

# Industry Guidelines Seasonal Horticulture

28 October 2020

# Seasonal Horticulture

**Agriculture has remained open during Victoria's restrictions.** As Victoria's roadmap for reopening progresses, additional requirements are in place to ensure the safe movement of seasonal horticultural workers from metropolitan Melbourne to regional Victoria to undertake specific work.

## COVIDSafe

All businesses need to know their obligations and ensure they understand the current restrictions in place throughout Victoria. All Victorian farm businesses and labour hire providers need to have a COVIDSafe Plan.

Farm businesses/hosts using seasonal workers for seasonal horticultural work (including the picking, packing and harvesting of seasonal produce but not production of nuts, wine grapes and olives or storage/distribution activities post production) and labour hire providers (to the extent they provide any onsite services for seasonal workers such as transport or accommodation) have additional obligations and **must** have a [Seasonal Horticulture Workers COVIDSafe Plan](#) with specific attachments as determined by the Workplace Additional Industry Obligations Directions to continue operating.

The Seasonal Horticulture Workers COVIDSafe Plan template is available on the [Coronavirus \(COVID-19\) Victoria website](#).

Employers, labour hire providers and seasonal horticulture workers should refer to the Workplace (Additional Industry Obligations) Directions for further information on what this Seasonal Horticulture Workers COVIDSafe Plan must include, and what their additional industry obligations are.

Other information about managing Coronavirus (COVID-19) exposure risk in the agriculture industry is available on the [Worksafe website](#).

## Horticultural harvest season

For many of Victoria's vital horticultural industries the harvest season has begun with the peak expected to occur between January and March 2021.

This document is intended to provide advice to **farm businesses/hosts and labour hire providers** on how to limit the potential for transmission of coronavirus (COVID-19) between workers and outline how harvest can be undertaken in a COVIDSafe way to protect seasonal workers, agriculture businesses, and our regional communities.

Under directions issued under the *Public Health and Wellbeing Act*, **all horticultural (fruit and vegetable) operations (farm businesses/hosts) using seasonal workers for seasonal horticultural work, as well as labour hire providers** (to the extent they provide any onsite service for seasonal workers such as transport or accommodation) described below, must abide by the following requirements in both metropolitan Melbourne and regional Victoria respectively, effective from **11.59pm 27 October**.

These requirements apply to all farms and workplaces where seasonal horticultural workers are employed or engaged. There are also requirements for labour hire providers who engage seasonal workers for horticultural businesses.

A **seasonal worker** is a worker who is temporarily employed or engaged to perform seasonal picking, packing or harvesting of horticulture (fruit and vegetables, excluding nuts, wine grapes and olives).

A **farm business/host** is the operator of a seasonal work premises who enters into a contract of employment with a seasonal worker, engages a seasonal worker in exchange for payment or enters into a contract with a labour hire provider for the engagement of seasonal workers.

A **labour hire provider** is a person who arranges, engages, supplies, subcontracts or otherwise provides seasonal workers (as employees, independent contractors or otherwise) for seasonal horticultural work in a seasonal work premises. Includes a person who is self-employed or a sole trader.

A **seasonal work premises** is a farm or workplace where seasonal horticultural work is undertaken.

# Seasonal Horticulture

All businesses need to know their obligations and ensure they understand the current restrictions in place throughout Victoria.

Under directions issued under the *Public Health and Wellbeing Act*, all Victorian horticultural farm businesses/hosts using seasonal horticultural workers, and labour hire providers (to the extent they provide any onsite service for seasonal workers such as transport or accommodation) described below must abide by the following requirements in both metropolitan Melbourne and regional Victoria, **effective from 11.59pm 11 October**.

These following requirements apply to all farms and workplaces where seasonal horticultural (fruit and vegetables, excluding nuts, wine grapes and olives) picking, packing and harvesting work is performed and where seasonal workers are employed or engaged. There are also requirements for labour hire providers who engage seasonal workers for horticultural businesses.

Specific requirements that relate to the seasonal horticultural workforce	
<b>Seasonal Horticulture Workers COVIDSafe Plan</b>	<ul style="list-style-type: none"> <li>Farm businesses/hosts using seasonal workers for seasonal horticultural work (including the picking, packing and harvesting of seasonal produce but not production of nuts, wine grapes and olives or storage/distribution activities post production) and labour hire providers (to the extent they provide any onsite services for seasonal workers such as transport or accommodation) <b>must</b> have a <u>Seasonal Horticulture Workers COVIDSafe Plan</u> with specific attachments to continue operating.</li> </ul>
<b>Testing and Record keeping requirements</b>  Farm business/host and labour hire provider	<p><b>Seasonal workers residing away from their metropolitan Melbourne residences</b></p> <ul style="list-style-type: none"> <li>Farm businesses/hosts and labour hire providers must require each seasonal worker who has been in metropolitan Melbourne in the previous 14 days to provide evidence of a negative COVID-19 test. The test must be dated no more than four days prior to commencement, otherwise they cannot work.</li> <li>Farm businesses/hosts and labour hire providers must record which seasonal workers have been in metropolitan Melbourne in the previous 14 days (seasonal workers must provide a written declaration as to whether or not they have been in metropolitan Melbourne in the previous 14 days).</li> <li>Farm businesses/hosts and labour hire providers must keep records of testing of seasonal workers for coronavirus (COVID-19) as specified under the additional industry obligations.</li> <li>If the worker cannot provide evidence of a negative test result, then they must not be allowed to work until they can do so (direct them to a testing site where they will be able to access asymptomatic testing)</li> </ul> <p><b>Seasonal workers residing in metropolitan Melbourne but commuting daily for seasonal work (to either regional Victoria or within metropolitan Melbourne)</b></p> <ul style="list-style-type: none"> <li>Each seasonal worker must declare, if they have travelled from metropolitan Melbourne that day and the employer must keep a daily record of these declarations.</li> <li>Where seasonal workers commute daily from metropolitan Melbourne, each farm business/host must also carry out and keep written records of surveillance testing for coronavirus (COVID-19) of all of its seasonal workers and have them available for inspection by an Authorised Officer.</li> </ul> <p><b>Record keeping - attendance</b></p> <ul style="list-style-type: none"> <li>Farm businesses/hosts must keep a daily written record of all workers and all visitors (who attend the Work Premises for longer than 15 minutes), which includes the first name, contact phone number, date and time at which the person attended and the areas which the person attended. This is in addition to the requirement of all workers (whether they have travelled from Melbourne or not) to declare in writing at the start of each shift but before entering a Work Premises that they are free of coronavirus (COVID-19) symptoms, have not been in contact with a confirmed case, and have not been required to self-isolate or self-quarantine.</li> </ul>
<b>Requirements for creating workforce bubbles</b>  Farm business/host	<ul style="list-style-type: none"> <li>Farm businesses/hosts must group workers with the same workers where reasonably practicable, including:               <ul style="list-style-type: none"> <li>Developing separate shifts to minimize physical interactions between groups of workers attending different shifts;</li> <li>separating workers into work areas</li> <li>dividing work areas into separate teams</li> <li>providing separate break areas for the separate teams, outdoor (with shade) where possible</li> <li>where workers are from the same household, ensuring they work in the same area and same team</li> </ul> </li> <li>To the extent it is reasonably practicable, there should be no mixing of the worker bubbles on site. Workers within a bubble should work and take breaks together. In addition, worker bubbles should, to the extent that is reasonably practicable, be maintained with respect to accommodation and transport.</li> </ul>
<b>Face mask requirements</b> Farm business/host	<ul style="list-style-type: none"> <li>Workers must wear face masks (other than to eat, drink and take medications) unless the nature of a worker's work means that it creates a risk to their health and safety</li> <li>The farm businesses/hosts must make available an adequate supply of face masks free of charge to workers employed or engaged at the workplace.</li> </ul>

Last updated: 28 October 2020

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All businesses need to know their obligations and ensure they understand the current restrictions in place throughout Victoria.

