

COVIDSAFE FOR LIVESTOCK CONTRACTORS CURRENT 28 AUGUST

Ensuring the agricultural industry is COVID safe is a shared responsibility between primary producers, livestock contractors and all individuals who work across in the sector. The Livestock Contractors Association (LCA) encourages all contractors to register as a COVID safe business and adopt the use of the QR code system to enable traceability.

This document outlines the procedures for implementing COVID compliance within your NSW business as well as general advice on hygiene, managing your personnel and ensuring open communication with your staff and clients.

Keep up to date

The pandemic is a *fast-moving situation* and while the LCA will endeavour to inform contractors of any significant developments, it is the responsibility of every livestock contractor to ensure they remain up to date with the latest information. The NSW Department of Primary Industries has developed an excellent web-based resource for primary industries which is available at <https://www.dpi.nsw.gov.au/home/covid-19/covid-19-and-your-business>.

Any new updates to this document will be highlighted.

NEW as at 28 August: Vaccination & travel registration requirements for authorised workers

The NSW Government has [declared](#) that effective 6 September 2021, individuals who are over the age of 16 and live in, or are temporarily staying in a [local government area \(LGA\) of concern](#), must not leave their LGA for work unless they have had at least one dose of a COVID-19 vaccine or medical evidence of a medical exemption. Workers must also carry [evidence of their vaccination](#) or medical exemption as well as evidence of their current address.

It is very important for you to determine whether you live or work in a LGA of concern and monitor the list closely as the list of LGAs can change at any time.

Further, those who live or work in a LGA of concern or need to travel outside of Greater Sydney, may need to [register their travel](#). Greater Sydney includes the [Blue Mountains](#).

Tip: Use these easy hyperlinks to navigate this document.

1. [Registering your business as COVIDsafe](#)
2. [QR code use - enabling staff and other workers to check in to your work site](#)
3. [What happens if my worksite has no mobile signal?](#)

4. [Can we share vehicles?](#)
5. [My staff need to travel within or between Local Government Areas \(LGAs\) \(including an essential worker letter template for you to use\)](#)
6. [Can my staff travel interstate for their work?](#)
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1. HOW DO I REGISTER MY BUSINESS AS COVIDSAFE?

- Visit <https://www.nsw.gov.au/register-your-business-as-covid-safe>
- Complete the business registration form and follow the prompts.
- This will register your business and generate a COVID19 safety plan for your business. The plan contains all the guidelines you'll need to make sure your business is COVID safe, such as:
 - Wellbeing of staff and customers
 - Social distancing
 - Hygiene and cleaning
 - Record keeping
- You can also download an agriculture COVIDsafe plan from the NSW Government [here](#).

2. QR CODES - HOW DO MY STAFF AND OTHER WORKERS CHECK IN TO EACH WORK SITE?

The NSW Government has developed an electronic registration tool called COVID Safe Check-in. When a business or organisation [registers as COVID Safe](#), it is given a unique QR code to display. You will all be familiar with these QR codes when entering businesses across NSW.

Under the [Public Health \(COVID-19 Gathering Restrictions\) Order \(No 2\) Amendment Order \(No 2\) 2021](#), farms are not required to have mandatory QR codes. Primary industries businesses are strongly encouraged to register as COVIDsafe and use QR codes where possible. This means it is recommended that livestock contractors develop QR codes for each farm/site they provide services on to help keep you, your staff and NSW safe.

Creating QR codes is easy.

Once you have registered as a COVID safe business (see above), you can use the portal to develop a new QR code for every property you will be working at. This process only takes a few minutes.


After you have registered a work site, it will generate a unique code for that site which will be emailed to you (via a clickable link). Simply print it out or keep it in your phone for your staff to scan on site.


You will receive something that looks like this:


[Business name]

[work site address e.g.
1 Binalong Rd Binalong NSW]

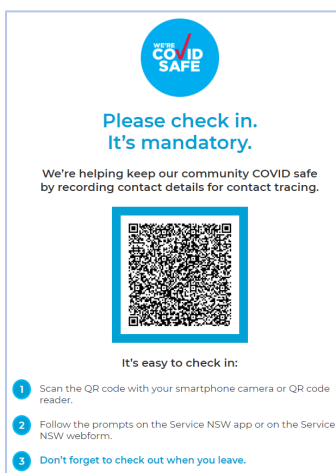
COVID Safe resources for business owners & managers

 View and print your QR code

 Service NSW business online form

 Update your contact number

When you select 'view and print your QR code', you will see a screen like this:



Your staff (or anyone on farm working with your team) can 'check in' to your QR code through:

- the [Service NSW app](#), or
- or by entering their details into a webform (if they do not have the Service NSW app, or choose not to download it).

They are now recorded as having visited your worksite and NSW Health will be able to get in contact if needed.

- [QR code check-in and how it works – PDF](#)
- [QR code check-in: detailed instructions – PDF](#)
- [COVID Safe Check-in guide for businesses – PDF](#).

Tip: Either print the QR code page and keep it in a clear plastic sleeve in your work vehicle or keep a copy on an electronic device for staff to scan.

3. MY WORK SITE HAS NO MOBILE RECEPTION AND STAFF CAN'T CHECK IN USING THE QR CODE.

The Service NSW COVIDsafe app currently does not function when there's no mobile reception and doesn't store check ins for later automatic upload.

If an employee or farm worker is unable to scan the QR code, you can check them in by collecting their contact details and electronically recording the details within 12 hours using the [Visitor Record template – PDF](#), or in an Excel spreadsheet or Word document.

The register needs to be made available to NSW Health if requested, within four hours as an excel or CSV file to support contact tracing.

