

# COVIDSafe Plan

## Horticulture operations (employers and Labour Hire providers) using seasonal workers for seasonal horticultural work

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### About the Seasonal Horticulture Workers COVIDSafe Plan

The Seasonal Horticulture Workers COVIDSafe Plan as determined by the Workplace Additional Industry Obligations Directions, 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.

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.

In order to be compliant with public health directions:

- 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 [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au). Other information about managing Coronavirus (COVID-19) exposure risk in the agriculture industry is available on the [Worksafe website](#).

## 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](https://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 mask
3. Practice good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

If you provide transportation or accommodation to seasonal workers, you must specify how you will provide COVIDSafe transportation or accommodation as per the guidance set out in this document.

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirements above. Please note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Mandatory requirements under public health direction feature this symbol:



- All other points are highly recommended for keeping your workers safe and workplace open, but are not mandatory.
- Some of the requirements in the Seasonal Horticulture Workers COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

### 3. Keep your plan up to date

Your Seasonal Horticulture Workers COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a High Risk COVIDSafe Plan for each worksite.

You do not have to lodge your Seasonal Horticulture Workers COVIDSafe Plan with the Victorian Government. However, you may need to provide your Seasonal Horticulture Workers COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your Seasonal Horticulture Workers COVIDSafe Plan.

### 4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

**For further guidance on how to prepare your Horticulture Seasonal Workers COVIDSafe Plan or any other questions, please visit [vic.gov.au](http://vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

## Your Seasonal Horticulture Workers COVIDSafe Plan

Business name: *Naturipe Fruits*

Date reviewed: 26<sup>th</sup> November 2020

# 1. Ensure physical distancing

Requirements	Action
<p><b>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</b></p> <ul style="list-style-type: none"> <li>• Considering how to create small teams and ensure workers can maintain at least 1.5 metres of distance from one another.</li> <li>• Displaying signs to show worker/people limits at the entrance of enclosed areas where limits apply.</li> <li>• Reducing the risk of cross-contamination by implementing discrete work zones or spread workers out across the picking/harvest areas.</li> <li>• Where possible, configuring the shed layout to ensure that workers are spaced at least 1.5 metres apart from one another, not directly facing one another and having discrete 'working zones'.</li> <li>• Placing 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.</li> </ul> <p><b>You must apply density quotients to configure shared work areas, to ensure that there is no more than one worker per four square metres of enclosed workspace.</b></p>	<p>Staff in shop registers set to allow 1.5m distance from each other.</p> <p>Staff packing to be at their own packing bench, no shared packing benches.</p> <p>No workers are facing each other.</p> <p>Allocate separate entry and exit to pick your own.</p> <p>Queuing to enter and exit the farm to be outside of the shed.</p> <p>Use floor markings to provide minimum physical distancing guides at entrances, exits and queuing areas.</p> <p>Display signage for visitors entering and exiting the farm through the shed</p> <p>No more than 30 people in the shop.</p> <p>No more than No more than 7 people in packing area.</p> <p>Strawberry picking area is 25,000sqm and the cherry picking area has a minimum of 10,000sqm at any one time.</p>
<p><b>You must ensure that accommodation provided by the employer or labour hire provider is documented in an attachment to this COVIDSafe Plan, having regard to the guidelines in relation to</b></p> <ul style="list-style-type: none"> <li>• density;</li> <li>• sanitation;</li> <li>• use of communal facilities;</li> <li>• regular cleaning</li> </ul> <p>Where possible, you should arrange accommodation so that:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Not applicable no accommodation provided.</p>
<p><b>You must ensure that the use of vehicles operated by the employer or labour hire provider for transporting workers is specified through an attachment to this COVIDSafe Plan, having regard to the guidelines in</b></p>	<p>No staff use work vehicles.</p> <p>Employees use their own vehicles to come to and from work.</p>

<p><b>relation to:</b></p> <ul style="list-style-type: none"> <li>• distancing;</li> <li>• wearing of masks;</li> <li>• ventilation; and</li> <li>• regular cleaning</li> <li>• Employers and labour hire providers who provide transport services (e.g. transport of seasonal workers to and from workplace or accommodation) need to have an attachment to this COVIDSafe plan covering their transportation arrangements but not an individual plan for every vehicle in their fleet.</li> </ul>	
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> <li>• Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au</li> </ul>	Not applicable.