Specific requirements that relate to the seasonal horticultural workforce	
<b>Hygiene, cleaning and disinfection</b> Farm business/host	Farm businesses/hosts must: <ul style="list-style-type: none"> <li>• Provide a hygienic environment that allows for physical distancing</li> <li>• Clean the seasonal Work Premises each evening and maintain a cleaning schedule and log</li> <li>• Provide clean water and soap for washing hands, and well-maintained toilet facilities for workers in locations that are reasonably adjacent to work areas, and as far as reasonably practicable, separate from the employers' premises or farm homestead.</li> </ul>
<b>Accommodation</b> Farm business/host and labour hire provider	<ul style="list-style-type: none"> <li>• Farm businesses/hosts or labour hire providers providing accommodation must specify, as part of the attachment to their Seasonal Horticulture Workers COVIDSafe Plan, how they will provide COVIDSafe accommodation with respect to density, sanitation, communal facilities, regular cleaning and provision of alternative facilities should a resident be forced to isolate as a confirmed case or quarantine as a close contact.</li> </ul>
<b>Transportation</b> Farm business/host and labour hire provider	<ul style="list-style-type: none"> <li>• Farm businesses/hosts or labour hire providers providing transport (whether hired or owned) must specify, as part of the attachment to their Seasonal Horticulture Workers COVIDSafe Plan, details outlining how they will provide COVIDSafe transport arrangements with respect to distancing, ventilation, wearing of face masks and regular cleaning.</li> </ul>
<b>Training requirements</b> Farm business/host	<ul style="list-style-type: none"> <li>• Employers must provide an induction for all new workers that covers the use of personal protective equipment (such as face masks), good hygiene practices, advising workers not to attend when unwell and arrangements for workplace bubbles.</li> </ul>

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# Six COVIDSafe Principles

## 1. Ensure physical distancing



All people in the workplace should be at least 1.5 metres apart and there should be no overcrowded areas. This means:

- Workers should work from home if possible
- Ensure workers and customers are at least 1.5 metres apart at all times. Where this is not possible, the duration of the close contact should be minimised and additional precautions should be put in place
- Ensure the workplace abides by the four square metre rule density quotient
- Limit the total number of workers and customers in an enclosed area
- No carpooling between workers unless there is no alternative mode of transport to work

## 2. Wear a face mask



Workers and customers must always wear a face mask except when eating and drinking, exercising, or health or other exemptions apply. This means:

- Provide face masks to workers throughout the shift
- Ensure all workers wear face masks while working
- Do not take face masks off when talking on the phone or with others

## 3. Practice good hygiene



Operators must regularly clean high touch-surfaces and encourage good hygiene practices by workers and customers. This means:

- Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and handrails) and make gloves available for this purpose
- Encourage regular handwashing by workers and customers and make soap and hand sanitiser available for all workers and customers throughout the workplace

## 4. Keep records and act quickly if workers become unwell



Have a strict policy that any workers who feel unwell must stay at home. This means:

- Support workers to stay home and get tested even if they only have mild symptoms.
- Have a plan to immediately close down for cleaning and contact tracing if there is a confirmed case of coronavirus (COVID-19)
- Keep records of worker and customer details for contact tracing

## 5. Avoid interactions in enclosed spaces



All activities are to be held in outside areas which don't have a roof or ceiling, where practical. This includes;

- Meetings
- Lunch breaks

## 6. Create workforce bubbles



Limit the number of people that workers have prolonged close contact with. This means:

- Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes
- Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts
- Limit or cease the number of workers working across multiple work sites

# Creating a COVIDSafe workplace: Seasonal Horticulture workplaces

All seasonal horticulture workplaces **must** apply the six COVIDSafe Principles to help prevent the introduction of coronavirus (COVID-19) in the workplace.

**Horticulture workplaces include:** Agricultural businesses where seasonal horticultural (fruit and vegetables) picking, packing and harvesting work is performed.

## Create 'workforce bubbles'

Reduce the number of workers interacting with each other by creating workforce bubbles (teams within shifts) which remain separate during breaks. As far as practicable workplace bubbles should live and travel together

Density quotient of one worker per four square metres applies in communal indoor areas (e.g. lunchrooms) and outside break areas if possible

Air conditioner set to optimum air flow (non-recirculate) at the start of each workday

Encourage opening of windows or roller doors to circulate fresh air where possible

Workers must wear a face mask provided by the farm business/host

Provide each worker with their own allocated equipment or tools where possible

Separate entrances and exits if possible

## Cleaning and disinfecting schedule

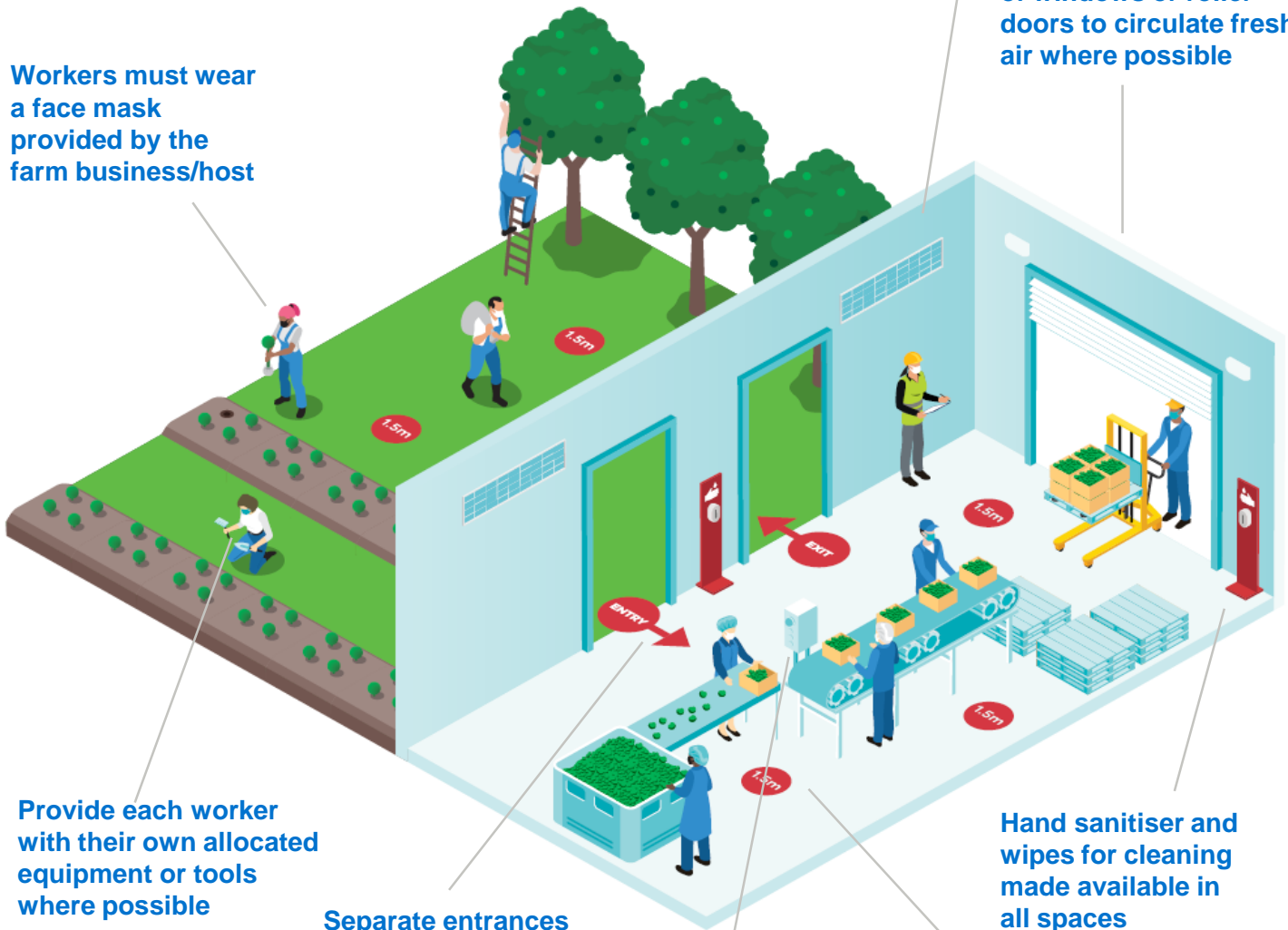
Implement and display a cleaning schedule so it is easily accessible to workers and recorded in a cleaning log