4. WHAT HAPPENS WHEN STAFF NEED TO SHARE VEHICLES?

Many contractors rely on workers sharing vehicles between home and work sites. The [Department of Primary Industries](#) has advised that if workers are required to travel in a work vehicle while on duty, workers can travel with other workers if required. **Masks should be worn.**

5. CAN WORKERS TRAVEL WITHIN NSW?

The NSW Government considers primary industries workers to be *essential workers*. Within the rules, it is a reasonable excuse to leave home if you cannot reasonably work from home and if this business is allowed to be open (such as farms, feedlots etc).

If a worker needs to travel from a local government area affected by stay-at-home orders, the NSW Department of Primary Industries recommends taking the most practicable route and only stop for essential needs such as fuel, rest stops or to deal with an emergency.

At this time (28 August), only workers travelling to regional areas from Greater Sydney or leaving a local government area of concern for work require a [NSW Government travel permit](#).

However, for those workers outside these areas, it is highly recommended that you provide your workers with a personalised letter that states they are your employee and are travelling for work-related purposes.

Be very clear with your staff that this letter can only be used when travelling for work and if it is used when travelling for personal and non work-related reasons, they will be in breach of any stay at home orders that are currently in force and risk having penalties applied.

Tip: If your staff member is pulled over and questioned (the LCA is aware of this happening regularly), encourage your staff member to politely explain that they are an essential agricultural worker and to provide the essential worker letter.

The LCA has developed a **template letter** for use by contractors which will be available to download from the LCA website at www.livestockcontractors.com. Please note – **this letter is not a travel permit**, and any workers who require an official travel permit will need to [apply for one](#) .

Tip: If you can, provide your workers with their letter electronically as a PDF and print it out in hard copy for them. Not everyone has access to a computer or printer at home.

Tip: Provide their letter in a plastic sleeve or laminate it to ensure it withstands work ute life!

6. CAN WORKERS TRAVEL INTERSTATE FOR THEIR WORK?

Businesses should check the details of the state or territory their workers need to travel to, to see if workers are permitted to cross the border. In some cases, previously supplied permits may be void if a worker is from or has been in a lockdown area of NSW. Interstate rules are changing frequently so check before travelling.

Further information on interstate travel can be found at [travel to and from NSW](#) and from the relevant state or territory government website.

7. WHEN DO WE NEED TO WEAR A MASK?

As part of the state-wide lockdown, you must wear a face mask at indoor and outdoor, non-residential premises in NSW. Primary industry businesses must follow these rules. Learn about when you need to wear a face mask, when you can remove it and who is exempt by visiting the [NSW Government website](#).

For livestock contractors and their employees, you need to wear a mask at all times unless you are eating or drinking, shearing/crutching or the nature of the work makes the wearing of a fitted face covering a risk to the person's or another persons' health and safety.

Tip: Make sure you have sufficient masks to supply your staff with a fresh mask each day. EBay is great for online mask shopping.

You **MUST** wear a mask when you are:

- ✓ Lamb marking
- ✓ Mulesing
- ✓ Foot paring
- ✓ Dipping
- ✓ Scanning
- ✓ Undertaking any other work-related activity that isn't shearing or crutching.
- ✓ Travelling in the car with co-workers who aren't also members of your household.

8. DO SHEARERS & CRUTCHERS NEED TO WEAR FACE MASKS?

The activity of shearing or crutching would be classed as a strenuous physical activity, therefore, in an operational shearing shed, removal of the mask is permissible and safety measures be in place as per their COVID Business Safety Plan. Masks should be worn indoors and outdoors when not shearing. Learn about when you need to wear a face mask, when you can remove it and who is exempt by visiting the [NSW Government website](#).

9. GENERAL COVID SAFETY PRINCIPLES

- Encourage your staff to be vaccinated, and support time off work for the purposes of vaccination.
- Maintain awareness of any changes to [vaccination requirements](#) for workers in your local government area or for essential agricultural workers.

Practise physical distancing

- Apply the relevant density quotient to shared workspaces.
- Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres.
- Own rooms for camp out jobs.
- Ensure eating areas (when masks are not being worn) enable staff to maintain a distance of 1.5m.
- Consider keeping groups of workers rostered on the same shifts to avoid overlap.

Practice good hygiene principles

- Always make sure you provide your staff with access to soap, water and paper towel. *Assume these things won't be provided for you by your client.*
- Provide hand sanitiser for your staff.
- Encourage regular handwashing.
- Frequently clean and disinfect shared spaces and high touch areas such as doorknobs.

Communicate with your staff and clients

- Ensure you discuss your COVID safe protocols with your clients prior to commencing work and check what COVID safe protocols they have in place.
- Regularly remind staff of their COVID safe responsibilities, including the need to travel with the essential worker letter and to wear a mask at all times.
- Remind staff that if they feel unwell, they should *not come to work* and should seek medical advice immediately.

10. WHAT DO YOU DO IF SOMEONE IN YOUR TEAM BECOMES UNWELL OR HAS POTENTIALLY BEEN EXPOSED?

If you reasonably suspect someone has the virus, or has been exposed, this creates a health risk at your workplace. Do not wait until confirmation that a worker has COVID-19. You must act promptly to take reasonable steps to manage risks.

[Safe Work Australia](#) provides explains the procedure you must follow as an employer, including reporting the suspected illness, isolating the person if they become unwell at work, ensure they can be safely transported, clean and disinfect the worksite and *follow all other health directions*. If you report the incident and the person is found to have COVID19, your state or territory public health unit will guide you. Contact information for state-specific WHS regulators can be found [here](#) on the Safe Work Australia website.

You can also view specific information on the [NSW](#) Government website (<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>)