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COVID-19 Safety Plan writing guide

# Purpose of this document

To give some practical ideas to dairy farmers on completing their Covid Safety Plan.   
This is to be used as a guide only, and needs to be adjusted to your business, please consider what is relevant to your business.   
  
For poster and flyer resources for your farm, visit <https://www.nsw.gov.au/covid-19/covid-safe/toolkit>

Visit [COVID-19 rules (/covid-19/rules)](https://www.nsw.gov.au/covid-19/rules) for more information

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# COVID-19 additional restrictions

Additional restrictions are in place in areas where stay at home rules apply. You must ensure you comply with the rules that apply to your business or organisation.

Visit [COVID-19 rules (/covid-19/rules)](https://www.nsw.gov.au/covid-19/rules) for more information.

# How to complete the COVID-19 Safety Plan

**Record the action/s you will put in place** under all the Safety Plan sections: wellbeing of staff and customers

physical distancing

hygiene and cleaning

record keeping.

**Each requirement must be addressed** in each section. If a requirement does not apply to your premises, briefly describe why

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

# Business details

Business name

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

Completed by

Full name

Email address

You will send a copy of the plan to your email.

# Guidelines and examples for business

Wellbeing of staff and customers

Make sure all workers comply with COVID-19 health advice. Exclude staff, visitors and contractors who are unwell.

* *We will exclude staff, visitors and contractors who are unwell from entering the property.*
* *We will reinforce the importance of employees not attending work if unwell.*
* *We have provided guidance to the farm team on our expectation that they report to their employer any case of ill health, exposure to a positive Covid-19 case amongst close contacts, or exposure to an infected site, and the need to get tested, isolate and report test results.*

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

* *Have a staff meeting/training session to discuss with staff, and provide information on COVID-19, including when to get tested, physical distancing and cleaning requirements.*
* *Record the training within the farm safety training record.*
* *Ensure that the COVID-19 safety plan is accessible to all employees as a point of reference- email to all staff members and provide a hard copy in the staffroom.*
* *Use signs around the dairy and staff rooms to reinforce the training eg correct handwashing method sign over the sink.*

Make staff aware of their leave entitlements if they are sick or required to self- isolate

* *Staff made aware of entitlements via payslips and team meetings.*
* *Prepare for changes in the roster to cover absenteeism of staff members required to quarantine or isolate.*

Encourage staff to access COVID-19 vaccination.

* *Encourage staff to access COVID-19 vaccination via discussions at team meetings and use of signage.*
* *Offer to help staff members register for a vaccine appointment if they are having difficulty with the online process.*
* *If practical, allow staff to take time off work to attend a vaccination appointment.*

Physical distancing

Monitor and control the number of workers in all relevant areas (based on 4 square metres per person rule).

* *Rosters are designed around separation of duties where possible.*
* *Where possible we will stagger start, finish, and break times, to reduce usage of common areas by staff at the same time.*
* *Where physical distancing via the roster is not possible, staff are instructed to minimise time and contact with others including take meal breaks outside, where practical in sufficiently shaded area or warm sheltered areas.*

Essential visitors such as agronomists, should maintain 1.5 metres physical distancing where practical.

* *This information is provided to essential visitors.*
* *Staff are aware of the need to keep their distance.*

Use floor markings where appropriate to indicate 1.5 metres distance.

*Tape will be used to mark 1.5m distance around high usage areas eg dairy computers and coffee/tea-making amenities.*

For farm deliveries and other transport deliveries such as stock movement (animal transport) ensure, where possible:

drivers assisting with loading stock minimise contact with surfaces workers use their own equipment

communication over phone or radio rather than in person

contactless delivery through electronic paperwork rather than signature on delivery.

* *This information is provided to drivers and signage is displayed for delivery drivers to identify designated drop off areas.*
* *Staff are aware of the need to keep their distance.*

Stagger start, finish and break times to reduce the number of workers on site at the same time.

* *This is done via the roster where practical.*
* *Procedures have been developed where appropriate to avoid employees working across multiple sites within the business.*

Where practical, provide workers with their own rooms on overnight jobs.

*Will endeavour to provide separate accommodation should the need arise and minimise the requirement for it.*

Consider holding essential gatherings such as training or pre-shear talks outdoors or via phone or video platforms where practical.

