COVIDSafe Plan
Australian table grape industry guidelines

Preparing for the 2021/22 harvest season? It's important to minimise the risk and impact of Covid-19 and other infectious diseases.

The Australian Table Grape Association (ATGA) has produced a current best practice guide for growers Australia-wide, based on current state and national guidelines and consultation with government.

The plan and guidelines provided cannot guarantee that transmission of the virus will not occur, and the business will not be closed down.

Every table grape producer should assess their own risk on-farm and adapt this plan, keeping detailed records about steps taken to reduce and manage the risk within the business operations.
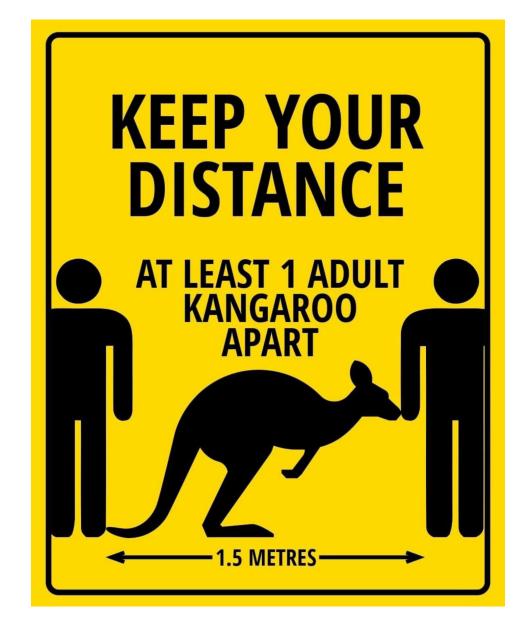
If in doubt, contact the Work Health Safety regulator or your state's Department of Health for guidance.

The key to containing the spread and limit the impact of Covid-19 is to keep people separated in space and time.

ATGA
Australian
Table Grape
Association Inc.

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PHYSICAL – ON FARM & IN THE SHED

Requirements	Action	Resources
Property signage	Alert visitors prior to entry and deter unnecessary callers	https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19
Handwashing signage	Ensure posters promoting personal hygiene and how to stop the spread are displayed in all necessary places in the business and other spaces where staff congregate, including meal areas, toilets, shared housing appropriate areas	https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources#posters
Handwashing facilities	Sites fully stocked with soap, paper towels and facilities for safe disposal of water and used towels	https://covid19.swa.gov.au/doc/health-hygiene-facilities-checklist-covid-19
Hand sanitiser (alcohol-based liquid or wipes)	Located at spots where handwashing is impractical, such as property entrances, exits and transition points, vehicles, farm machinery, equipment, packing tables, etc., and to be used on steering wheels before and after each person; for wipes, provide disposal opportunity	https://covid19.swa.gov.au/doc/health-hygiene-facilities-checklist-covid-19
Personal protective equipment (PPE)	Adequate supply of masks and glovwes must be available and worn/used appropriately, e.g., face masks should be utilised in enclosed spaces (i.e., packing sheds) and according to current restrictions in each state	
Review cleaning procedures	Regular cleaning and sterilising of frequently touched areas (workstations, fridge handles, toilet door handles, meal room tables, taps) according to current restrictions in each state. *The current understanding is that COVID-19 can survive on any hard surface for a few hours to a few days. The length of time the virus survives on surfaces is highly variable, and the focus should be on hygiene and frequent cleaning.*	https://covid19.swa.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19
Cleaning supplies	Supply of cleaning agents, sanitisers and disinfectants available and used appropriately in accordance with manufacturer's directions	
Separate toilet facilities	Provide toilet options to separate teams and genders to avoid transmission risks (e.g., portable toilets)	
Tools and equipment	Provide each team/bubble and individual worker with their own tools and ensure they are cleaned appropriately after each person's use	
Packing shed layout	Redesign layout to have a minimum of 1.5m space between workers; if this is not possible, consider Perspex barriers and/or PPE according to current restrictions in each state	https://covid19.swa.gov.au/covid-19-information-workplaces/industry-information/agriculture/physical-distancing#heading--5--tab-toc-what_physical_distancing_measures_do_i_need_to_implement_in_my_workplace?
Common areas	Space furniture apart to encourage staff to meet minimum 1.5m social distancing; remove excess chairs, etc.	

