**- GUIDE TO COVID-19 IN THE ORCHARD & PACKING SHED -**

**CHECKLIST**

Get the **Coronavirus Australia app**, where you can check symptoms, get advice, and receive alerts – on [Apple](https://apps.apple.com/au/app/coronavirus-australia/id1503846231) and [Android](https://play.google.com/store/apps/details?id=au.gov.health.covid19).

**This checklist is a guide only and can be edited to suit your requirements.**

**RISK MANAGEMENT**

**Identify Potential Risks**

Supply input

Operations – Orchard

Operations – Packing Shed

Accounts – Payable and Receivable

Workforce

Work health and safety

Market access

Accommodation

Transport

Office admin

**Assess the Risks**

Assess the likelihood of the risk occurring and the impact if it occurred.

Use the [risk analysis matrix](https://www.smallbusiness.wa.gov.au/node/358) to determine your actions regarding each risk.

**Manage the Risks**

After prioritising actions required for each risk, consider cost effective and safe ways to deal with each risk.

**Monitor and Review**

Delegate duties to supervisors or WHS employee to monitor risks.

Set dates in calendar to review if risks are being managed appropriately.

**FINANCES**

Contact bank to review options available in regards to loan payments, waiving fees and charges, debt consolidation, deferring credit card payments, increasing emergency limits.

Contact accountant.

Contact insurance company to clarify what is covered in regards to pandemics.

View the [Australian Banking Association website](https://www.ausbanking.org.au/campaigns/financial-hardship/).

Check if key supplies come from [countries seriously impacted by COVID-19](https://who.sprinklr.com/).

**SUPPLIERS**

Consider alternative suppliers and services in case usual ones are disrupted.

Contact alternatives for availability and quotes.

Put measurements in place to ensure social distancing between suppliers and staff.

Update practices based on Freshcare requirements (where Freshcare is used).

Create a more stringent access policy for anyone entering the worksite.

**SITE ACCESS**

Provide admin workers notes on symptoms to check for when speaking to visitors on the phone.

Send email to stakeholders advising what changes will take place at worksite.

Post visible signage at property entrance.

Provide site entry details on company website.

Have visitors sign a [health declaration](https://mcusercontent.com/d5efa79ea592c859633f0ed6b/files/7ca6e951-66c4-48be-9480-c4d65e93f118/FSQ_Form_F10_Food_safety_instructions_Health_Declaration_COVID_19_editible.pdf) before entering worksite.

Provide hygiene facilities for transport workers and visitors.

Provide hand sanitiser where hand basins are not available.

Develop a pandemic plan in consultation with workers or WHS representatives on how to deal with daily operations affected by COVID-19.

**PANDEMIC PLAN**

Brief supervisors on the pandemic plan once composed.

Ensure pandemic plan is distributed to relevant parties within the workplace that are required to act on this.

Place date in calendar to review plan regularly and ensure it is up to date with changing information and state legislation.

Plan regular communications with supervisors and employees in person or via email.

**WORKFORCE SUPPORT**

Instruct supervisors to remind employees of COVID-19 practices and monitor for compliance.

Encourage employees to get the Coronavirus Australia app, so they can check symptoms, get advice, and receive alerts – on [Apple](https://apps.apple.com/au/app/coronavirus-australia/id1503846231) and [Android](https://play.google.com/store/apps/details?id=au.gov.health.covid19).

Encourage employees to get the [COVIDSafe app](https://www.health.gov.au/resources/apps-and-tools/covidsafe-app#get-the-app), to speed up the process of contacting people who may have been exposed to coronavirus in the workplace.

**Mental Health**

Plan daily briefing topics.

Ensure translation of information and [resources](https://citrusaustralia.com.au/media-release/coronavirus-covid-19-updates#covid-19-updates-for-your-whs) if required.

Shared mental health services and phone numbers with employees.

Identify one point of contact in the workplace for COVID-19 questions.