## Clean high-touch surfaces

Ensure all parts of tools, plant and equipment (e.g. buttons, switches, levers, handles and handrails) are cleaned and disinfected before and after use

Hand sanitiser and wipes for cleaning made available in all spaces

Floor markings spaced at least 1.5 metres apart to minimise contact





# Creating a Seasonal Horticulture Workers COVIDSafe Plan

Each farm business/host with a seasonal horticultural workforce, or labour hire providers offering accommodation and/or transport for these workers, must have a Seasonal Horticulture Workers COVIDSafe Plan

Farm businesses/hosts with a seasonal workforce or labour hire provider offering accommodation and/or transport for workers **must** have a [Seasonal Horticulture Workers COVIDSafe Plan](#) with specific attachments to continue operating.

As part of a spot check by Victoria Police or other authorities, businesses must be able to demonstrate that they have an adequate Seasonal Horticulture Workers COVIDSafe Plan with specific attachments specific to seasonal horticultural workers and that it is being implemented.

If a business has an existing COVIDSafe Plan, you must review this plan and update it to include additional requirements that relate to seasonal horticultural workers.

Your Seasonal Horticulture Workers COVIDSafe Plan must set out:

- ✓ Your actions to help prevent the introduction of coronavirus (COVID-19) in your workplace (specific to the industry).
- ✓ The level of face mask or personal protective equipment (PPE) required for your workforce.
- ✓ How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace.
- ✓ How you will meet all of the requirements set out by the Victorian Government.
- ✓ Additional attachments that specifically relate to horticultural seasonal workers- see below.

**Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.**

## Occupational Health and Safety Act

A Seasonal Horticulture Workers COVIDSafe Plan forms part of the development of a safe system of work.

Workplaces should also note that the workplace health and safety obligations remain under the *Occupational Health and Safety Act 2004* (OHS Act) with respect to identifying hazards and eliminate or, where is not possible to eliminate, reduce risks as far as reasonably applicable. The OHS Act also requires businesses to consult with workers about changes to deal with OHS risks, including COVID-19.

Staff must also comply with their obligations under the OHS Act.

**COVIDSafe Plan**  
Horticulture operations (employers and Labour Hire providers) using seasonal workers for seasonal horticultural work.

**About the Seasonal Horticulture Workers COVIDSafe Plan**

The Seasonal Horticulture Workers COVIDSafe Plan has been developed to support horticulture operations using seasonal workers for seasonal horticultural work, to safely operate, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

All employers (farm businesses/hosts) and labour hire providers of seasonal workers in the horticulture industry (relating to picking, packing and harvesting of fruit and vegetables, excluding nuts, wine grapes and olives) are required to develop Seasonal Horticulture Workers COVIDSafe Plan

**In order to be compliant with public health directions:**

- All businesses will be required to have a COVIDSafe Plan, or a High risk COVIDSafe Plan (such as a Seasonal Horticulture Workers COVIDSafe Plan with additional attachments) (as required under the public health directions), for their onsite operations under the 'Now We Work' Roadmaps except businesses with no onsite operations (e.g. working from home).
- This Seasonal Horticulture Workers COVIDSafe Plan with additional attachments should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this Seasonal Horticulture Workers COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your Seasonal Horticulture Workers COVIDSafe Plan plus additional attachments, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

For horticulture operations using seasonal workers for seasonal horticultural work, the Seasonal Horticulture Workers COVIDSafe Plan is the only COVIDSafe Plan you are required to complete. Information about your industry's level of restriction can be found at [vic.gov.au](http://vic.gov.au)

**How to develop your Seasonal Horticulture Workers COVIDSafe Plan**

1. Understand your responsibilities  
Information on public health directions that apply to employers is available at [vic.gov.au](http://vic.gov.au).
2. Prepare your plan  
Below is the Seasonal Horticulture Workers COVIDSafe Plan template which you will need to complete. The Seasonal Horticulture Workers COVIDSafe Plan is grouped into six COVIDSafe principles. These include:
  1. Ensure physical distancing
  2. Wear a face covering
  3. Practice good hygiene
  4. Keep records and act quickly if workers become unwell
  5. Avoid interactions in enclosed spaces
  6. Create workforce bubbles

For further information on your obligations under the OHS Act, please visit the [WorkSafe website](#).

For more information about creating a COVIDSafe workplace, please visit:

- [WorkSafe: Coronavirus \(COVID-19\)](#)
- [WorkSafe: Preparing a pandemic guide](#)
- [DHHS: Business and industry - coronavirus \(COVID-19\)](#)
- [DHHS: Preventing infection in the workplace](#)
- [DHHS: Workplace obligations](#)
- [DHHS: Confirmed case in the workplace](#)



## Creating a Seasonal Horticulture Workers COVIDSafe Plan (continued)

Each farm business/host with a seasonal horticultural workforce or labour hire provider offering accommodation and/or transport for these workers, must have a Seasonal Horticulture Workers COVIDSafe Plan.

Where a farm business/host or labour hire provider provides accommodation to a seasonal worker, they must include arrangements for the COVIDSafe operation of that **accommodation** (as outlined in this guidance) in an attachment to their Seasonal Horticulture Workers COVIDSafe Plan. This will include information about:

- ✓ density and distancing in accommodation
- ✓ hygiene
- ✓ use of communal facilities
- ✓ regular cleaning
- ✓ the provision of alternative facilities should a resident be forced to self-isolate as a confirmed case or close contact
- ✓ transporting workers within their bubbles.

Where a farm business/host or labour hire provider provides **transport** for a seasonal worker (whether that transport is owned or leased) they must include arrangements for the COVIDSafe operation of that transport (as outlined in this guidance), and outline these arrangements in an attachment to their Seasonal Horticulture Workers COVIDSafe Plan. This will include information about:

- ✓ distancing on transport
- ✓ wearing of masks
- ✓ ventilation
- ✓ regular cleaning of vehicles
- ✓ transporting workers within their bubbles





# 1. Ensure physical distancing in the workplace

Physical distancing remains one of the most effective ways of minimising the spread of coronavirus (COVID-19) and is a vital part of creating a safe working environment.

Physical distancing measures should be implemented to create a COVIDSafe workplace.

This means **keeping a minimum distance of 1.5 metres between workers**, visitors and other people on the Work Premises.

## Ensuring physical distancing between workers

### Create small teams that work together

Create small teams and ensure workers can maintain at least 1.5 metres of distance from one another.

### Worker breaks

Spread out worker break times to reduce the number of people using communal facilities at the same time and clean the facilities between use by different bubbles/teams. Encourage workers to take breaks outdoors with shade where possible.

### Minimise contact

Remove excess chairs and tables from communal break areas to encourage workers to stay a minimum 1.5 metres from one another.

### Create work zones

Reduce the risk of cross-contamination by implementing discrete work zones or spread workers out across the picking/harvest areas.

## Ensuring physical distancing in packing sheds and communal facilities

### Shed layout

Where possible, the shed layout should be configured to ensure that workers are spaced at least 1.5 metres apart from one another, do not directly face one another and have discrete 'working zones'.

### Floor markings

Place floor markings in packing sheds to indicate how workers can maintain physical distancing of at least 1.5 metres. Floor markings can also be used for high-density areas of the work site such as reception or canteen areas where workers queue.



## 2. Wear a face mask

You and your workers **must** wear a face mask at work (including outdoor work), and to and from work, unless you have a lawful reason for not doing so.

A face mask includes a fitted face mask, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements.

Farm business/host must provide seasonal workers with a face mask. Employers have a responsibility to identify whether there is a risk to the health of employees from exposure to coronavirus (COVID-19) at their workplace.

Employers and workers have legal duties under the Occupational Health and Safety Act 2004. See [WorkSafe Victoria](#) for information about minimising health risks in your workplace.

### Wearing a face mask

#### Responsibility for wearing a face mask

Responsibility for wearing a face mask rests with the individual but the farm business/host must take reasonable steps to ensure their workers wear a face mask at all times when working unless the nature of a worker's work means that it creates a risk to their health and safety or unless a lawful exception applies. Discomfort or inconvenience is not a reason to not wear a mask.

#### How should individuals change their face mask?

It is recommended that individuals carry a spare face mask in a plastic zip pocket and to change their face mask when required.

A workplace could also consider displaying signage that highlights the importance of washing hands before and after changing a face mask.

#### Responsibility for providing a face mask

The farm business/host must make available an adequate supply of face masks free of charge to workers employed or engaged at the workplace.



### 3. Practice good hygiene

Additional hygiene measures are a priority. **Farm businesses/hosts and labour hire providers** should review these guidelines to maintain good hygiene in their premises and at accommodation sites, and document hygiene practises in their COVIDSafe plan.

Health and hygiene go hand in hand. To ensure the safety and wellbeing of employees, refer to WorkSafe Victoria, '[How employers can use occupational health and safety \(OHS\) practice to plan for a pandemic](#)'.

*The Public Health and Wellbeing Regulations 2009* set out the requirements for businesses registered under the Act. Proprietors and staff should be familiar with the Australian Standards as they relate to their premises and businesses.

More information from DHHS on cleaning can be found [here](#).

#### Provide suitable facilities

Provide clean water and soap for washing hands and well-maintained toilet facilities for workers, in a location or locations that are reasonably adjacent to work areas and, as far as is practicable, separate from the farm homestead.

#### Maintain a cleaning schedule and log

Ensure surfaces are cleaned regularly, and high-touch surfaces cleaned at least twice on each given day. Implement appropriate protocols to ensure cleaning and disinfecting facilities are available and used before, during and after each shift. Comprehensive cleaning of the seasonal work premises must occur each evening.

Have a cleaning log on display in all shared workplaces and publicly accessible areas which sets out:

- the dates, times and frequency with which the relevant area has been cleaned, including (but not limited to) frequently touched surfaces, toilets and handrails; and
- shifts or other relevant worker group changes (where applicable) to show that relevant areas have been cleaned in between shift changes.

#### Accessible cleaning products and disinfectants

Make cleaning products available near commonly used surfaces where possible (for example, placing hand sanitiser at entrances, on tables and chairs, in bathrooms, near microwaves and light switches) cleaning products should be available for workers to use before and after use.

#### Cleaning shared tools and equipment

Ensure that all shared tools and equipment of harvest aids such as knives and shears, are cleaned and disinfected between users and are included in a comprehensive cleaning and disinfecting schedule. Where possible, consider providing workers with their own tools.

#### Educate staff

Display posters on good hygiene and handwashing practises in prominent places and establish hygiene stations (with hand sanitiser) at entrances and throughout the workplace to encourage hand hygiene of staff and customers.

Employers of seasonal workers must provide an induction for all new workers that covers good hygiene practices, advising workers not to attend when unwell and arrangements for workplace bubbles.

Have a personal protective equipment (mask) training plan in place that is consistent with best practice training plans, is provided to workers in multiple formats (for example, infographics and text) and is accessible for multilingual workers.

#### Promotion of hygiene tips for workers

- Stay home if you are sick.
- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Wash or disinfect hands after making or receiving deliveries.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterwards.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- If you are required to wear gloves do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.

***Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.***



## 4. Keeping records, testing, and acting quickly if workers become unwell

All businesses **must** keep records of every person who attends the workplace and should have a response plan, as part of their Seasonal Horticulture Workers COVIDSafe Plan, ready for the possibility of a person with coronavirus (COVID-19) at their premises.

### Maintaining workplace attendance records

#### Workplace attendance register

Under current public health advice, all Victorian workplaces are required to establish and maintain a 'workplace attendance register' (example template available [here](#)) of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, delivery drivers or visitors permitted in the workplace (including workplace inspectors).

If a staff member or customer tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the 48 hours prior to the onset of their symptoms.

For more information regarding the definition of a close-contact, visit [DHHS](#).

This is in addition to the requirement of **all** seasonal workers (as per the Workplace (Additional Industry Obligations) Directions) to declare in writing at the start of each shift but before entering a Work Premises that they are free of COVID-19 symptoms, have not been in contact with a confirmed case, and have not been required to self-isolate or self-quarantine.

#### Details

The details to collect on the workplace attendance register include:

- the person's first name; and
- a contact phone number; and
- the date and time at which the person attended the Work Premises; and
- the areas of the Work Premises which the person attended.

All written records, including evidence of testing must be kept and made available for inspection in accordance with Workplace Directions.

Records must be kept for at least 28 days and be available for inspection upon request by an Authorised Officer.



## 4. Keeping records, testing, and acting quickly if workers become unwell (continued)

Testing and record keeping are the most effective controls for reducing the risk of incidence of the virus in a seasonal workforce. It is also important to prevent infected workers from joining the workforce and having contact with other workers.

### Testing and record keeping for seasonal workers relocating from metropolitan Melbourne

#### Testing

Every **farm business/host and labour hire provider** must require that each seasonal worker who has been in metropolitan Melbourne in the previous 14 days and relocates to work at a horticultural premises in regional Victoria produces evidence of a negative COVID-19 test. The test must be dated no more than **four days** prior to commencing work and/or attending the workplace following any subsequent visit to metropolitan Melbourne.

If a seasonal worker who has been in metropolitan Melbourne in the last 14 days cannot produce evidence of a negative test result dated no more than four days prior to attending work, then the farm business/host and labour hire provider must not allow the seasonal worker to work. The worker should be directed to a local fixed testing site for testing (turnaround usually under 24 hours).

If, in the first 14 days in regional Victoria, the worker moves work locations (from one farm to another farm) without leaving regional Victoria, then the worker should ensure they note the locations where they have worked and retain the record of their negative test for presentation at the new work location. It is the intention that only one test is required when a worker leaves metropolitan Melbourne and before they commence seasonal horticulture work in regional Victoria (Note this applies to relocation, not commuting which is dealt with on the next page).

