

COVID-19 PASSIONFRUIT FARM CHECKLIST

The following checklist is for Australian passionfruit 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				

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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				
<ul style="list-style-type: none"> ⊗ 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.passionfruitaustralia.org.au/covid-19/				
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 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 				



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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 				

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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

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

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

PASSIONFRUIT AUSTRALIA | passionfruitaustralia.org.au/covid-19/

FARMHUB | farmhub.org.au