



The following checklist is for Australian berry producers to use as part of the urgent effort to contain the spread & limit the impact of the Covid-19 virus. This information is provided as a current best-practice guide only & individual workplaces need to assess their own risk. It is recommended that detailed records are maintained about the steps taken to reduce & manage risk in business operations. Please note that this is a rapidly changing situation & these measures do not guarantee that your workplace will not be closed down or that transmission will not occur.

KEEP PEOPLE SEPARATED BY BOTH TIME AND SPACE

Key considerations:

- ❖ PHYSICAL | farm & packing shed
- ❖ ORGANISATIONAL | managing people
- ❖ ADMINISTRATIVE | accessing help & emergency procedures

PHYSICAL | FARM & PACKING SHED

	DONE	MORE TO DO	ACTION NEEDED	NOT RELEVANT
Property signage – alert visitors prior to entry & deter unnecessary callers				
Handwashing signage – ensure posters are displayed in appropriate areas promoting personal hygiene & how to stop the spread				
Handwashing facilities - all sites well stocked with soap, paper towels and disposal of water & used towels				
Hand sanitiser – located where handwashing facilities are not practical including property entrances, vehicles, farm machinery, equipment & packing tables				
Personal protective equipment (PPE) – adequate supply available (gloves, masks) & used appropriately				
Review cleaning procedures - particularly important for high risk & high touch areas including shared spaces such as meal rooms, packing sheds, door handles				
Separate toilet facilities – provide toilet options to separate teams to avoid transmission risk				
Tools and equipment – provide working teams & individuals their own tools & ensure they are cleaned appropriately after each person's use				
Packing shed layout – redesign layout so workers can be 1.5m apart (minimum). If not possible, consider Perspex barriers and/or PPE (face masks)				
Common areas – remove excess chairs & tables, space furniture apart to encourage staff to meet minimum 1.5m social distancing				
Work zones – break areas up into zones & limit crossings				



ORGANISATIONAL | MANAGING PEOPLE

	DONE	MORE TO DO	ACTION NEEDED	NOT RELEVANT
Current Workforce Assessment – are there employees at higher risk; aged 60+, existing health conditions. Can these employees be reassigned to reduce risk of infection?				
Temperature checking – all staff checked daily prior to entering the workplace & record maintained of checks				
Team Management				
❖ Pre-commencement checklist - including location & travel history & signed self-declaration completed				
❖ Induction - all staff inducted including basic food safety, personal hygiene & 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 & 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 updates & remind staff of requirements				
❖ Record keeping – individual declarations, team make-up, living arrangements (shared house, hostel), team rosters				
❖ Translation – ensure all resources are understood & translated if required				
Interstate Workers – check current border controls & isolation requirements at www.berries.net.au/covid-19				
Workplace policies				
❖ 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 of personal interaction between teams, transportation (truck) drivers				
❖ Ensure contractors (e.g. logistics, suppliers) are made aware that they cannot bring other visitors with them without approval				



	DONE	MORE TO DO	ACTION NEEDED	NOT RELEVANT
Cleaning roster – allow additional time & resources for enhanced cleaning prior to shift changes. Maintain detailed records of cleaning activities				
Work crew and team size – reduce size of teams (to meet 1.5m spacing requirements & social isolation if required)				
Work schedules and shifts <ul style="list-style-type: none"> ❖ stagger time between shifts to minimise interactions & avoid bottlenecks in meals areas, toilets and car parks ❖ stagger break times to manage usage of meal & toilets areas 				
Accommodation <ul style="list-style-type: none"> ❖ decentralise accommodation to separate into smaller teams ❖ then keep teams together - the smaller the team, the better ❖ minimise the use of shared cooking, laundry & toilet/shower facilities ❖ ensure clear communication between your business & shared accommodation (hostel) & encourage teams stay & travel together (where possible) ❖ identify alternative accommodation options if staff members are required to self-isolate 				
Transport <ul style="list-style-type: none"> ❖ transport teams together ❖ ensure strict vehicle hygiene including adhering to social distance requirements (1.5m) ❖ clean vehicles with sanitiser after each use (steering wheels, handles, seat belts) ❖ where no specific permits are required, ensure the driver in each vehicle has a letter from the employer stating the business name, address, contact details of employer and that they are travelling to or from work ❖ ensure all passengers have required information including permits to travel if travelling between regional areas in WA 				



ADMINISTRATIVE | ACCESSING HELP & EMERGENCY PROCEDURES

	DONE	MORE TO DO	ACTION NEEDED	NOT RELEVANT
Help – the business has clearly identified who to contact for advice, what to do in the event of an infected worker & has a documented procedure ready to implement				
Emergency procedures				
<ul style="list-style-type: none"> ❖ identify the source & immediately quarantine all the people that have been in close contact ❖ approach appropriate health authority based on your state location ❖ immediately disinfect all equipment that the entire team was using including any shared facilities such as meal areas & toilets ❖ ascertain as many details about the original source person to help authorities with traceability including housing & transport arrangements, recent travel, places visited like shops 				
Visitor guidelines – have a documented summary of farm hygiene practices for any essential visitors such as mechanics or equipment repairers				

USEFUL LINKS | STATE RESOURCES

QLD | covid19.qld.gov.au

VIC | vic.gov.au/victorias-response-coronavirus

SA | covid-19.sa.gov.au

NSW | preview.nsw.gov.au/covid-19

TAS | coronavirus.tas.gov.au

WA | wa.gov.au/government/covid-19-coronavirus

SAFework | safeworkaustralia.gov.au/covid-19-information-workplaces

FEDERAL GOVERNMENT | health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources

BERRIES AUSTRALIA | berries.net.au/covid-19

FARMHUB | farmhub.org.au