**Physical Health and Hygiene**

Place [signage](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) and [posters](https://www.health.nsw.gov.au/Infectious/diseases/Pages/covid-19-resources.aspx#hands) around workplace regarding hygiene and social distancing.

Place handwashing posters at basins.

Place hand sanitiser where basins are not available.

Schedule regular ordering and replenishment of soap, paper towels, gloves, masks etc.

Schedule regular [cleaning and disinfect](#cleaning)ing of frequently used surfaces and objects.

**Practical Safety Measures**

Consider safety measures to implement (see guide for ideas) in regards to:

Management

Social distancing

Meetings and events

Employee entitlements

Breaks

Health

Temperature checks

Administration

Vehicles

Accommodation

**Education**

Conduct employee training in COVID-19 practices required.

Brief employees on new cleaning requirements in the workplace.

Brief employees on new PPE, food safety, and hygiene practices in the workplace.

Arrange new employee suitable inductions and health checks before commencing work.

Share [online coronavirus symptom checker](https://www.healthdirect.gov.au/symptom-checker/tool) with employees.

**Cleaning**

Review entire workplace and identify areas, surfaces and equipment that will require special attention to cleaning.

Provide adequate cleaning supplies for cleaning staff.

Provide adequate PPE for cleaning staff, both day to day, and deep clean of an infected workspace.

Provide cleaners with necessary information on COVID-19, and brief them on new worksite cleaning policies and protocols.

Create vehicle cleaning kit and keep it stocked.

Review the Australian Government Department of Health ‘[Environmental cleaning and disinfection principles for COVID-19](https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf)’.

If an employee advises that they have been in close contact with a diagnosed person:

**CLOSE CONTACT WITH COVID-19**

If in the workplace, provide employee with a mask and hand sanitiser, and direct them to self-isolate immediately.

If in the workplace, arrange for them to return home safely.

If the diagnosed person is an employee, identify anyone else in the workplace who may have also been in close contact with them, and have them self-isolate.

Thoroughly clean and disinfect any places or things which were in contact with the employee.

If employee not symptomatic - work remotely for self-quarantine period of 14-days. OR If not possible to work from home, request employee take personal leave and visit doctor to be tested.

Contact [WHS regulator](https://www.safeworkaustralia.gov.au/whs-authorities-contact-information) to confer if required.

Provide [information on self-isolation](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-isolation-guidance_7.pdf) to the employee.

Keep employee up to date with what is happening in the workplace.

Keep an eye out for any worker showing signs they may be unwell, such as frequent coughing.

Send [information sheet](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-about-returning-to-your-community_0.pdf) to workers who have completed their 14-day isolation.

Read business updates and stay on top of alerts on the relevant state government website.

Document actions taken to prove best management practice.

If an employee advises that they have been diagnosed with COVID-19:

**DIAGNOSED WITH COVID-19**

If in the workplace, provide employee with a mask and hand sanitiser, and direct them to self-isolate immediately.

If in the workplace, arrange for them to return home safely.

 Thoroughly clean and disinfect any places or things which were in contact with the employee.

Call the National Coronavirus Helpline (1800 020 080), or your [state or territory helpline](#hotline), and follow the health advice given, to:

* + ensure they are aware of the diagnosis;
  + seek advice as to which employees are at risk of contracting coronavirus; and
  + discuss whether the workplace needs to be shut down (there may need to be a temporary shutdown whilst an assessment is done).

Contact [WHS regulator](https://www.safeworkaustralia.gov.au/whs-authorities-contact-information) for specific advice on your situation.

If necessary to shut down your workplace, [contact the FWO for advice](https://coronavirus.fairwork.gov.au/) on staff pay.

 If asked to help health authorities trace close contacts, read the [guidance](https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff/) regarding disclosing personal information.

 Refer the evidence you have documented of best management practice in the workplace during COVID-19, to share with the health authorities.

 Ask the employee to provide a medical certificate to allow the absence to be paid as personal leave, and direct them that they must obtain a medical clearance before returning to work.

