

## This factsheet covers:

- Managing people within your business
- Food Safety Instructions – Health Declaration COVID-19
- Hygiene
- Cleaning and sanitation
- Sourcing from alternate suppliers (emergency supplies)
- Travel restrictions and biosecurity considerations
- Worker training
- Incident management

## For more information refer to:

### Food Standards Australia New Zealand

[www.foodstandards.gov.au/consumer/safety/Pages/NOVEL-CORONAVIRUS-AND-FOOD-SAFETY.aspx](http://www.foodstandards.gov.au/consumer/safety/Pages/NOVEL-CORONAVIRUS-AND-FOOD-SAFETY.aspx)

### Australian Department of Health

[www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert](http://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert)

### Safe Work Australia

[www.safeworkaustralia.gov.au/doc/coronavirus-covid-19-advice-employers](http://www.safeworkaustralia.gov.au/doc/coronavirus-covid-19-advice-employers)

## Managing people within your business

Freshcare acknowledge that people are an important part of all fresh produce production businesses and hence want to ensure that their health and safety is considered and managed, to ensure your business can continue to operate during adverse situations.

The Australian Government Department of Health is closely monitoring the COVID-19 pandemic and providing updates daily on how to manage the outbreak in Australia, visit their website: [www.health.nsw.gov.au](http://www.health.nsw.gov.au).

Food Standards Australia and New Zealand (FSANZ) outline key points for food businesses:

- **There is no evidence that COVID-19 is transmitted through food.**
- Extra care should be taken with hygiene and health to reduce the risk.
- Anyone with suspected symptoms of respiratory illness should avoid preparing food for other people.
- Businesses need to follow any social distancing requirements requested by the Australian Government.

The Freshcare Standards focus on managing people to ensure proper hygiene practices, to help prevent the potential for microbial contamination, or viruses such as Hepatitis A in fresh produce.

It is therefore important to review and update worker and visitor inductions in consideration of health status related to the coronavirus COVID-19 pandemic, see the [FSQ Form F10 Food Safety Instructions Insert – Health Declaration \(COVID-19\)](#) and information following.

## Food Safety Instructions – Health Declaration COVID-19

All businesses and workers must follow advice provided by the Australian Government regarding the appropriate management of the COVID-19 pandemic.

Freshcare has provided a [FSQ Form F10 Food Safety Instructions Insert – Health Declaration \(COVID-19\)](#) to help you induct workers and visitors entering your site.

Access should be restricted to those answering ‘Yes’ to the questions as outlined in the Health Declaration COVID-19 form.

## Hygiene

The Freshcare Standards require adequate facilities are provided for workers, such as toilets and hand washing facilities, to minimise contamination of produce, equipment and contact surfaces.

Suitable contingency plans should be in place in the event of supply shortcomings that affect food safety outcomes, such as access to hand sanitiser or gloves being in limited supply or unavailable.

**Hand sanitisers:** if hand sanitisers cannot be purchased, the following alternate methods can be accepted, based on risk and continuing evidence that the site is implementing good hygiene practices.

**F6.4.1:** *Where water is not proven to meet E. coli <1 cfu/100mL an alcohol-based hand sanitiser must be used after washing hands with soap and water.*

1. Alternate water source for handwashing to be made available (that meets *E.coli* <1 cfu/100ml). This source could be bottled drinking water, town water collected and maintained in clean food grade containers.
2. Disposable gloves purchased and worn, changed frequently after complete hand washing.
3. Complete and thorough hand washing practices are in place that include full coverage of hands to wrists, underneath nails, between fingers for 20-30 seconds, followed by effective drying until hands are completely dry. Repeat this often, even if hands are still visibly clean.
4. Treatment and verification of water source to ensure water quality of *E. coli* <1 cfu/100ml

**F8.3.2:** *For produce that has an edible skin and may be eaten uncooked, all workers must apply hand sanitiser before handling produce or materials that may come into contact with produce.*

1. Complete and thorough hand washing practices are in place, that include full coverage of hands to wrists, underneath nails, between fingers for 20-30 seconds, followed by effective drying until hands are completely dry. Repeat this often, even if hands are still visibly clean.
2. Disposable gloves purchased and worn, changed frequently after complete hand washing.

