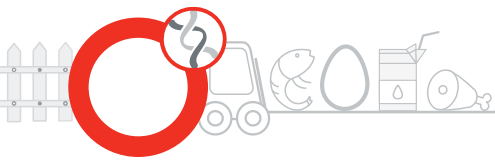
Workforce accommodation (if applicable)

- ❏ **Decentralise accommodation** of seasonal workforce as much as possible. The smaller the groups living together the better.

- ❏ **Accommodate workplace crews together** – minimising cross contamination between the different crews working on your site.

- ❏ **Limit access to staff accommodation** – including those that are working for the company but living elsewhere. No events beyond groups that already live together.

- ❏ **Shared facilities** – minimise the use of shared cooking, laundry and ablution facilities as much as possible between groups. If various groups do need to use shared facilities, create a roster for when the facilities must be used by the various groups to minimise the numbers of people using these facilities at any one time i.e. follow social distancing protocols.

- ❏ **Workers from hostels** – ensure clear communication between your business and the hostel to ensure continuity in the worker supply chain. There will be practical solutions to manage the risk such as work teams living and travelling together and isolating from others at accommodation.

- ❏ **Cleaning and hygiene protocols** – risk assess and adjust accommodation, cooking, laundry and ablution facility cleaning protocols. Consider personal hygiene protocols and cultural sensitivities.

- ❏ **Alternative accommodation** – identify alternative accommodation facilities to be used by those experiencing symptoms to self-isolate

- ❏ **Social distancing** – ensure workers practice social distancing in the community outside work hours.

- ❏ **Car-pooling** – discourage car-pooling. If it is necessary, limit to those already sharing accommodation and/or those working in the same teams.

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Revision history: Checklist for Reducing Workforce Impact from COVID-19

Version	Date	Revised by	Revisions
1.1	07/04/2020	SFPQ	Updates to grammar, definitions, clarification of terms, hyperlinks
1.2	16/04/20	SFPQ	Updates to scope and hyperlinks

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