

# COVID-19

## CHECKLIST FOR DAIRY FARMS AFFECTED BY A COVID-19 POSITIVE DIAGNOSIS

Version 1, Sunday 3 May 2020

### ESSENTIAL

If an employee is confirmed to have Covid-19, you need to follow the health advice from your state or territory Coronavirus helpline or the National Coronavirus Helpline on 1800 020 080

In situations where one of the farm team (owner or employee) has been diagnosed as positive for COVID-19, through the appropriate testing process, there are steps you need to take to assist in maintaining business continuity and to resume normal operations.

#### Staff Safety – immediate steps

- If a farm team member (employee or employer) is on-farm when their positive diagnosis is communicated to them isolate from other people on the farm immediately

#### Make contact and cooperate with authorities and organisations that may need to know

- The State or Commonwealth Health Department will need to contact the farm business to determine contact tracing (farm team and farm visitors)
- Contact your dairy processor in case modification to milk pick up is required. Make sure you ask what the specific pick up requirements are and ensure you adhere to these
- Contact your relevant State Food Safety Authority (responsible for registering the dairy business)
- Consider contacting your **Dairy Australia Regional team** to gather advice and support for any workforce changes required: Details on following page.

#### Cleaning and disinfection

- Once you have a positive case of COVID-19, your workplace will need to be thoroughly cleaned and disinfected before people can enter or return to the workplace. Your State Health Department may have specific requirements – the following provides an indication of what you should do.

*COVID-19 is a 'sticky' virus that finds its way onto surfaces and is spread by shared air and shared surfaces. Keeping well away from others and*

*preventing or disinfecting shared surfaces is key to its control.*

- Select a suitable disinfectant for use: eg: commercial disinfectant with antiviral claims on label; 70% alcohol (7 parts metho, 3 parts water); bleach at 0.1% solution (1000 ppm)

Note: take care if a Quaternary Ammonium Compound or Nonylphenol Ethoxylate based detergent is chosen as these cannot be used on milk contact surfaces. Also note:

- Using an ISO accredited cleaner is not required
  - Fogging (application through a vapor) is not required and is not recommended
  - Swabbing surfaces following disinfection is not required
- Have suitable materials for cleaning prior to disinfecting (eg: scrubbing brush, disposable scourers, low pressure hose etc). Organic matter must be properly cleaned off surfaces for disinfectant chemicals to be effective
  - Disinfectant chemicals and cleaning equipment need to be applied by a person who is not in the vulnerable COVID-19 group (below the age of 60 or no pre-existing health conditions at any age). A professional cleaning service may be an option if readily available
  - Wear disposable gloves and a P2 mask (if available) during cleaning and disinfection
  - Clean and disinfect all commonly used/high touch surfaces including metal work in yards, milking equipment, equipment control panels, farm vehicles, shared equipment and tools, farm office logbooks, whiteboards, computer keyboards and stationery etc. Take extra care cleaning and disinfecting devices with internal wiring that could be live
  - Clean and disinfect all personal protection equipment (regardless of sharing or not) including: rubber boots, milking aprons, waterproof pants and jackets, rubber gloves, bike helmets etc.
  - Hot wash all farm work clothes including overalls
  - Clean and disinfect all communal areas on the farm such as the lunchroom, toilets, shower, washroom etc.

Clean and disinfect all surfaces likely to have been exposed to skin or breath aerosols

- Items not easily cleaned or disinfected should be quarantined from use for 7 days (eg farm equipment that may not be needed immediately)
- Keep a record of what you have cleaned, what you used and when you did it to demonstrate the actions you have taken
- Further information on disinfectants is at [dairyaustralia.com.au/c19](http://dairyaustralia.com.au/c19)

### Employer responsibilities – affected team

- Check the farm business' responsibilities regarding COVID-19 for the positive team member and all other employees and family in close contact who may require self-isolation. Guidance from your State Health authority on this is important
- This may involve bringing in a new team of workers to maintain farm operations if multiple people must be in self-isolation
- Check the farm business responsibilities with respect to leave entitlements via the 'legal obligations for employers' section of the DA website COVID-19 resources at [dairyaustralia.com.au/c19](http://dairyaustralia.com.au/c19)

### Review how the farm operation is setup to prevent COVID-19

- Check your overall COVID-19 prevention steps and how the farm operations could be setup to prevent COVID-19 spread by deciding on either a "strictly isolated property" or "separated workplace" – visit [dairyaustralia.com.au/c19](http://dairyaustralia.com.au/c19) to access the following documents:
  - a. Fast facts for preventing the spread on farm
  - b. Key principles to control the risk of COVID-19
  - c. Setting up your workplace to protect vulnerable people

- If you have multiple employees and or multiple farms, consider how they can work in separate teams on specific sites to reduce the risk of exposure to COVID-19 across the entire farm team

### Employer responsibilities – new team members

- Inform the new employee of the previous COVID-19 case and that there has been full cleaning and disinfection since the case to enable a COVID-19 free workplace
- Consider having a workplace policy requiring workers to operate the COVID Safe App – see [health.gov.au/resources/apps-and-tools](http://health.gov.au/resources/apps-and-tools)
- Access and use Dairy Australia resources for new employee induction and employment requirements at [thepeopleindairy.org.au/eski/employing\\_someone.htm](http://thepeopleindairy.org.au/eski/employing_someone.htm) – this includes employment contract and induction templates
- Consider the requirements of the role and check if training is required as part of the induction process
- Check the process for getting any new farm employee inducted into farm procedures so that their health and safety is assured. Demonstrate how tasks are undertaken and supervise new employees completing tasks. Update any farm Standard Operating Procedures (SOPs) if necessary

### Employer responsibilities – other contacts to make

- Contact external service providers, if relevant. Remember that you have a Work Health and Safety duty to minimise the risk of workers and any others in the workplace being exposed to COVID-19 so far as reasonably practicable (as per the advice of your State Regulator).
- Contact your Work Health & Safety regulator to discuss whether your COVID-19 case is a notifiable incident: **NSW: Safe Work NSW QLD: Workplace Health and Safety Queensland TAS: WorkSafe Tasmania VIC: WorkSafe Victoria WA: WorkSafe WA SA: SafeWork SA.**

### Regional Dairy Australia contact details

  **GippsDairy**  
[dairyaustralia.com.au/gippsdairy](http://dairyaustralia.com.au/gippsdairy)  
03 5624 3900

  **DairyNSW**  
[dairyaustralia.com.au/dairynsw](http://dairyaustralia.com.au/dairynsw)  
0407 434 073


  **DairySA**  
[dairyaustralia.com.au/dairysa](http://dairyaustralia.com.au/dairysa)  
0408 358 414

  **DairyTas**  
[dairyaustralia.com.au/dairytas](http://dairyaustralia.com.au/dairytas)  
03 6432 2233

  **Murray Dairy**  
[dairyaustralia.com.au/murray-dairy](http://dairyaustralia.com.au/murray-dairy)  
03 5833 5313

  **Subtropical Dairy**  
[dairyaustralia.com.au/subtropical-dairy](http://dairyaustralia.com.au/subtropical-dairy)  
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  **Western Dairy**  
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  **WestVic Dairy**  
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