

Dairy farm covidsafe plan template – VIC ONLY

V8, 14 October 2020
*Updated content since v7 shown in green*

Business owners in Victoria can help slow the spread of coronavirus (COVID-19). [New directions](https://www.dhhs.vic.gov.au/business-industry-stage-4-restrictions-covid-19) provide more guidance and clarity on employer and worker obligations.  **All businesses must now have COVIDSafe Plans if they have onsite operations which includes all Victorian dairy farms.**

COVIDSafe Plans set out employer obligations and include at a minimum:

* actions taken by the employer to reduce the risk of introduction and spread of coronavirus (COVID-19) in the work premises
* the process in place to maintain records of everyone who comes to the work premises
* the appropriate level of Personal Protective Equipment (PPE) to be worn at the work premises
* the processes the employer has put in place to respond to a suspected or confirmed cases of coronavirus (COVID-19) at the work premises
* acknowledgement that the employer understands its responsibilities and obligations.

Information on public health directions applying to employers is available from [Business Victoria here](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace).

This template has been designed using the generic Victorian COVIDSafe Plan template with specific guidance for Victorian dairy farms. This template should be used as a guide only. While it has been developed to help develop your plan, it is essential that you understand what is required and how you will respond to ensure you and your workers remain safe and that your business is able to continue to operate.

In addition to the dairy industry specific resources linked within the document below, the Victorian Government has published guidance on how to prepare your COVID Safe plan [available here](https://www.coronavirus.vic.gov.au/covidsafe-plan) and [FAQs here](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan-faqs).

**Disclaimer**

The information contained in this document has been prepared by the dairy industry COVID-19 rapid response team (including Australian Dairy Farmers, United Dairyfarmers Victoria and Dairy Australia) in this format for the convenience and benefit of Victorian dairy farmers and is provided as a source of information only. Organisations that are represented on the rapid response team do not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the participating organisations. The organisations represented on the rapid response team, and their employees, officers, authors or agents expressly disclaim all and any liability to any person in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

Workplace: (for businesses with multiple sites, a COVID Safe plan is required for each site)

|  |  |
| --- | --- |
| **Business name**  |  |
| **Site location/s** |  |

Responsible Person on Site: (for businesses with multiple sites, a responsible person should be appointed for each site)

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone number** |  |
| **Email** |  |

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| **HYGIENE** |  |  |
| **Guidance + examples** | **Resources** | **My actions** |
| Provide and promote hand sanitiser stations for use on entering workplace and other locations in the workplace and ensure adequate supplies of hand soap, paper towels and rubbish bins are available for all the farm team.* *Location of hand sanitiser stations throughout the worksite*
* *Ensuring rubbish bins are available to dispose of paper towels*
* *Ensuring adequate supplies of soap and sanitiser*
* *Ensuring staff have information on how to wash and sanitise their hands correctly*
 | [Use of face masks on farm](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/use-of-face-masks-on-farm)[Fast facts for preventing the spread on farm](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-fast-facts-for-preventing-the-spread-on-farm_27march2020.pdf?la=en&hash=EDA5F4CFDA241FA5CF09D759072FF124BA2BAF5D)[WorkSafe: Managing COVID-19 risks – face coverings in workplaces](https://www.worksafe.vic.gov.au/managing-coronavirus-covid-19-risks-face-coverings-workplaces) SafeWork: [Types and uses of face masks](https://www.safeworkaustralia.gov.au/doc/types-and-uses-face-masks)DHHS: [PPE FAQs](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance) |  |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required Personal Protective Equipment (PPE), unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. * *Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn*
* *Monitoring use of face coverings in all staff, unless a lawful exception applies*
 |  |
| Provide training to the farm team on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).* *Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly*
* *Reinforcing the importance of not attending work if unwell*
* *Ensuring appropriate information on the use of face coverings and PPE*
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| Replace high-touch communal items with alternatives where possible. 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.* *Swapping shared coffee and condiments for single serve sachets*
* *Avoid sharing of equipment, provide staff with their own personal equipment, labelled with their name*
 | [Guidelines for farm milk collection](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/milk-collection-guidelines) |  |