* *Staff meetings (less than 10 people involved) are held outdoors with appropriate PPE and physical distancing.*
* *Gatherings of more than 20 people do not happen at this time.*

Use radios, mobiles and email where possible.

*This is part of our normal daily routine and all staff have been reminded to use these tools where practical to avoid face-to-face meetings.*

Consider how you might decrease the number of high-touch surfaces. For example, leave doors open and reduce the number of people handling equipment or sharing items such as pens.

* *Discussion around this matter has been held at staff meetings.*
* *Where possible, staff have been provided with their own personal equipment, labelled with their name.*
* *Appropriate PPE is utilised in the dairy and calf sheds.*
* *Swapping shared coffee and condiments for single serve sachets, no sharing of food eg birthday cakes.*

If 1.5 metre distancing isn’t possible between each shearing stand, consider using every second shearing stand. Wool handlers should wait until shearers are in the catching pen before wool pick up.

N/A

If your business accommodates seasonal workers, resources from the Department of Primary Industries should be reviewed. The appropriateness of accommodation facilities can also be cross-checked with the COVID-19 Safety Plan for Hotels and Accommodation.

N/A

Hygiene and cleaning

Adopt and support good hand hygiene practices.

* *Staff have been provided with information on how to wash and sanitise their hands correctly.*
* *Signs in wash areas are used to remind staff to practice good hand hygiene.*
* *Hand sanitiser stations have been set up throughout the worksite.*
* *Rubbish bins are available to dispose of paper towels.*

Provide access to hand washing stations that are well stocked with soap and paper towel.

* *Hand washing stations are set up.*
* *Staff are aware of these and monitor supplies of soap, sanitiser and paper towel.*

Have hand sanitiser available for use in shared areas, or bottles to take if using farm machinery or another vehicle where handwashing is not possible.

*Hand sanitiser and wipes are in all farm vehicles.*

Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

* *Cleaning routines are in place.*
* *High touch surfaces have been identified for high frequency cleaning.*
* *Information has been provided to staff about the workplace cleaning schedule and how to prepare and use cleaning products correctly.*

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer’s instructions. Clean work areas and equipment thoroughly. If sharing tools and equipment is unavoidable, ensure increased cleaning.

* *Staff have been informed of these requirements.*
* *Disinfectant is provided.*
* *Where possible staff have been provided with their own personal equipment, labelled with their name.*

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

* *Staff have been informed of these requirements.*
* *Disposable gloves are available for use.*

Where reasonably practical, consider methods to avoid the shared use of items, such as equipment, tools or workstations.

*Staff have been informed of these requirements.*

If sharing tools and equipment is unavoidable, ensure cleaning with a detergent solution or disinfectant wipes in between use.

* *Staff have been informed of these requirements.*
* *Disinfectant is provided.*

Provide workers with access to adequate soap, water, toilet paper, hand sanitiser, paper towels and bins.

* *This equipment is provided for staff in the appropriate areas.*
* *Management has Identified which products are required for thorough cleaning and will monitor supplies of cleaning products and regularly restock.*

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

* *Most farm buildings are naturally well ventilated.*
* *Staff will be educated in the importance of creating good airflow in any confined areas.*

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all workers and visitors.

* *We will use the NSW Government QR code to record all workers and visitors to the business premises*
* *We will provide a manual check in form here for people that do not have access to a smartphone.*
* *All workers and visitors will be required to check in upon entry to the premises.*

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

* *QR codes with be clearly displayed at the entrance to the premises.*
* *Whenever possible, staff and visitors will be given timely reminders to check in.*

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

*Staff records including contact details and shifts worked are retained electronically and can be provided to an authorized officer on request.*

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

* *We have provided guidance to the farm team on our expectation that they report to their employer any case of ill health, exposure to a positive Covid-19 case amongst close contacts, or exposure to an infected site, and the need to get tested, isolate and report test results.*
* *Management will notify SafeWork NSW of any positive cases in the workplace.*

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Now that you have finished, send this plan to the email address you provided at the start of this document.

Print this document and keep a copy of your COVID-19 Safety Plan on your premises at all times.