ORGANISATIONAL – MANAGING PEOPLE

Requirements	Action	Resources
Current workforce assessment	Ascertain if your existing staff: – are at a higher risk e.g., aged 60+, with existing health conditions – could be re-assigned to reduce risk of infection? – live interstate? What are the border restrictions? – is facilitation of vaccination required?	
Future workforce assessment	Pre-commencement checklist – including location, travel history and signed self-declaration	See attached proforma
Induction and daily reminders	All staff inducted/reminded of: – basic food safety – personal hygiene – social distancing requirements	https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/agriculture/hygiene
Social isolation compliance	Address any 7- or 14-day social isolation requirements	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/isolation-for-coronavirus-covid-19 https://www.redcross.org.au/news-and-media/news/help-for-migrants-in-transition
Accommodation	Decentralise accommodation to separate into smaller teams Keep teams together – the smaller the team, the better; minimise use of shared cooking, laundry and toilet/shower facilities; ensure clear communication between your business and shared accommodation (hostels and encourage teams stay and travel together where possible; identify alternative accommodation options if workers are required to self-isolate	
Transport	Transport teams together; ensure strict vehicle hygiene including adhering to social distance requirements - ideally, no more than 2 people in the vehicle – otherwise, maintain 1.5m between passengers and 4m per person (this will typically mean just one passenger per standard sized car); use any other reasonable measures such as personal protective equipment (PPE) to minimise the risk of exposure; clean vehicles with sanitiser after each use (wheels, handles, seat belts) Where no specific permits are required, ensure driver in each vehicle has a letter from employer stating business name, address, contact details of employer and where they are travelling to and from for work; in Western Australia, ensure all passengers have required information including permits to travel, if travelling between regional areas.	https://www.worksafe.vic.gov.au/managing-coronavirus-covid-19-exposure-risks-travelling-vehicles
Covid marshal (recommended for Victoria)	For monitoring a worksite's compliance with its Covid Safe plan, to support workers to follow Covid Safe principles and to look for ways to continually improve the business's Covid Safe plan, incl. entry screening, physical distancing, PPE, workplace bubbles, hygiene, cleaning and record keeping	https://www.coronavirus.vic.gov.au/covid-check-in-marshals

Signing in and out of staff	All staff (and visitors) use the workplace registration form daily or at least use the state approved QR codes	See attached proforma
Daily staff health assessment	Ensure they are not suffering from fever, fatigue, cough, sneezing, aches and pains, runny or stuffed nose, sore throat, diarrhoea or shortness of breath; if staff have any symptoms, send home to quarantine	https://www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker
Financial assistance for quarantining staff	https://www.nsw.gov.au/covid-19/financial-support https://www.qld.gov.au/jobs/support-workers-coronavirus https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response https://www.servicesaustralia.gov.au/individuals/services/centrelink/covid-19-disaster-payment-victoria https://www.coronavirus.vic.gov.au/450-coronavirus-covid-19-test-isolation-payment	
Work crew and team size	Reduce team size to comply with the 1.5m spacing requirements and social isolation if required Minimise risk, keep teams together including housing, transport, picking and/or packing (the smaller the bubble the less people will have to isolate and thus being replaced in the case of a Covid-19 positive case)	
Work schedules and shifts	Stagger time between shifts and breaks to minimise interactions and avoid bottlenecks in meal areas, toilets, and car parks	
Cleaning roster	Allow additional time and resources for enhanced cleaning prior to shift changes; maintain detailed records of cleaning activities	
Keep staff informed	Regularly update and remind staff of requirements: Send out rosters as early as possible (night before) Contact via commonly used social app (e.g., WhatsApp, FaceBook Messenger, etc.) together with local tier 1 and tier 2 locations to assist checking staff whereabouts against them	
Translation	Ensure all resources are understood and translated if required	https://www.coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19 https://www.health.nsw.gov.au/Infectious/covid-19/Pages/multilingual.aspx https://www.health.gov.au/resources/translated?f%5B0%5D=field_related_conditions_disease%3A9669
Record keeping	Individual declarations, team make-up, living arrangements (shared house/hostel), team rosters and workplace attendance register	See attached proforma

ADMINISTRATIVE – POLICIES AND ACCESSING HELP AND EMERGENCY PROCEDURES

Requirements	Action	Resources
Fit for work policy (incl. return to work)		https://www.abcc.gov.au/fitness-work-policy-guidance-material
Pro-active leave policy (incl. social isolation)		https://www.fairwork.gov.au/about-us/community-assistance/seasonal-worker-programme
Clear method for reporting and addressing personal illness, confirmed Covid-19 cases or close contact (isolation) requirements, including clearly identified contacts, for advice	Identify source and immediately quarantine all the people that have been in close contact Approach appropriate health authorities based on your state location Immediately disinfect all equipment that the entire team was using and deep clean any shared facilities (meal areas and toilets) Ascertain any details about the original source person to help authorities with traceability, including housing and transport arrangements, recent travel, places visited, like shops	https://www.coronavirus.vic.gov.au/confirmed-case-workplace https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic
Control of (non-)essential workplace visitors	Have signage to deter unnecessary visitors and have a documented summary of farm hygiene practices for any essential visitor such as mechanics or equipment repairers	https://business.gov.au/risk-management/emergency-management/coronavirus-information-and-support-for-business/business-restrictions-during-covid-19
Contingency arrangements	For the possibility or likelihood that staff may be unable to work, establishing contact with job placement agencies and (legitimate) labour hire providers that can source workers with the right skills	

YOUR COVID SAFE PLAN

Business name:	Address:
Plan completed by:	Job title:
Date reviewed:	Next review due: