This document is provided as a basic template that can be used as a protocol for COVID-19. Please edit to suit your individual business needs. “The Business” has been used in place of a company name.

**COVID-19**

**Business Protocol for COVID-19**

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The Business complies and is verified to Global GAP standards of food safety and personal hygiene.

This protocol outlines additional measures implemented to prevent the spread of COVID-19.

**Guiding principles to prevent the spread of COVID-19:**

* Social distancing must be applied while at work, travelling to and from work and while at home.
* Always wash hands, cough and sneeze into your elbow.
* Be aware of symptoms, report and isolate immediately.
* Contact Healthline 24/7 on 0800 358 5453.

**Monitoring symptoms**

* Signs of symptoms are visible in smoko and toilet facilities.
* Key symptoms are fever, coughing and difficulty breathing.
* If any worker has any of these symptoms while at home or work they must contact. Healthline 24/7 on 0800 358 5453 and isolate themselves from others immediately.
* The Business COVID 19 manager must also be notified on XXX XXXXXXX.

**Suspected or confirmed COVID 19**

* The Business COVID-19 manager must be notified of any suspected or confirmed cases of COVID-19.
* Workers with suspected or confirmed COVID-19 must be isolated from others they live with in an isolation room or separate accommodation site.
* The Business COVID-19 manager will refer to the logbook of all personnel on site to determine potential contacts.
* Any affected working group/s will be sent home immediately and must self isolate for two weeks.

**Workplace access**

* No visitors on site unless providing an essential service – i.e. transport, maintenance.
* All essential service providers must maintain 2m distance from others at all times while on site.
* Any delivery or pick up of goods must be prearranged by phone with a drop off/pick up location identified. Workers should not come into contact with couriers delivering and picking up goods.
* A logbook of all personnel on site including other essential services is kept with date, time and contact details.
* Workers to notify and not come to work if they have come into contact with members outside their immediate household/isolation circle for more than 15 minutes. If they have been in contact they will need to be stood down for 14 days before returning to work.
* On arrival all workers must be checked by their supervisor for signs of COVID-19 symptoms.
* Any worker with symptoms of COVID-19 must contact Healthline 24/7 on 0800 358 5453 and isolate themselves from others immediately.
* The Business COVID 19 manager must also be notified on XXX XXXXXXX.

**Cleaning and personal hygiene**

* Wash hands, cough and sneeze signs posted in smoko and toilet facilities.
* Hands to be washed with soap and water or sanitiser when arriving at work, before and after going to the toilet and before and after eating food.
* Smoko room surfaces are wiped over before and after each break.
* Individual gear allocated at the start of each day and sanitised at the end of the shift.
* Shared vehicles, machinery and equipment is wiped over between use.
* No sharing of food, lighters, vapes, smokes, drink bottles, cups or plates
* All personal gear should be taken home at the end of each day i.e. lunch boxes, clothes.

**Social distancing**

* Workers should drive to work and from work individually or should only share transport with others from their own household.
* When away from work, workers should not come into contact with members outside their immediate household/isolation circle for more than 15 minutes.
* Meetings will be conducted by video or phone. If in person, individuals should observe 2m distance rule.
* Workers must maintain 2m distance from each other at all times when working and on breaks.
* Working group breaks are staggered to maintain social distancing between groups. Working groups must not interact within 2m of other working groups.