## 2. Wear a face mask

Requirements	Action
<p><b>You must make available an adequate supply of appropriate face masks free of charge to seasonal workers employed or engaged at the seasonal Work Premises.</b></p>	Face masks are available in the shed for staff.
<p><b>You must ensure that all seasonal workers at the seasonal Work Premises wear a face mask at all times</b></p> <ul style="list-style-type: none"> <li>• unless the nature of a seasonal worker's work means that it creates a risk to their health and safety or any of the other circumstances set out in the Workplace Directions or equivalent apply.</li> </ul>	<p>All workers wear a face mask at all times inside.</p> <p>Sign at the entrance to the shed reminding to wear mask.</p>
<p>You should:</p> <ul style="list-style-type: none"> <li>• be consistent with best practice training plans and provide this to workers in multiple formats such as infographics and text</li> <li>• be able to provide translated health and safety guidance for employees that speak English as a second language</li> </ul>	Any staff that do not have English as their first language a translator is available.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of personal protective equipment (PPE).</p> <p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<p>Staff have access to a large supply of masks and are required to change them regularly.</p> <p>As part of induction staff are aware that cloth masks need washing daily, and must be changed during the day of the mask is dirty or wet.</p>

### 3. Practise good hygiene

Requirements	Action
<p><b>You must provide training to seasonal workers (including, but not limited to, an induction for all workers commencing at, or returning to, the Work Premises) that covers:</b></p> <ul style="list-style-type: none"> <li>• use of personal protective equipment (PPE)</li> <li>• good hygiene practices</li> <li>• advising workers not to attend the Work Premises when unwell</li> <li>• their requirement to comply with the conditions under the Workforce Bubble instructions.</li> </ul>	<p>Staff have access to gloves and masks. Staff required to change both regularly.</p> <p>Staff have access to sanitiser and soap to wash their hands regularly.</p> <p>Staff are advised that if they are not well they are not to attend work.</p> <p>Shop staff and packing staff are in separate bubbles.</p>
<p><b>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones. You should:</b></p> <ul style="list-style-type: none"> <li>• Clean surfaces with appropriate cleaning products, including detergent and disinfectant Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li> <li>• Clean between shifts</li> </ul>	<p>Single use plastic is used by pickers to limit contamination.</p> <p>Each staff member has their own register. If registerer is changed staff are required to sanitise before leaving the register.</p> <p>Benches, scales, registered and eftpos machine are regularly wiped down with sanitiser during the day.</p> <p>Benches in the packing area are regularly sanitised.</p> <p>Staff are required to sanitise lunch room after their meal. Breakout space only to be used by shop staff.</p>
<p><b>You must display a cleaning log in shared spaces.</b></p>	<p>Cleaning log provided for shop, packing area and toilets.</p>
<p><b>You must comprehensively clean all areas where staff are working on a daily basis.</b></p>	<p>The shop, packing area and smoko room is sanitised at the end of each day.</p>
<p><b>You must 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.</b></p>	<p>Sink provided for workers with soap.</p>
<p>Make soap and hand sanitiser available for all workers and visitors throughout the worksite and encourage regular handwashing.</p>	<p>Sanitiser available at each register.</p> <p>Sanitised available at each packing bench.</p>

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

Requirements	Action
<p><b>For seasonal workers residing in metropolitan Melbourne and commuting daily for seasonal work:</b></p> <ul style="list-style-type: none"> <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 its seasonal workers in line with requirements of the Department of</li> </ul>	<p>Not relevant as the metro/regional border removed.</p> <p>If any staff are unwell a record will be retained</p> <p>Staff not to return to work until a negative covid test result has been provided.</p>