#### Returning to Melbourne

If a seasonal worker who has relocated to regional Victoria for seasonal work returns to metropolitan Melbourne for any reason, they must be tested on each occasion they return to regional Victoria and produce evidence of that test result.

#### Record Keeping

Every seasonal worker who attends a seasonal work premises is required to declare whether they have been in metropolitan Melbourne in the previous 14 days. This answer **must be recorded** by the farm business/host.

If they answer "Yes" you will need to ask them to produce evidence of a negative test result and record the date of the test sighted (the sms of the negative result to the worker will contain sufficient details).

The **farm business/host and labour hire provider** must keep records of the testing of seasonal workers for COVID-19 for 28 days.

Ensure any records kept containing personal information are stored securely and a process is in place to ensure this information is securely destroyed soon as reasonably practicable after 28 days, unless another statutory requirement permits or requires the personal information to be retained.



## 4. Keeping records, testing, and acting quickly if workers become unwell (continued)

### Testing seasonal workers residing in metropolitan Melbourne who commute daily to undertake seasonal horticulture work

Seasonal workers residing at a metropolitan Melbourne residence and commuting to undertake seasonal horticultural work on a daily basis (i.e. they do not reside in regional Victoria each night) **will not be required to produce evidence of a negative COVID-19** test on attending the seasonal work premises. However, a surveillance testing program will be commenced by the Department of Health and Human Services to ensure the virus is not circulating among seasonal workers, or being introduced by those who commute.

#### Surveillance Testing

Where workers are commuting to the seasonal horticulture workplace from Melbourne, each **farm business/host must carry out and keep written records of surveillance testing** of all of its seasonal workers for COVID-19 in accordance with the requirements of the Department of Health and Human Services (DHHS).

DHHS will commence a program of surveillance testing and contact farm businesses for appointments to come on-site to test workers. Not every farm or seasonal business will be contacted. However, if you are contacted you must cooperate under the Directions.

#### Record Keeping

- Each seasonal worker to a seasonal work premises must be asked and must declare if they have travelled from their metropolitan Melbourne residence on that day (each day). That answer must be recorded by the farm business/host.
- The **farm business/host** must keep these records in addition to records of surveillance testing coronavirus (COVID-19) of seasonal workers as specified under the 'additional industry obligations'.
- Ensure any records kept containing personal information are stored securely and a process is in place to ensure this information is securely destroyed soon as reasonably practicable after 28 days, unless another statutory requirement permits or requires the personal information to be retained.



## 4. Keeping records, testing, and acting quickly if workers become unwell (continued)

All businesses **must** keep records of every person who attends the workplace and should have a response plan, as part of their Seasonal Horticulture Workers COVIDSafe Plan, ready for the possibility of a person with coronavirus (COVID-19) at their premises.

### Slowing the spread – acting quickly if workers become unwell

#### DHHS actions

The Department of Health and Human Services (DHHS) will liaise with businesses where someone has been at the business while infectious with coronavirus (COVID-19). DHHS may request information from the business to assist with contact tracing. DHHS may also request that the business assist with contact tracing. DHHS will also contact anyone who is identified as a close contact of the case.

#### Business actions

Businesses must work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business. Businesses must provide DHHS with a list of the customers, staff, and other visitors (for example, contractors, delivery workers) who may be close or casual contacts. **Farm businesses/hosts must keep a record of all workers who attend the workplace for longer than 15 minutes, over the past 28 days as well as COVID-19 test results for those who travelled from metropolitan Melbourne prior to commencing work.**

Any staff member who tests positive for coronavirus (COVID-19) should self-isolate until they have been notified by DHHS that they are no longer required to self-isolate and have met criteria for release from isolation. The staff member should follow DHHS guidance and their employer's policy.

#### Close contacts

Staff who are determined as close contacts of a person with coronavirus (COVID-19) must quarantine and should not come to work for 14 days after their last close contact with the confirmed case. Those identified as close contacts by DHHS must get tested on day 11 of their quarantine. They should watch for symptoms and seek medical assessment and testing if they become symptomatic.

#### Contingency plans

If multiple staff are directed to be quarantined and this affects operational capacity, the business will need to consider its own contingency plans for disposing of raw materials (especially fresh ingredients), any work in progress, or short shelf-life stock to ensure food safety is maintained.

#### A note on privacy

Please respect the privacy of people with a confirmed case of coronavirus (COVID-19) and treat their condition with understanding and compassion. If a staff member is quarantining, check in on their wellbeing regularly and monitor their mental health.

#### Additional resources

Staff who have been required to self-quarantine after a coronavirus (COVID-19) test may be eligible to receive a one-off payment of \$450 from the Victorian Government. Staff who are confirmed as coronavirus (COVID-19) positive may be eligible to receive a one-off \$1500 payment from Commonwealth Government's Pandemic Leave Disaster Payment for Victoria. Further information on coronavirus-related pay and leave entitlements can be found through the Fair Work Ombudsman at:

- [Pay and Leave During Coronavirus](#)
- [Health and Safety in the Workplace During Coronavirus](#)



## 5. Avoid interactions in enclosed spaces

In Victoria, employers have OHS duties and obligations to do what is reasonably practicable to provide a working environment that is safe and without risks to the health of workers, visitors or customers.

As part of creating a safe working environment that addresses risks associated with potential exposure to coronavirus (COVID-19), businesses should have a plan in place to minimise the number of interactions in enclosed spaces and maximise ventilation, air quality and use of outdoor spaces.

This means, wherever possible, moving activities outside or to well-ventilated areas and keeping doors and windows open as practicable to ensure maximum ventilation.

### Actions your business can take in the workplace

#### Air quality and ventilation

Open windows and outside doors where possible to maximise ventilation. Use air conditioning to enhance the flow of air but ensure that you are not using the 'recirculate' mode.

#### Air quality when cleaning

Open outside doors and windows to increase air circulation before commencing cleaning and disinfection. Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.

#### Air conditioners

Set air conditions to optimal airflow at the start of each day. Ensure that air conditioners are not set to 're-circulate'.

#### Have breaks and move meetings outside

Provide suitable break areas, including to the extent practicable, outdoor break areas with shade, and ensure that bubbles are separated during the use of those break areas.

Where possible, move internal meetings and activities to an outdoor area. Encourage workers to take any breaks outdoors.

#### Work vehicle limit

Place limits on workers per work vehicle (e.g. one worker per row of seats, seated diagonally opposite).





## 6. Create workforce bubbles

Having 'workforce bubbles' can help minimise the risk of infection and support contact tracing if needed.

**The farm business/host must create 'workforce bubbles' where practicable.** A 'workforce bubble' is a group of workers who limit their in-person interactions to other members of the group. This strategy focuses on **reducing the number of individuals** a worker comes into contact with, rather than the number of interactions. Should a worker test positive or have symptoms of coronavirus (COVID-19), a workforce bubble may help contain the spread to a minimum number of people within the bubble, and may mean the whole workforce does not need to go into quarantine.

### To minimise possible exposure and contact, consider:

#### Limiting

the number of people with prolonged close contact

#### Modifying

processes to minimise interactions between workers during breaks, shifts or when transitioning into or out of work where possible

#### Reviewing

shift arrangements to create smaller teams and avoid mixing workers across shifts.

#### Ensuring

household members or family groups are in the same workplace bubbles and vice-versa

## Actions you can take

### Set up 'workforce bubbles'

Where practical, **arrange operations to group workers consistently with the same workers** including:

- developing staggered shifts to minimise physical interactions between groups of workers attending different shifts
- separating workers into work areas
- dividing work areas into separate teams
- providing separate break areas for the separate teams
- where workers are from the same household, ensure they work in the same area and same team

### Limit interactions

Where possible there should be no mixing of the worker bubbles on site. Workers within a bubble should work and take breaks together. Worker bubbles should also be maintained with respect to accommodation and transport where possible.

