



## COVID-19 Banana Growers Checklist

KEEP PEOPLE SEPARATED BY BOTH TIME AND SPACE

### Key considerations:

PHYSICAL | farm & packing shed

ORGANISATIONAL | managing people

ADMINISTRATIVE | accessing help & emergency procedures

### PHYSICAL | FARM & PACKINGSHED

|   | DONE | MORE TO DO | ACTION NEEDED | NOT RELEVANT |
|---|------|------------|---------------|--------------|
| <b>Property signage</b> – alert visitors prior to entry & deter unnecessary callers   |      |            |               |              |
| <b>Stringent site access policy</b> – form to be completed before anyone enters the farm for the first time. See Farm Access in 6.2 of this ABGC Guide.             |      |            |               |              |
| <b>Handwashing signage</b> – ensure posters are displayed in appropriate areas promoting personal hygiene & how to stop the spread                                  |      |            |               |              |
| <b>Handwashing facilities</b> - all sites well stocked with soap, paper towels and disposal of water & used towels  |      |            |               |              |
| <b>Hand sanitiser</b> – located where handwashing facilities are not practical including property entrances, vehicles, farm machinery, equipment & packing tables   |      |            |               |              |
| <b>Personal protective equipment (PPE)</b> – adequate supply available (gloves, masks) & used appropriately   |      |            |               |              |
| <b>Review cleaning procedures</b> - particularly important for high risk & high touch areas including shared spaces such as meal rooms, packing sheds, door handles |      |            |               |              |
| <b>Separate toilet facilities</b> – provide toilet option to separate teams to avoid transmission risk  |      |            |               |              |
| <b>Tools and equipment</b> – provide working teams & individuals their own tools & ensure they are cleaned appropriately after each person's use                    |      |            |               |              |
| <b>Packing shed layout</b> – redesign layout so workers can be 1.5m apart (minimum). If not possible, consider Perspex barriers and/or PPE (face masks)             |      |            |               |              |
| <b>Common areas</b> – remove excess chairs & tables, space furniture apart to encourage staff to meet minimum 1.5m social distancing                                |      |            |               |              |
| <b>Work zones</b> – break areas up into zones & limit crossings   |      |            |               |              |

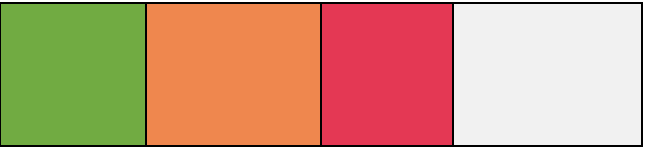


# ORGANISATIONAL | MANAGING PEOPLE

|   | DONE | MORE TO DO | ACTION NEEDED | NOT RELEVANT |
|---|------|------------|---------------|--------------|
| <b>Current Workforce Assessment</b> – are there employees at higher risk; aged 60+, existing health conditions. Can these employees be reassigned to reduce risk of infection?                              |      |            |               |              |
| <b>Temperature checking</b> —all staff checked daily prior to entering the workplace & record maintained of checks  |      |            |               |              |
| <b>Team Management</b>  |      |            |               |              |
| <b>Pre-commencement checklist</b> - including location & travel history & signed self-declaration completed   |      |            |               |              |
| <b>Induction</b> - all staff inducted including basic food safety, personal hygiene & social distance requirements  |      |            |               |              |
| <b>Social isolation compliance</b> – address any 14-day social isolation requirements (interstate movements)  |      |            |               |              |
| <b>Daily staff health assessment</b> —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 |      |            |               |              |
| <b>Staff aware of social distance restrictions</b> – maintaining 1.5m distance, avoiding personal contact, restrict face to face meetings   |      |            |               |              |
| <b>Keep staff informed</b> —regularly updates & remind staff of requirements  |      |            |               |              |
| <b>Record keeping</b> – individual declarations, team make-up, living arrangements (shared house, hostel), team rosters   |      |            |               |              |
| <b>Translation</b> – ensure all resources are understood & translated if required   |      |            |               |              |
| <b>Interstate Workers</b> —check current border controls & isolation requirements in section 8.3 of this ABGC Guide   |      |            |               |              |
| <b>Workplace policies</b>   |      |            |               |              |
| • Fit for work policy   |      |            |               |              |
| • Proactive leave policy (inc. social isolation)  |      |            |               |              |
| • Clear method for reporting and addressing personal illness, confirmed COVID-19 cases or close contact (isolation) requirements  |      |            |               |              |
| • Control of non-essential workplace visitors   |      |            |               |              |
| • Limitation of personal interaction between teams, transportation (truck) drivers  |      |            |               |              |



- Ensure contractors (e.g logistics, suppliers) are made aware that they cannot bring other visitors with them without approval







|   | DONE | MORE TO DO | ACTION NEEDED | NOT RELEVANT |
|---|------|------------|---------------|--------------|
| <b>Cleaning roster</b> – allow additional time & resources for enhanced cleaning prior to shift changes. Maintain detailed records of cleaning activities   |      |            |               |              |
| <b>Work crew and team size</b> – reduce size of teams (to meet 1.5m spacing requirements & social isolation if required)  |      |            |               |              |
| <b>Work schedules and shifts</b>  |      |            |               |              |
| <ul style="list-style-type: none"> <li>stagger time between shifts to minimise interactions &amp; avoid bottlenecks in meals areas, toilets and car parks</li> <li>stagger break times to manage usage of meal &amp; toilets areas</li> </ul>   |      |            |               |              |
| <b>Accommodation</b>  |      |            |               |              |
| <ul style="list-style-type: none"> <li>decentralise accommodation to separate into smaller teams</li> <li>keep teams together - smaller the better</li> <li>minimise the use of shared cooking, laundry &amp; toilet/shower facilities</li> <li>ensure clear communication between your business &amp; shared accommodation (hostel) &amp; encourage teams stay &amp; travel together (where possible)</li> <li>identify alternative accommodation options if staff members are required to self-isolate</li> </ul>   |      |            |               |              |
| <b>Transport</b>  |      |            |               |              |
| <ul style="list-style-type: none"> <li>transport teams together</li> <li>ensure strict vehicle hygiene including adhering to social distance requirements (1.5m)</li> <li>clean vehicles with sanitizer after each use (steering wheels, handles, seat belts)</li> <li>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 and from work</li> <li>ensure all passengers have required information including permits to travel if travelling out of Queensland</li> </ul> |      |            |               |              |



# ADMINISTRATIVE | ACCESSING HELP & EMERGENCY PROCEDURES

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