<p>Health and Human Services and have them available for inspection by an Authorised Officer.</p>	
<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 have had a test that is negative (direct them to a testing site where they will be able to access asymptomatic testing)</li> </ul>	<p>Not relevant as the metro/regional border has been removed.</p>
<p><b>You must keep a daily written record of the name, contact number and work location of every seasonal worker engaged to perform seasonal horticultural work.</b></p> <p><b>Workers are required to declare at the start of each shift that they:</b></p> <ul style="list-style-type: none"> <li>• are free of coronavirus (COVID-19) Symptoms</li> <li>• have not been in contact with a confirmed case</li> <li>• have not been required to self-isolate or self-quarantine in accordance with the Diagnosed Persons and Close Contacts Directions (No 12).</li> </ul>	<p>Establish a process for documenting relevant details</p>
<p><b>You must manage personal records:</b></p> <ul style="list-style-type: none"> <li>• Use reasonable endeavours to protect the personal information from use or disclosure, other than in accordance with a request made by an Authorised Officer.</li> <li>• Destroy the information as soon as reasonably practicable following 28 days after receipt of the information by the employer, unless another statutory requirement permits or requires the personal information to be retained.</li> </ul>	<p>The owner of the business is responsible for all records and is the only one that has access to them.</p> <p>Ensure records are destroyed as required.</p>
<p><b>Workers with symptoms, even if they only have mild symptoms, must not attend work and get tested.</b></p>	<p>All staff are advised not to attend work if unwell or displaying any Covid symptoms</p>
<p><b>You must develop a business contingency plan to manage any outbreaks at the Work Premises or</b></p>	<p>Establish a process for notifying workers and close contacts about a positive case in the workplace</p>

<p><b>accommodation (where applicable). This includes:</b></p> <ul style="list-style-type: none"> <li>• Provide alternative facilities where a resident is required to self-isolate as a confirmed case or close contact under the Diagnosed Persons and Close Contacts Directions (No 12).</li> <li>• Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results.</li> <li>• Having a plan to identify and notify close contacts in the event of a positive case attending the workplace and/or accommodation during their infectious period.</li> <li>• Having a plan in place to clean the worksite and accommodation (or part) in the event of a positive case.</li> <li>• Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.</li> <li>• Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace.</li> <li>• Having a plan in the event that you have been instructed to close by DHHS.</li> <li>• Having a plan to re-open your workplace and accommodation once agreed by DHHS and notify workers they can return to work and accommodation.</li> </ul>	<p>Establish a cleaning process in the event of a positive case</p> <p>Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative</p> <p>Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite</p> <p>Establish a process for notifying Worksafe that the site is reopening</p> <p>Establish a plan for how to 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</p>
<p><b>For contract tracing, you must keep records of all people who enter the workplace and accommodation.</b></p>	<p>The app for contact tracing is being used and there is also the option for people entering the farm to write their details down.</p>

## 5. Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> <li>• Enabling working in outdoor environments.</li> <li>• Setting up appropriately shaded outdoor areas and moving activity outside as much as possible, such as meal breaks, recreation activities and meetings.</li> <li>• Enhancing airflow by opening windows and doors including in accommodation and transport.</li> <li>• Optimising fresh air flow in air conditioning systems.</li> </ul>	<p>Ensure shed doors are open to allow free flow of air as much as practical.</p>

## 6. Create workforce bubbles

Requirements	Action
<p><b>The employer must arrange operations at the Work Premises so as to have seasonal workers working consistently with the same group of other workers where reasonably practicable, including (but not limited to):</b></p> <ul style="list-style-type: none"> <li>developing separate shifts in a way that minimises physical interactions between groups of workers attending different shifts</li> <li>separates workers into work areas</li> <li>dividing work areas up further into separate teams</li> <li>providing separate break areas for the separate teams; where workers are from the same household, ensuring they work in the same shift and work area.</li> </ul> <p>To the extent it is the 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.</p>	<p>Shop staff and packers in separate areas of shed.</p> <p>Smoko room only for shop staff</p>
<p><b>You must record on a daily basis the roster of workers, including the work areas, work teams and breaks taken for each worker bubble.</b></p>	<p>Owner of farm to ensure rosters and hours tracked.</p>

## Horticulture Seasonal Workers COVIDSafe Plan Guide

This guide has been designed to accompany your Horticulture Seasonal Workers COVIDSafe Plan and provides suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your Horticulture Seasonal Workers COVIDSafe Plan.

For further information go to [vic.gov.au](http://vic.gov.au).