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| **CLEANING** |  |  |
| **Guidance + examples** | **Resources** | **My actions** |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). * *Identify high touch surfaces for high frequency cleaning*
* *Provide information about workplace cleaning schedule and how to use cleaning products*
 | [Disinfectant for use on dairy farms during COVID-19](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/copy-of-disinfectant-for-use-on-dairy-farms-during-covid19)[Checklist for disinfecting the dairy (PDF)](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-checklist-for-disinfecting-the-dairy-v1_9april2020.pdf?la=en&hash=368D76E0873B9D9BB5ADC8102216788DC0222738)[Fast facts for preventing the spread on farm](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-fast-facts-for-preventing-the-spread-on-farm_27march2020.pdf?la=en&hash=EDA5F4CFDA241FA5CF09D759072FF124BA2BAF5D)DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission)[Guidelines for farm milk collection](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/milk-collection-guidelines) |  |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant.* *Identify which products are required for thorough cleaning*
* *Monitor supplies of cleaning products and regularly restock*
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| If shared machinery or equipment is used, ensure there are processes in place to clean with a detergent solution or disinfectant wipes between use. |  |

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| **PHYSICAL DISTANCING** |  |  |
| **Guidance + examples** | **Resources** | **My actions** |
| Establish a system that ensures farm team members are not working across multiple places or/work areas where possible.* *Communicate the requirement for employees not to work across multiple sites*
* *Adjust rosters and developing procedures to ensure employees do not work across multiple sites*
* *Develop a form for employees to declare that they have not worked across multiple worksites*
 | DHHS: [Coronavirus workplace symptoms checklist and testing](https://agriculture.vic.gov.au/__data/assets/word_doc/0006/561696/200602_Coronavirus-workplace-symptoms-checklist-final-clean.docx)SA Gov: [COVID-19 Employee Daily Declaration Form](https://www.seasonaljobs.sa.gov.au/__data/assets/pdf_file/0005/195764/COVID19-Employee-Daily-Declaration-Form.pdf)[Farm employer responsibilities](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/information-for-employers)[Employee rights and responsibilities](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/information-for-employees)[Farm biosecurity](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/farm-biosecurity) |  |
| Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell. * *Consider implementing temperature checking.*
* *Asking workers to complete a health questionnaire before starting their shift*
 |  |
| Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and the farm team are spaced at least 1.5m apart. Consider strategies for the farm team to be encouraged to take meal breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.* *Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break*
* *Consider implementing a density quotient or cap in each area (i.e. one person per 4sqm) and put up signage or posters to reflect the new limit*
 | [Preventing the spread of COVID-19 during milking factsheet](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-preventing-the-spread-during-milking_27march2020.pdf?la=en&hash=0EFC89B0B835DC66A481F32E48DB8177992C28E1) [Preventing the spread of COVID-19 during milking](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-milking-poster.pdf?la=en&hash=214BEC57A79B1FE1C27F0F58F8B60DEDC8CB5D71) (poster)[Preventing the spread of COVID-19 during service provider visits](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-with-farm-businesses/social-distancing-for-service-providers)[Setting up your workplace to protect vulnerable people](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-farm-set-up-to-prevent-the-spread-v2_16april2020.pdf?la=en&hash=74A1110532DACABC1CE9EB273E26B5FC2640B248)  |  |
| Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff (where appropriate).* *Identify common areas that require floor marking*
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| Provide training to the farm team on physical distancing expectations while working and socialising (e.g. during lunchbreaks).* *Develop and educate staff on strategies and work practice changes to maintain physical distancing*
* *Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions*
* *Consider undertaking some sort of short formal toolbox talk/training session for all staff in the COVID-plan and recording that within the farm FSP training record*
* *ensure that the plan is accessible to all employees (or even provide them a copy directly) as a point of reference*
 | DHHS: [Posters for businesses](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#posters)SafeWork: [Signage and posters](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) |  |
| Review delivery protocols to limit contact between delivery drivers and the farm team.Request contactless delivery and invoicing where practical.Maintain social distancing with any on-farm service providers.* *Establish contactless delivery or invoicing.*
* *Display signage for delivery drivers.*
* *Identify designated drop off areas.*
 | [Preventing the spread of COVID-19 during service provider visits](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-with-farm-businesses/social-distancing-for-service-providers)[Guidelines for farm milk collection](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/milk-collection-guidelines) |  |
| Review and update work rosters and timetables where possible to ensure working time periods do not overlap? as well as physical distancing.* *Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time*
* *Encourage staff to minimise time on breaks in shared facilities with others.*
* *Consider cohorting of staff (during shift work). Ensure there is no contamination (mixing) of staff across different shifts*
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| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | DHHS: [Posters for businesses](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#posters)SafeWork: [Signage and posters](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) |  |