### Cleaning and sanitation

Businesses should also focus on additional cleaning and sanitation:

- Review cleaning and maintenance frequency for produce and non-produce contact surfaces.
- Increase cleaning and sanitation, as required.
- Additional cleaning measures should be considered for on-site accommodation and worker facilities, including lunchrooms, toilets and hand washing facilities.

### Sourcing from alternate suppliers (emergency supplies)

Freshcare FSQ4.1 and SC1 F11.1 requires that materials and services that may introduce a food safety risk are managed and evidence of compliance is kept for suppliers of such materials and services.

This now extends to situations, where your normal source of supply is restricted, and you need an alternative.

For items including chemicals (such as cleaning chemicals, soaps, sanitiser); personal protective equipment (PPE) and other hygiene supplies; the following must be considered before sourcing:

- Is it appropriate for intended use?
- Review the specifications for the material you need to source.
- Do you need a safety data sheet?
- Can you get an alternate brand, with same active ingredient?
- Does the supplier have details on their website regarding certifications they hold? Are they a well-known brand?
- Call the supplier and ask how they can help you source an alternate? What can they recommend?
- Check the packaging on arrival has appropriate label and date of manufacture/expiry, where applicable.
- Make a record on Form F11 Supplier table – and indicate it is an emergency source (evidence of compliance) and note what was checked before purchasing.

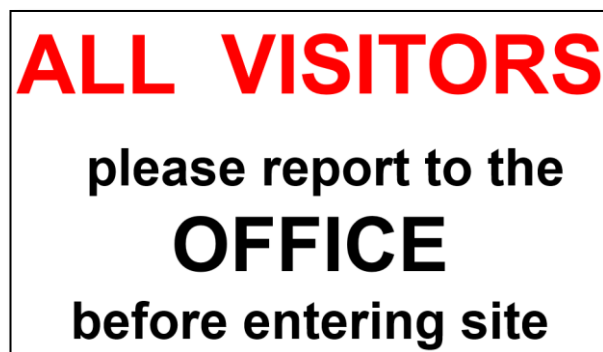
## Travel restrictions and biosecurity considerations

The COVID-10 pandemic has seen increased biosecurity requirements and travel restrictions in Australia, including the closure of the Country to non-Australian citizens, and the restriction of access and quarantine requirements when crossing some State and Territory borders.

Items your business may need to consider and seek local regulatory advice on could include:

- What are the requirements for workers that live close to restricted State or Territory borders and crossing is required for work purposes?
- Can produce be legally and safely supplied without breaching biosecurity regulations?
- Does site access need to be restricted?
- Can I sustain access to the appropriate number of workers required?
- Do staff require further training to comply with requirements?
- Does this affect visitors (i.e. auditors etc.)?

Freshcare provides access to free sign templates as displayed below that could assist your business in restricting property access to authorised persons only. To download signs visit [www.freshcare.com.au/resources/signs](http://www.freshcare.com.au/resources/signs)



## Worker training

Provide workers with updates on how your business is managing the COVID-19 situation, including additional hygiene measures and site restrictions.

This could be undertaken by providing on-site training, new operating procedures or increased signage.

Areas of focus/reminders for on-site training could include:

- Handwashing procedures.
- Ensuring continued good personal hygiene practices.
- Methods for segregation of workers to minimise cross-contamination between people.
- Updates on cleaning procedures.
- Site access restrictions.
- Additional biosecurity protocols and procedures.
- Updates to product release procedures.
- Any additional measures undertaken by the business.
- New staff are appropriately inducted before commencing work, to ensure continued food safety.
- Ensure chemical withholding periods are adhered to even though there may be an increased demand on product.
- Ensure all documents and records continue to be maintained.

## Incident management

If you have transitioned or commenced the transition to FSQ4.1, Incident management (F14) is an important element. This current situation being faced is an example that can be included in your plan.

For Supply Chain businesses this is included under M6 Business continuity and incident management.