### 1. Ensure physical distancing

Requirements	Action (Examples)
<p><b>You must ensure workers and visitors are 1.5 metres apart as much as possible.</b> <b>This can be done by:</b></p> <ul style="list-style-type: none"> <li>Considering how to create small teams and ensure workers can maintain at least 1.5 metres of distance from one another.</li> <li>Displaying signs to show worker/people limits at the entrance of enclosed areas where limits apply.</li> <li>Reducing the risk of cross-contamination by</li> </ul>	<ul style="list-style-type: none"> <li>Identify areas that require floor marking, such as packing sheds</li> <li>Allocate different doors for entry and exit</li> <li>Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit</li> <li>Use floor markings to provide minimum physical distancing guides at entrances and exits</li> <li>Establish contactless delivery or invoicing</li> <li>Display signage for delivery drivers</li> </ul>



<p>implementing discrete work zones or spread workers out across the picking/harvest areas.</p> <ul style="list-style-type: none"> <li>• Where possible, configuring the shed layout to ensure that workers are spaced at least 1.5 metres apart from one another, not directly facing one another and having discrete 'working zones'.</li> <li>• Placing 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.</li> </ul> <p><b>You must apply density quotients to configure shared work areas, to ensure that there is no more than one worker per four square metres of enclosed workspace.</b></p>	<ul style="list-style-type: none"> <li>• Identify designated drop off areas</li> </ul>
<p><b>You must ensure that accommodation provided by the employer or labour hire provider is documented in an attachment to this COVIDSafe Plan, having regard to the guidelines in relation to</b></p> <ul style="list-style-type: none"> <li>• density;</li> <li>• sanitation;</li> <li>• use of communal facilities;</li> <li>• regular cleaning</li> </ul> <p>Where possible, you should arrange accommodation so that:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Rearrange, remove or cordon off furniture in common areas, including meal and recreation areas to ensure physical distancing, stagger seating so workers are not facing one another on break</li> <li>• Rearrange shared accommodation to ensure physical distancing</li> </ul>
<p><b>You must ensure that the use of vehicles operated by the employer or labour hire provider for transporting workers is specified through an attachment to this COVIDSafe Plan, having regard to the guidelines in relation to:</b></p> <ul style="list-style-type: none"> <li>• distancing;</li> <li>• wearing of masks;</li> <li>• ventilation; and</li> <li>• regular cleaning</li> </ul> <p>Employers and labour hire providers who provide transport services (e.g. transport of seasonal workers to and from workplace or accommodation) need to have an attachment to this COVIDSafe plan covering their transportation arrangements but not an individual plan for every vehicle in their fleet.</p>	<p>Employers and labour hire providers who provide transport services (e.g. transport of seasonal workers to and from workplace or accommodation) need to have an attachment to this COVIDSafe plan covering their transportation arrangements but not an individual plan for every vehicle in their fleet.</p> <ul style="list-style-type: none"> <li>• Social distancing of passengers and transport within workplace bubbles</li> <li>• Document capacity of each vehicle and seating arrangements</li> <li>• Place signs in vehicles for requirement to wear a mask</li> <li>• Keep windows down where possible for ventilation, ensure heating and air conditioners are not put on recycled air</li> <li>• Develop vehicle cleaning schedule and monitor compliance</li> </ul>

<p><b>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</b></p> <ul style="list-style-type: none"> <li>Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au.</li> </ul>	<ul style="list-style-type: none"> <li>Develop and educate workers on strategies and work practice changes to maintain physical distancing</li> <li>Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions</li> <li>Educate workers on hand and cough hygiene, including how to wash and sanitise their hands correctly</li> <li>Reinforce the importance of not attending work if unwell</li> <li>Ensure appropriate information on the use of face masks and personal protective equipment (PPE)</li> <li>Ensure compliance with current restrictions if in metropolitan Melbourne about industry closure and Permitted Worker Permits</li> <li>Regularly assess workers in attendance at the workplace to determine whether they are required to be there</li> </ul> <p>Encourage workers to complete <a href="#">infection control training</a>, which is offered for free through Victorian TAFEs and Registered Training Organisations</p>
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## 2. Wear a face mask