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| **RECORD KEEPING + PERMITS** |  |  |
| **Guidance + examples** | **Resources** | **My actions** |
| Keep a record of name and a mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely. * *Establish a process to collect records from staff attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system*
* *Review processes to maintain up-to-date contact details for all staff*
* *Provide information on protocols for collecting and storing information*
 | DHHS: [Coronavirus workplace symptoms checklist and testing](https://agriculture.vic.gov.au/__data/assets/word_doc/0006/561696/200602_Coronavirus-workplace-symptoms-checklist-final-clean.docx)SA Gov: [COVID-19 Employee Daily Declaration Form](https://www.seasonaljobs.sa.gov.au/__data/assets/pdf_file/0005/195764/COVID19-Employee-Daily-Declaration-Form.pdf)[Farm biosecurity](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/farm-biosecurity) |  |
| Provide guidance to the farm team on expectations regarding reporting to their employer in the case of ill health, positive Covid-19 case amongst close contacts or need to get tested and results.* *Educating staff on how to meet OHS requirements, including recording information about any incidents*
 | [Farm employer responsibilities](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/information-for-employers)[Employee rights and responsibilities](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/information-for-employees) |  |
| For any of the farm team travelling to or from metropolitan Melbourne for essential work purposes, complete the permitted worker permit form for their use. | [Worker permits for businesses impacted by Stage 4 restrictions (Vic](https://www.justice.vic.gov.au/permitted-worker-scheme)[)](https://www.dairyaustralia.com.au/content-store/content-repository/dairyaustralia/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/worker-permits) |  |