### Keep contact records

the **farm business/host must record daily the roster of workers**, including the work areas, work teams and breaks taken for each worker bubble.



## Create a COVID safe environment: Transportation

Where a **farm business/host or labour hire provider** provides transportation to a seasonal worker they must include details of how they will make the transport COVIDSafe, having regard to this guidance and record as an attachment to their Seasonal Horticulture Workers COVIDSafe Plan.

The details in an attachment to the plan must include how the farm business/host or labour hire provider will consider how distancing, wearing of masks, ventilation and regular cleaning will be maintained.

### Travel in bubbles

Where 'workforce bubbles' are used, workers should travel as part of this bubble and as far as practical only one 'workforce bubble' should be transported at one time. Records of all trips will be kept.

When commuting by bus, minibus or van, passengers should keep at least one vacant seat in all directions, in a checkerboard pattern, separating them from other passengers.

### Handle own possessions

Passengers should handle their own possessions and equipment following the directions of the driver for placement unless safe loading procedures require the driver to place the equipment.

### Regular cleaning

Ensure surfaces are cleaned regularly, and high touch surfaces are cleaned and disinfected at least twice on each given day.

### Work vehicle limit

Consider limits on workers per work vehicle (e.g. one worker per row of seats, seated diagonally opposite).

### Wear masks and sanitise

The driver and all passengers must wear face masks. Passengers should clean their hands with soap and running water or alcohol-based hand sanitiser before boarding the vehicle.

### Circulate fresh air

Wherever possible vehicles should have as much fresh air circulation by adjusting air conditioning to external airflow mode or opening windows and allowing air circulation between trips by leaving windows down.

### Avoid carpooling

Workers should avoid carpooling with other workers, unless: they are from the same workforce bubble or household bubble, or if there is no alternative mode of transport to work.

Masks must be worn in the car and, if travelling with anyone outside your work/accommodation bubble then physical distancing should be practiced in the car.

Ensure there is ventilation in the car by opening windows (if possible).

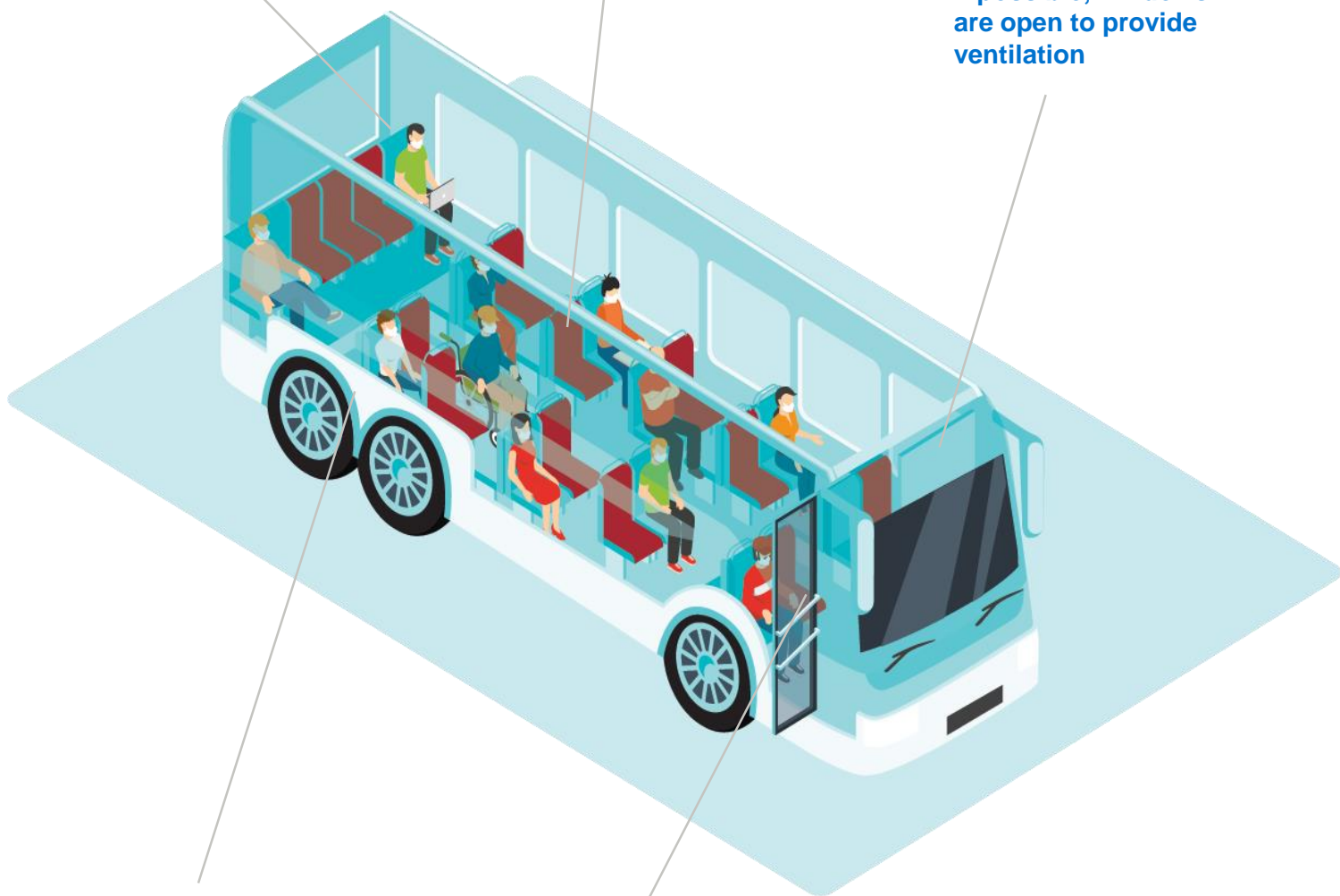
## Create a COVID safe environment: Transportation

All farm owners/hosts and labour hire providers involved in the transport of seasonal horticulture workers to and from the work site **must** apply the six COVIDSafe Principles to help prevent the introduction of coronavirus (COVID-19) in the workplace.

All passengers and driver must wear a face mask

Keep at least one vacant seat in all directions, in a checkerboard pattern

Ensure that air-conditioning flow is maximised and, if possible, windows are open to provide ventilation



Where possible, ensure all workers travel in 'workforce bubbles' to avoid mixing

Ensure that hand sanitiser is available at the door of the bus and each person entering applies it

Ensure that each passenger handles only their own belongings



## Create a COVID safe environment: Accommodation

Where a **farm business/host or labour hire provider** provides accommodation to a seasonal worker they must include those accommodation arrangements as an attachment to their **Seasonal Horticulture Workers COVIDSafe Plan**.

The attachment must consider matters such as density and distancing, use of communal facilities, regular cleaning and the provision of alternative facilities should a resident be forced to self-isolate as a confirmed case or close contact.

### Maintain a minimum distance of 1.5 metres

Make sure the number of people staying in an accommodation enables people to spread out, maximise distance between people and maintain social distancing. Consider using outdoor spaces to provide additional communal space.

Workers will need to maintain a minimum distance of 1.5 metres from others staying in accommodation at all times. Each worker should have 4 square metres of communal space including lounge/kitchen/dining.

### Communal areas and accommodation density

Numbers in communal sleeping quarters should be minimised. Beds should be staggered apart to ensure physical distancing of at least 1.5 metres.