Requirements	Action (Examples)
<p><b>You must make available an adequate supply of appropriate face masks free of charge to seasonal workers employed or engaged at the seasonal Work Premises.</b></p>	<ul style="list-style-type: none"> <li>Ensure adequate supply of face masks and that they are available in relevant locations</li> <li>Identify face masks and PPE required for the workplace and describe when and how they need to be worn</li> <li>Monitor use of face masks in all workers, unless a lawful exception applies</li> </ul>
<p><b>You must ensure that all seasonal workers at the seasonal Work Premises wear a face mask at all times</b></p> <ul style="list-style-type: none"> <li>unless the nature of a seasonal worker's work means that it creates a risk to their health and safety or any of the other circumstances set out in the Workplace Directions (or equivalent) apply.</li> </ul>	<p>Enter action here.</p>
<p>You should:</p> <ul style="list-style-type: none"> <li>be consistent with best practice training plans and provide this to workers in multiple formats such as infographics and text</li> <li>be able to provide translated health and safety guidance for employees that speak English as a second language.</li> </ul>	<p>Enter action here.</p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of personal protective equipment (PPE).</p> <p>You should inform workers that cloth masks should be</p>	<ul style="list-style-type: none"> <li>Provide facilities for the washing and drying of cloth face masks</li> </ul>

washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

### 3. Practise good hygiene

Requirements	Action
<p><b>You must provide training to seasonal workers (including, but not limited to, an induction for all workers commencing at, or returning to, the Work Premises) that covers:</b></p> <ul style="list-style-type: none"> <li>• use of personal protective equipment (PPE)</li> <li>• good hygiene practices</li> <li>• advising workers not to attend the Work Premises when unwell</li> <li>• their requirement to comply with the conditions under the Workforce Bubble instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a clear induction plan that provides new and returning seasonal workers with clear information on the roles and responsibilities of the employer and the seasonal worker</li> <li>• Have a personal protective equipment 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</li> </ul>
<p><b>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones. You should:</b></p> <ul style="list-style-type: none"> <li>• Clean surfaces with appropriate cleaning products, including detergent and disinfectant Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li> <li>• Clean between shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Identify high touch surfaces (door and cupboard handles, kitchen counters, shared work equipment)</li> <li>• Provide information about workplace cleaning schedule and how to use cleaning products</li> <li>• Identify which products are required for thorough cleaning</li> <li>• Monitor supplies of cleaning products and regularly restock</li> <li>• Swap shared coffee and condiments for single serve sachets</li> <li>• Install 'no touch' amenities such as contactless taps, rubbish bins and soap dispensers</li> <li>• Avoid sharing of equipment such tools or other equipment</li> <li>• Provide workers with their own personal equipment, labelled with their name</li> </ul>
<p><b>You must display a cleaning log in shared spaces.</b></p>	<p>Enter action here.</p>
<p><b>You must comprehensively clean of all areas where workers are working and living on a daily basis.</b></p>	<p>Enter action here.</p>
<p><b>You must 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.</b></p>	<p>Enter action here.</p>
<p>Make soap and hand sanitiser available for all workers and visitors throughout the worksite and encourage regular handwashing.</p>	<p>Enter action here.</p>

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

Requirements	Action (Examples)
<p><b>For seasonal workers residing in metropolitan Melbourne and commuting daily for seasonal work:</b></p> <ul style="list-style-type: none"> <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 its seasonal workers in line with requirements of the Department of Health and Human Services seasonal workers and have them available for inspection by an Authorised Officer.</li> </ul>	<ul style="list-style-type: none"> <li>Further information and fact sheets on surveillance testing for your industry can be found on the vic.gov.au COVID website</li> <li>Provide workers with a copy of the Industry Testing letter which can be found on the vic.gov.au COVID website</li> </ul>
<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 have had a test and it is negative (direct them to a testing site where they will be able to access asymptomatic testing)</li> </ul>	<ul style="list-style-type: none"> <li>Establish a process for collecting, storing and disposing of relevant information</li> <li>Establish a protocol between employer and labour hire provider to gather and share relevant information in a secure manner</li> <li>Obtain information on your nearest coronavirus testing sites so you can direct workers if they do not produce a valid negative test</li> </ul>
<p><b>You must keep a daily written record of the name, contact number and work location of every seasonal worker engaged to perform seasonal horticultural work.</b></p> <p><b>Workers are required to declare at the start of each shift that they:</b></p> <ul style="list-style-type: none"> <li>are free of coronavirus (COVID-19) Symptoms</li> <li>have not been in contact with a confirmed case</li> <li>have not been required to self-isolate or self-quarantine in accordance with the Diagnosed Persons and Close Contacts Directions (No 12).</li> </ul>	<ul style="list-style-type: none"> <li>Establish a process for documenting relevant details</li> </ul>
<p>You must manage personal records:</p> <ul style="list-style-type: none"> <li>Use reasonable endeavours to protect the personal information from use or disclosure, other than in accordance with a request made by an Authorised</li> </ul>	<p>Enter action here.</p>

