

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Agriculture

Business details

| | |
|--|--|
| Business name | NSW Farmers |
| Business location (town, suburb or postcode) | Multiple locations |
| Completed by | Georgia Campbell |
| Email address | campbellg@nswfarmers.org.au |
| Effective date | 7 December 2020 |
| Date completed | 8 April 2021 |

Wellbeing of staff and customers

Make sure all workers comply with COVID-19 health advice. Exclude staff, visitors and contractors who are unwell.

All host staff are aware of COVID-19 health guidelines

Teachers and students will not be admitted to excursion if showing symptoms of COVID-19

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

All host staff are aware of guidelines regarding physical distancing and cleaning and will

ensure these are complied with during school visits.

Make staff aware of their leave entitlements if they are sick or required to self-isolate

Host farm is responsible for communicating with their staff.

Physical distancing

Monitor and control the number of workers in all relevant areas (based on 2 square metres per person rule).

Number of visitors will be monitored in non-open areas such as sheds.

Essential visitors such as agronomists, should maintain 1.5 metres physical distancing where practical.

Visitors are reminded to apply appropriate physical distancing where possible.

Use floor markings where appropriate to indicate 1.5 metres distance.

N/A

For farm deliveries and other transport deliveries such as stock movement (animal transport) ensure, where possible:

- **drivers assisting with loading stock minimise contact with surfaces**
- **workers use their own equipment**
- **communication over phone or radio rather than in person**
- **contactless delivery through electronic paperwork rather than signature on delivery.**

N/A

Stagger start, finish and break times to reduce the number of workers on site at the same time.

Visitors will only be onsite for the duration of their visit

Where practical, provide workers with their own rooms on overnight jobs.

N/A

Consider holding essential gatherings such as training or pre-shear talks outdoors or via phone or video platforms where practical.

N/A

Use radios, mobiles and email where possible.

Will be used prior to excursion

Consider how you might decrease the number of high-touch surfaces. For example, leave doors open and reduce the number of people handling equipment or sharing items such as pens.

There will be limited high-touch surfaces throughout the farm visit. Any high touch surfaces will be cleaned as per guidelines.

If 1.5 metre distancing isn't possible between each shearing stand, consider using every second shearing stand. Wool handlers should wait until shearers are in the catching pen before wool pick up.

N/A

If your business accommodates seasonal workers, resources from the Department of Primary Industries should be reviewed. The appropriateness of accommodation facilities can also be cross-checked with the COVID-19 Safety Plan for Hotels and Accommodation.

N/A

Hygiene and cleaning

Adopt and support good hand hygiene practices.

Hand-washing/sanitiser facilities will be available and visitors reminded of good hygiene practices

Provide access to hand washing stations that are well stocked with soap and paper towel.

Hand-washing/sanitiser facilities will be available and visitors reminded of good hygiene practices

Have hand sanitiser available for use in shared areas, or bottles to take if using farm machinery or another vehicle where handwashing is not possible.

Hand-washing/sanitiser facilities will be available and visitors reminded of good hygiene practices

Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

Host staff are responsible for ensuring areas and surfaces are cleaned appropriately before, during and after visits

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions. Clean work areas and equipment thoroughly. If sharing tools and equipment is unavoidable, ensure increased cleaning.

Host staff are responsible for ensuring areas and surfaces are cleaned appropriately before, during and after visits

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Host staff are responsible for ensuring areas and surfaces are cleaned appropriately before, during and after visits

Where reasonably practical, consider methods to avoid the shared use of items, such as equipment, tools or workstations.

There will be minimal sharing of equipment during visits. Host staff are responsible for ensuring areas and surfaces are cleaned appropriately before, during and after visits

If sharing tools and equipment is unavoidable, ensure cleaning with a detergent solution or disinfectant wipes in between use.

Host staff are responsible for ensuring areas and surfaces are cleaned appropriately before, during and after visits

Provide workers with access to adequate soap, water, toilet paper, hand sanitiser, paper towels and bins.

Hand-washing/sanitiser facilities will be available and visitors reminded of good hygiene practices

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Majority of excursion will take place outside.

Record keeping

Keep a record of name, contact number and entry time for all workers and visitors for a period of at least 28 days. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

Main teacher and school contact information will be collected prior to attending excursion. Teacher is responsible for recording the details of all students and supervising staff who attend excursion.

Ensure records are used only for the purposes of tracing COVID-19 infections and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

Main teacher and school contact information will be collected prior to attending excursion. Teacher is responsible for recording the details of all students and supervising staff who attend excursion.

Employers should make workers aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

N/A

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

NSW Health instructions and guidelines will be abided by.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes