

ENSURE YOUR FARM BUSINESS IS PREPARED FOR COVID-19

Your aim should be to ensure the continued operation of your business by preventing/delaying staff from contracting COVID-19.
 Fill out the column on the right by listing what actions you can take and what you have already done to address the questions on the left.

WHAT TO CONSIDER	WHAT CAN I DO?	WHAT HAVE I DONE?
What happens if management gets sick? Will the business continue to operate?	<ul style="list-style-type: none"> • Upskill staff in alternate roles to continue critical tasks. • Ensure staff can operate under minimal instruction/supervision. • If able, contact and advise staff while in isolation using phone calls, text messages or two-way radios. 	
Are there enough resources available to keep staff healthy and the business running?	<ul style="list-style-type: none"> • Budget for additional resources needed including PPE, RAT tests, signage and cleaning supplies. • Actively source RAT tests and purchase them when they become available. There are websites which show availability. 	
What are the financial implications of COVID-19 on my business?	<ul style="list-style-type: none"> • Conduct scenario budgets on best-case and worst-case outcomes. • Determine implications of paying sick leave for multiple staff at once. • Search government websites for business support services and rebates. 	
Can you contact staff quickly? Do they understand your plan?	<ul style="list-style-type: none"> • Hold regular staff meetings and make a list of preferred and backup communication options. • Discuss your COVID-19 plan and strategy with staff, make sure they know when not to come to work. • Advise them of what their entitlements are if quarantined/unwell/family/household member unwell. 	
Do you know who enters your farm? Could visitors be carrying COVID-19 into your property?	<ul style="list-style-type: none"> • Develop some strict rules for visitors, you may want to ensure they are wearing a mask, display no symptoms, are double vaccinated and maintain a physical distance from staff. • Advise your suppliers via email of the requirement for visiting your farm. • Keep a register of contact details including date/time AND QR code check-in. 	

	<ul style="list-style-type: none"> • Have delivery drivers remain in their cab while unloading/loading. 	
What can I do to prevent infections happening on my farm?	<ul style="list-style-type: none"> • Ensure hand washing is readily available and advertised (see WA.gov.au or HealthyWa for free signs to download). • Provide disinfectant and sanitizer in common areas and instruct staff to sanitise hands and equipment before and after each use including before and after meal/toilet breaks. Disinfect surfaces routinely. • Put in place workplace safety rules that encourage mask wearing and vaccinations. 	
How do I prevent sick staff from infecting my other staff?	<ul style="list-style-type: none"> • If possible, split staff into teams, where each team has zero contact between each other, and disinfection is performed before and after each team handover. • Discourage ride sharing to work, open vehicle windows and use hand sanitiser. • Maintain physical distancing at work, wear masks and other PPE. • Stagger lunch breaks and have them outside where possible. • Advise staff what to do if they think someone is showing symptoms (see HealthyWA for signs) 	
What if my staff all share the same accommodation?	<ul style="list-style-type: none"> • If two or more buildings house staff, use this to split them into teams, sanitise common areas before each team's use. • Consider constructing or providing temporary accommodation for the purpose of isolating those showing symptoms. • Expand living areas where possible either outside or repurpose existing buildings. • Isolate symptomatic staff in alternate buildings, disinfect common areas after contact. 	
Am I making decisions using the most up-to-date information?	<ul style="list-style-type: none"> • Check relevant government websites regularly and monitor news and current affairs. • Know where the current hotspots are. 	