<p>Officer.</p> <ul style="list-style-type: none"> <li>• Destroy the information as soon as reasonably practicable following 28 days after receipt of the information by the employer, unless another statutory requirement permits or requires the personal information to be retained.</li> </ul>	
<p><b>Workers with symptoms, even if they only have mild symptoms, must not attend work and get tested.</b></p>	<ul style="list-style-type: none"> <li>• Communicate to symptomatic workers the financial support available to them if they cannot work while they are waiting for test results or are confirmed as a positive case</li> </ul>
<p><b>You must develop a business contingency plan to manage any outbreaks at the Work Premises or accommodation (where applicable). This includes:</b></p> <ul style="list-style-type: none"> <li>• Providing alternative facilities where a resident is required to self-isolate as a confirmed case or close contact under the Diagnosed Persons and Close Contacts Directions (No 12).</li> <li>• Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results.</li> <li>• Having a plan to identify and notify close contacts in the event of a positive case attending the workplace and/or accommodation during their infectious period.</li> <li>• Having a plan in place to clean the worksite and accommodation (or part) in the event of a positive case.</li> <li>• Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.</li> <li>• Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace.</li> <li>• Having a plan in the event that you have been instructed to close by DHHS.</li> <li>• Having a plan to re-open your workplace and accommodation once agreed by DHHS and notify workers they can return to work and accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a process for notifying workers and close contacts about a positive case in the workplace</li> <li>• Establish a cleaning process in the event of a positive case</li> <li>• Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative</li> <li>• Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite</li> <li>• Establish a process for notifying Worksafe that the site is reopening</li> <li>• Establish a process for closing accommodation (or parts of) and the reaccommodating of other workers if necessary</li> <li>• Establish a plan for how to 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</li> </ul>
<p><b>For contract tracing, you must keep records of all people who enter the workplace and accommodation.</b></p>	<ul style="list-style-type: none"> <li>• Ask workers to complete a health questionnaire before starting their shift</li> <li>• Establish a process to collect records from workers attendance including labour hire, external contractors, cleaners, delivery drivers and workplace areas that are accessed during each shift. Where possible, consider implementing a contactless system.</li> <li>• Review processes to maintain up-to-date contact details for all workers</li> </ul>

- Provide information on protocols for collecting and storing information

## 5. Avoid interactions in enclosed spaces

Requirements	Action (Examples)
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> <li>• Enabling working in outdoor environments.</li> <li>• Setting up appropriately shaded outdoor areas and moving activity outside as much as possible, such as meal breaks, recreation activities and meetings.</li> <li>• Enhancing airflow by opening windows and doors including in accommodation and transport.</li> <li>• Optimising fresh air flow in air conditioning systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift</li> <li>• Create outdoor spaces for meals, recreation and break times</li> </ul>

## 6. Create workforce bubbles

Requirements	Action (Examples)
<p><b>The employer must arrange operations at the Work Premises so as to have seasonal workers working consistently with the same group of other workers where reasonably practicable, including (but not limited to):</b></p> <ul style="list-style-type: none"> <li>• developing separate shifts in a way that minimises physical interactions between groups of workers attending different shifts</li> <li>• separating workers into work areas</li> <li>• dividing work areas up further into separate teams</li> <li>• providing separate break areas for the separate teams; where workers are from the same household, ensuring they work in the same shift and work area.</li> </ul> <p>To the extent it is the 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.</p>	<ul style="list-style-type: none"> <li>• Communicate to workers so they understand the workforce bubble requirements</li> <li>• Adjust rosters and develop procedures to ensure workers do not work across workforce bubbles</li> <li>• Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time</li> <li>• Encourage workers to minimise time in shared facilities when taking breaks</li> <li>• Ensure groups of workers do not mix across different shifts</li> <li>• Align workforce bubbles to the allocation of accommodation</li> </ul>
<p><b>You must record on a daily basis the roster of workers, including the work areas, work teams and breaks taken for each worker bubble.</b></p>	<ul style="list-style-type: none"> <li>• Establish a process for documenting and maintaining rosters</li> </ul>