The number of people staying in an accommodation unit such as a house or unit should be limited so that there is no more than one person per 4 square metres of communal space in that house/hostel. For example, if the communal space (kitchen, dining, lounge) of a house/hostel is 40 square metres, then a maximum of 10 residents should live in this premises.

Where different accommodation units (e.g. several dorms) need to use a common communal area (kitchens, bathrooms), rosters should be adopted to allocate the use so that there is no more than one person per 4 sqm in the area at any one time. The communal area should be cleaned thoroughly between uses by the different household groups using a roster.

### Household bubbles

Where possible workers within a 'workforce bubble' should be allocated to the same 'household unit'. Workforce bubbles should work and share transport and facilities with other members of the same 'bubble'.

### Food preparation

Promote strict hygiene during food preparation. At any one time, kitchens are to be used by the minimum number of 'bubbles' by roster and cleaned thoroughly between uses. Records of rosters should be maintained.

### Alternative facilities in case of awaiting test result, confirmed case or close contact

Each farm business/host or labour hire provider who provides accommodation needs to consider how they will provide an isolation room for a worker who is a confirmed case, a close contact or who has symptoms and is awaiting a test result.

### Provide regular cleaning

Strict adherence to effective routine cleaning, with a focus on increased frequency of cleaning of high contact surfaces and communal facilities is recommended. High-touch surfaces should be cleaned at least twice daily, and it is recommended that each accommodation unit have a roster to ensure it is done. Reduce high-touch points in the kitchen by providing sachets for condiments and adding contactless bins.

For advice about regular cleaning go to <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection>

### Hygiene

Promote strict hygiene in bathrooms. At any one time, shower blocks to be used only by the minimum number of 'workforce bubbles' by roster and showers cleaned thoroughly between uses. If practical, toilets in combined toilet/shower blocks to be closed to other 'workforce bubbles' during shower roster times to minimise intermingling of workers in 'household units'.

# Create a COVID safe environment: Accommodation

All farm owners/hosts and labour hire providers involved in the provision of accommodation to seasonal horticulture workers **must** apply the six COVIDSafe Principles to help prevent the introduction of coronavirus (COVID-19) in the workplace.

Implement a cleaning roster in the kitchen to ensure that communal facilities are thoroughly cleaned in between users

Reduce high-touch points in the kitchen by providing sachets for condiments and adding contactless bins

Maintain density quotient of one person per four square metres in communal areas

Ensure strict hygiene in bathrooms and shower block facilities and implement workforce bubbles to avoid inter-mingling between workers

High-touch surfaces should be cleaned twice-daily or in between users

Maintain physical distancing of at least 1.5 metres in communal areas

Calculate a maximum occupancy per accommodation that ensures appropriate physical distancing measures can be maintained

Beds should be staggered apart to ensure physical distancing of at least 1.5 metres.

Providing appropriate outdoor spaces is recommended





## Compliance and enforcement

All businesses should regularly check that they are complying with current directions and advice provided by health authorities.

Workplaces may consider nominating a worker to be the Coronavirus (COVID-19) Response Officer (or similar) to oversee the implementation of the workplace's COVIDSafe plan, ensuring that correct processes are being followed, any relevant documentation is complete, workers are trained, and procedures are kept to up-to-date to comply with current health information.

Evidence of compliance with the directions of the Victorian Chief Health Officer may be requested from a relevant compliance/enforcement officer. Victoria Police and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions issued under the *Public Health and Wellbeing Act*. WorkSafe will continue compliance and enforcement action under the *Occupational Health and Safety Act 2004* (OHS Act).

### Where can I find further information on safely reopening my workplace?

Business Victoria is ready to support businesses and answer questions about preparing for a safe reopening. Business Victoria can be contacted on 13 22 15 or online by the [Contact Us form](#).

For information on health and safety requirements under the OHS Act, businesses should refer to [WorkSafe Victoria's website](#) or contact its advisory service on 1800 136 089.

### How will you enforce compliance? Who will enforce it?

Victoria Police, and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions of the Victorian Chief Health Officer.

WorkSafe will continue compliance and enforcement action under the *Occupational Health and Safety Act 2004* (OHS Act). For information on health and safety requirements under the OHS Act, businesses should refer to [WorkSafe Victoria's website](#) or contact its advisory service on 1800 136 089

### Fines and penalties

Victoria Police can issue on the spot fines of up to \$1,652 for individuals and up to \$9,913 for businesses for:

- Refusing or failing to comply with the emergency directions;
- Refusing or failing to comply with a public health risk power direction; or
- Refusing or failing to comply with a direction by the Victorian Chief Health Officer.

Fines can be extended through the Magistrates' Court to a maximum of \$20,000 for individuals and \$100,000 for businesses.

WorkSafe may take a range of compliance and enforcement action against an employer which fails to comply with its duties under the OHS Act.

# Checklist for farm business/host



Please note that the checklists below outline the restrictions and requirements that apply from **11:59pm on 27 October 2020 for seasonal horticulture workers**.

## Prepare your Seasonal Horticulture Workers COVIDSafe Plan

Every workplace is required to have a [COVIDSafe Plan](#) that is regularly updated. Some workplaces are required to have a [Seasonal Horticulture Workers COVIDSafe Plan](#) as determined by the Workplace Additional Industry Obligations Directions.

- If your business is involved in the provision of accommodation for seasonal workers, ensure your Seasonal Horticulture Workers COVIDSafe Plan has an attachment that details how you will ensure accommodation facilities are COVIDSafe.
- If your business offers transport to and from the worksite, ensure your Seasonal Horticulture Workers COVIDSafe Plan has an attachment that details how you will ensure transportation practices are COVIDSafe.

## Establish your record keeping

- Record the contact details of any worker who attends your workplace for longer than 15 minutes (this includes contractors and delivery workers), to include: first name and a contact phone number, the date and time at which the person attended the Work Premises; and the areas of the Work Premises which the person attended. Retain for at least 28 days.
- Record which seasonal workers have been in metropolitan Melbourne in the previous 14 days.
- For seasonal workers relocating from metropolitan Melbourne, record and keep the testing results of workers for COVID-19. Retain for at least 28 days.
- For workforces that include seasonal workers commuting from metropolitan Melbourne, record details of surveillance testing of all workers. Retain for at least 28 days following the visit.
- Maintain Staff Coronavirus (COVID-19) Health Declarations to be completed at the start of each shift. Ensure any records kept containing personal information are stored securely and a process is in place to ensure this information is securely destroyed soon as reasonably practicable after 28 days, unless another statutory requirement permits or requires the personal information to be retained.

## Create workforce bubbles

- Group workers into smaller teams where reasonably practicable including:
  - minimising physical interactions between groups of workers attending different shifts;
  - separating workers into work areas
  - dividing work areas into separate teams
  - providing separate break areas for the separate teams
  - where workers are from the same household, ensuring they work in the same area and same team
- Where practical, there should be no mixing of the worker bubbles on site. Workers within a bubble should work and take breaks together. In addition, worker bubbles should, to the extent that is reasonably practicable, be maintained with respect to accommodation and transport.

## Require face masks

- Workers must wear face masks appropriate to the setting unless the nature of the work means that it creates a risk to health and safety or a lawful exemption applies
- The farm business/host must make available an adequate supply of face masks free of charge to workers employed or engaged at the workplace.

## Staff training and inductions

- Provide an induction for all new workers that covers the use of personal protective equipment (such as face mask use), good hygiene practices, advising workers not to attend work when unwell and arrangements for workplace bubbles.