Check in on employee to see how they are recovering and ensure they have access to services to provide food and medical assistance, if required.

Provide [information on self-isolation](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-isolation-guidance_7.pdf) to the employee.

Keep employee up to date with what is happening in the workplace.

 Arrange for employees to have one point of contact regarding COVID-19 matters, such as your HR manager.

If the employee was present in the workplace immediately prior to the diagnosis:

Notify remaining employees there has been a confirmed case of coronavirus in the workplace.

Notify suppliers and stakeholders if required.

Request that any employees who were in close contact with the diagnosed person go home immediately and self-isolate for 14-days.

If necessary, seek legal advice regarding workers’ compensation.

**WORKPLACE LAWS**

**WORKERS’ COMPENSATION**

For queries regarding workplace laws, pay, and employee entitlements in regards to COVID-19, visit the [Fair Work Ombudsman](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws) website, or dial 13 13 94, then select the prompt for the Coronavirus hotline.

Be aware of harassment around the virus relating to employees’ nationality or ethnicity.

**Personal Travel**

**TRAVEL**

Encourage employees to maintain good hygiene whilst travelling and pay attention to ill signs of health.

Remind employees going on leave that self-isolation must be included in their leave prior to returning to work, and evidence of this must be provided.

**Business Travel**

If travel is necessary, involve relevant employees in a risk assessment.

Input travel details into [Smartraveller](https://www.smartraveller.gov.au/), and register for updates from relevant countries.

Provide employee with instructions on hygiene to reduce risk of contracting virus.

Provide employee with travellers’ first aid kit, advise how to monitor symptoms, and what actions to take if they fall ill whilst travelling.

Record where employee is travelling, flights, accommodation, transfers.

Schedule regular contact with employee to check on health.

Monitor the news and updates on COVID-19 from office and keep employee up to date whilst they are travelling.

View the **Citrus Australia** COVID-19 ‘[Updates for your workforce](https://citrusaustralia.com.au/media-release/coronavirus-covid-19-updates#covid-19-updates-for-your-workforce)’ tab for the latest on where to source workers. Check under the relevant heading for national information, and for your state.

**SOURCING ADDITIONAL STAFF**

Consider how to source replacement staff quickly.

Put contact information on website and social media, advising people how to apply for a position.

Put signage on front gate with contact phone number and email address, for applications.

Use networks within region to find how to recruit people from other sectors that find themselves out of work.

Consider preparing online training for new workers, so they are more prepared when needed at short notice.

Consider current employees who can step up to supervisory roles and provide training and mentoring to facilitate this.

When people call looking for work, take down their name, number and email so you can contact them later on when you need urgent replacements.

**Border Closures**

Check the current state border requirements to see if workers crossing the border need to self-isolate.

Check what other requirements workers will need, such as a health plan, an application for exemption, and a letter of employment.

Read the European Food Safety Authority [statement](https://www.efsa.europa.eu/en/news/coronavirus-no-evidence-food-source-or-transmission-route) advising that food is not a source of transmission and share this with stakeholders if required.

**FOOD SAFETY**

Read the Safe Food Queensland guideline document and checklist.

**Cleaning**

View the list of effective disinfectants on the [United States Environmental Protection Agency](https://www.epa.gov/coronavirus) website.

See the [cleaning and sanitising](https://www.foodstandards.gov.au/foodsafety/standards/Pages/Cleaning-and-sanitising.aspx)fact sheet by Food Standards Australia New Zealand.

**Prevention**

Emphasise to employees best practice prevention measures such as good personal hygiene, clean hands and clothes, clean and sanitised workspace, social distancing and stay away from workplace if ill.

Ensure that any employees wearing gloves change them frequently, and wash their hands between changes.

Consider providing staff with own tools where possible.

**Hygiene**

Ensure all employees apply hand sanitiser or wear gloves before handling produce or materials that come into contact with produce.

Consider providing staff with own tools where possible.