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| **PREPARING FOR A POSITIVE OR SUSPECTED CASE** |  |
| **Guidance + examples** | **Resources** | **My actions** |
| Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.* *Identify the roles and responsibilities of employer and employees.*
* *Prepare for absenteeism of staff members required to quarantine or isolate*
* *Describe key dependencies (e.g. third party providers)*
* *Describe how you will continue to deliver essential services*
* *Plans to communicate with customers, suppliers, stakeholders in the event of a positive case*
* *Establishing processes for managing perishable stock*
 | [Mitigating the risk in owner-operator dairy businesses](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-mitigating-the-risk-for-business-owners-v1_7may2020.pdf?la=en&hash=CB7C9FBEC4129F35115F54937F442E13E0D68335)DHHS: [Planning and responding to cases of coronavirus (COVID-19)](https://www.dhhs.vic.gov.au/planning-and-responding-coronavirus-covid-19)DHHS: [Confirmed case in the workplace](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19) |  |
| Prepare or update your business continuity plan to consider how your business will manage potential disruptions to operations as a result of COVID-19 restrictions, such as bobby calf supply chains. | [Planning for surplus calves](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/planning-for-surplus-calves)[Managing remote stock](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-managing-remote-stock-v1_3april2020.pdf?la=en&hash=6A6A76834F34DA65D6B87ED2A20A54969F8E1863)[Managing calf rearing](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/managing-calf-rearing) |  |
| Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.* *Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and employee details*
* *Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing*
 | DHHS: [Planning and responding to cases of coronavirus (COVID-19)](https://www.dhhs.vic.gov.au/planning-and-responding-coronavirus-covid-19)DHHS: [Confirmed case in the workplace](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19)DHHS: [close contacts spreadsheet](https://www.dhhs.vic.gov.au/covid-19-close-contacts-spreadsheet-victorian-workplaces-xls) (xls) |  |
| Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.* *Implement a process for the cleaning and disinfection of employee’s workspace and high touch surfaces, including use of service providers*
* *Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk*
 | [Disinfectant for use on dairy farms during COVID-19](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/copy-of-disinfectant-for-use-on-dairy-farms-during-covid19)[Checklist for disinfecting the dairy (PDF)](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-checklist-for-disinfecting-the-dairy-v1_9april2020.pdf?la=en&hash=368D76E0873B9D9BB5ADC8102216788DC0222738)[Fast facts for preventing the spread on farm](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-fast-facts-for-preventing-the-spread-on-farm_27march2020.pdf?la=en&hash=EDA5F4CFDA241FA5CF09D759072FF124BA2BAF5D)DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission) |  |
| Prepare for how you will manage a suspected or confirmed case in a farm team member during work hours.* *Identify an appropriate area to isolate staff members*
* *Communicate with the employee about the requirement to self-isolate and be tested*
* *Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested*
* *Outlining responsibility and process for entering details into relevant OHS system*
 | [Checklist for farms affected by a positive COVID-19 diagnosis](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-checklist-for-farms-affected-by-a-positive-diagnosis-v3_29-july-2020.pdf?la=en&hash=8F4F87EA9B9711A63AE1D6EE82F830FA348105FB)SafeWork: [What to do if a worker has COVID-19 - Infographic](https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic) WorkSafe: [Notifications](file:///C%3A%5CUsers%5CgnicholLs%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CRQX62YYV%5C-%09WorkSafe%20Vic%20has%20some%20guidance%20on%20when%20a%20business%20is%20required%20to%20notify%20located%20here%3A%20https%3A%5Cwww.worksafe.vic.gov.au%5Cnotifiable-incidents-involving-coronavirus-covid-19)DHHS: [Confirmed case in the workplace](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19)DHHS: [close contacts spreadsheet](https://www.dhhs.vic.gov.au/covid-19-close-contacts-spreadsheet-victorian-workplaces-xls) (xls)DHHS: [Workplace guidance for managing suspected and confirmed cases (including risk assessment template) (Word)](https://www.dhhs.vic.gov.au/workplace-guidance-for-managing-suspected-and-confirmed-cases-covid-19-doc)After you have completed your risk assessment, notify the department by sending your risk assessment and close contacts spreadsheet to COVIDEmployerNotifications@dhhs.vic.gov.au. |  |
| Prepare to notify farm team/workforce and farm visitors of a confirmed or suspected case.* *Regularly update and manage a list with the contact details and date of attendance of visitors to the workplace, including staff and customers*
* *Establish an effective way of quickly communicating with visitors to a workplace where there is or has been a suspected or confirmed case*
 |  |
| Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your farm workplace.* *Establish a process and responsibility for notifying WorkSafe*
 |  |
| Confirm that your workplace can safely re-open and the farm team can return to work.* *Establish a process for confirming that a workplace is safe to reopen, in line with advice from DHHS*
* *Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite*
* *Establish a process for notifying DHHS and Worksafe that the site is reopening*
 |  |
| Make the farm team aware of their leave entitlements if they are sick or required to self-isolate. | [Farm employer responsibilities](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/information-for-employers)[Employee rights and responsibilities](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-on-farm/information-for-employees)[Financial assistance - update on the Job Keeper initiative and wage subsidies](https://www.dairyaustralia.com.au/-/media/files/covid19/covid19-business-stimulus-initiative_job-keeper-and-job-seeker_14may2020.pdf?la=en&hash=6DF9CEB96BBD287FA5261F2CCD81A85567771EB7)VicGov: [Business support and financial assistance finder](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/Coronavirus-COVID-19-business-support-and-financial-assistance-finder) |  |

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| **BORDER CONTROLS** |  |  |
| **Guidance + examples** | **Resources** | **My actions** |
| Plan ahead when engaging service providers, contractors or staff that need to cross state borders. | See [Restrictions, border closures and permits](https://www.dairyaustralia.com.au/covid-19-directory/information-for-processors-and-service-providers#.X4Zm0GgzY6Y) |  |
| Ensure services providers, contractors and deliveries are accounted for throughout your COVIDSafe Plan | [Preventing the spread of COVID-19 during service provider visits](https://www.dairyaustralia.com.au/about-dairy-australia/about-the-industry/dairy-industry-covid19-directory/information-for-people-working-with-farm-businesses/social-distancing-for-service-providers) |  |

Signature:

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| I acknowledge and understand my responsibilities and have implemented this COVID Safe plan in the workplace. |
| **Signed** |  |
| **Name** |  |
| **Date** |  |