# Checklist for farm business/host (continued)



## Create a COVIDSafe workplace

- Provide a hygienic environment that allows for physical distancing
- Provide clean water and soap for washing hands.
- Maintain a density quotient of one person per four square metres of the space accessible in communal areas (e.g. lunchrooms).
- Space all seating so that workers are at least 1.5 metres apart if/when seated.
- Set up worker bubbles or teams.
- Provide clean water and soap for washing hands and well-maintained toilet facilities for workers reasonably adjacent to work areas, and as far as practicable separate to the homestead.
- Provide suitable break areas, including to the extent practicable, outdoor break areas with shade, and ensure that workforce bubbles are separated during the use of those break areas.

## Accommodation

- Include, as an attachment to the Seasonal Horticulture Workers COVIDSafe Plan, statements outlining how you will ensure that accommodation facilities are COVIDSafe with respect to density, sanitation, communal facilities, regular cleaning and provision of alternative facilities should a resident be forced to isolate as a confirmed case or quarantine as a close contact (see pages 20-21).

## Transportation

- Include, as an attachment to the Seasonal Horticulture Workers COVIDSafe Plan, details outlining how the transport arrangements have regard to this guidance (see pages 18-19 with respect to distancing, ventilation, wearing of face masks and regular cleaning).

## Signage requirements

- Display signage for workers in appropriate language in, high visibility locations, to include:
  - Information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell.
  - Hygiene and physical distancing practices.
  - Record keeping requirements.
- Promote physical distancing, including between workers with floor or wall markings or signs. Use physical barriers where appropriate (e.g., installation of sneeze guards).

## Prepare a cleaning schedule

- Comprehensive cleaning of the seasonal work premises must occur each evening.
- A cleaning log must be on display in all shared workplaces and publicly accessible areas
- Establish new processes and schedules for cleaning and disinfecting to maintain good hygiene, including frequent cleaning of high touch points (see [DHHS Guidelines and Resources](#)).

## Consult with staff

- Employers, farm businesses/hosts and labour hire providers must, so far as is reasonably practicable, consult with workers and HSRs (if any), on matters related to health or safety that directly affect, or are likely to directly affect them.



# Checklist for labour hire providers



Please note that the checklists below outline the restrictions and requirements that apply from **11:59pm on 27 October 2020 for seasonal horticulture workers.**

## Prepare your Seasonal Horticultural Worker COVIDSafe

Every workplace is required to have a [COVIDSafe Plan](#) that is regularly updated. Some workplaces are required to have a Seasonal Horticulture Workers COVIDSafe Plan as determined by the Workplace Additional Industry Obligations Directions.

- If your business is involved in the provision of accommodation for seasonal workers, ensure that your Seasonal Horticulture Workers COVIDSafe Plan has an attachment that details how you will ensure accommodation facilities are COVIDSafe.
- If your business offers transport to and from the worksite, ensure your Seasonal Horticulture Workers COVIDSafe Plan has an attachment that details how you will ensure transportation practices are COVIDSafe.

## Establish your record keeping and testing requirements

- Record the contact details of any seasonal worker engaged by your business to include: first name and a contact phone number, the date and time at which the person attended the Work Premises; and the areas of the Work Premises which the person attended. Retain for at least 28 days.
- Record which seasonal workers have been in metropolitan Melbourne in the previous 14 days.
- Ensure that seasonal workers relocating from metropolitan Melbourne to work at a seasonal work premises in regional Victoria, who has been in metropolitan Melbourne in the previous 14 days, produces evidence of a negative test for COVID-19 dated no more than four days prior to commencing work and/or attending the workplace following any subsequent visit to metropolitan Melbourne.
- Where applicable, for seasonal workers relocating from metropolitan Melbourne, record and keep the testing results of workers for COVID-19. Retain for at least 28 days.
- For workforces that include seasonal workers commuting from metropolitan Melbourne, record details of surveillance testing of all workers. Retain for at least 28 days following the visit.
- Ensure any records kept containing personal information are stored securely and a process is in place to ensure this information is securely destroyed soon as reasonably practicable after 28 days, unless another statutory requirement permits or requires the personal information to be retained.
- Maintain Staff Coronavirus (COVID-19) Health Questionnaires to be completed at the start of each shift.

## Accommodation

- Include, as an attachment to the Seasonal Horticulture Workers COVIDSafe Plan, statements outlining how you will ensure that accommodation facilities are COVIDSafe with respect to density, sanitation, communal facilities, regular cleaning and provision of alternative facilities should a resident be forced to isolate as a confirmed case or quarantine as a close contact

## Transportation

- Include, as an attachment to the Seasonal Horticulture Workers COVIDSafe Plan, details outlining how the transport arrangements has regard to guidance from DJPR and DHHS with respect to distancing, ventilation, wearing of face masks and regular cleaning

# Checklist for workers



Please note that the checklists below outline the restrictions and requirements that apply from 11:59pm on 27 October 2020.

## Checklist for workers



**Complete induction**



**Maintain physical distancing at work, commuting to and from work, and in your homestead/accommodation provided**



**Avoid carpooling with other colleagues (unless they are from the same worker bubble or household bubble or if there are no alternative modes of transport to work).**

**Wear a face mask at work, and to and from work unless you have a lawful reason not to do so**

**practice good hygiene**

- Be rigorous in maintaining the new cleaning and disinfecting schedule (e.g. touch points such as tables and counters need to be cleaned and disinfected before and after use by customers).



**Wash your hands thoroughly with soap and water for at least 20 seconds at the very minimum:**

- On arrival at work
- Before preparing or delivering food and/or beverages to tables
- After collecting/clearing used food and beverage items
- Before returning to food or beverage preparation areas
- At the start and end of each meal break
- Before and after touching a customer or their belongings
- After handling money
- Before leaving work
- Before and after changing your face mask
- After blowing your nose, coughing, sneezing, or using the toilet.



**Stay home if unwell**

- If you have symptoms, get tested for coronavirus (COVID-19). Stay in quarantine at home until you get the result and it is negative for coronavirus (COVID-19).
- Do not come to work if you have a fever (a temperature of 37.5°C or greater), or if you have any symptoms.

# Staff health questionnaire



## STAFF CORONAVIRUS (COVID-19) HEALTH QUESTIONNAIRE

Staff name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of shift \_\_\_\_\_

(1) Are you currently required to be in quarantine because you have been diagnosed with coronavirus (COVID-19)?  YES  NO

(2) Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services (DHHS) as a result of being a close contact of someone with coronavirus (COVID-19)?  
 YES  NO

**If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from quarantine or until your 14-day quarantine period is complete.**

### Are you experiencing any of these symptoms?

(3) Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5C)  YES  NO

(4) Chills  YES  NO (5) Cough  YES  NO

(6) Sore throat  YES  NO (7) Shortness of breath  YES  NO

(8) Runny nose  YES  NO (9) Loss of sense of smell  YES  NO

If you answered **YES** to any of the above questions you should **not** enter your workplace (or you should leave your workplace, if already there). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

### If you answered NO to the above questions, proceed to the checklist below.

(10) Are you residing in regional Victoria while undertaking seasonal horticulture work?  YES  NO

(11) Have you been in metropolitan Melbourne in the last 14 days?  YES  NO

(12) If you answered YES to questions (10) and (11), have you produced evidence of a negative coronavirus (COVID-19) test result?  YES  NO

If you answered YES to question (12), please provide the date of your last test \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(13) Are you commuting daily from metropolitan Melbourne to undertake seasonal horticulture work?  
 YES  NO

**If you answered YES to (13), you will be required to participate in a surveillance testing program.**