

RECORD KEEPING TEMPLATES

Health Management Plans for COVID-19 risk management

Agriculture, commercial fisheries and food processing businesses



Purpose

These templates have been developed by the Department of Agriculture and Fisheries to assist agriculture, commercial fisheries and food processing businesses maintain records under their Health Management Plans for novel coronavirus (COVID-19) risk management in the workplace.

This is a guide only. Templates can be adjusted to suit each business' needs.

Businesses should note that they may be required to make records available to an Emergency Officer (General) under the *Public Health Act 2005* for the purpose of Health Management Plan compliance checks or to their local Public Health Unit to assist with contact tracing in the event of a COVID-19 outbreak.

Please ensure you submit your completed Health Management Plan to covid.plans@health.qld.gov.au.

You should maintain records at your workplace.

How to use the templates

This guide takes the elements of the Health Management Plan template (v1.0/1 May 2020) (blue columns) under the Border Restriction Direction and/or the Seasonal Worker Health Plans Direction and provides guidance on how to maintain records for parts of the plan that require record keeping (orange columns).

Templates to assist agribusiness maintain records are provided as Attachments in this guide.

A. Health Screening Steps – completed BEFORE the worker commences work with the business

Steps	Records agribusiness should maintain
Workers are to confirm that they have not returned to Australia from overseas in the last 14 days.	See suggested record keeping template in Attachment 1.
Workers are to confirm they have not, in the last 14 days, been in close contact (as defined in the current CDNA guideline) with someone who has COVID-19.	
Workers are to confirm they have not, in the last 14 days, been in a COVID-19 hotspot as defined by the Chief Health Officer and published on the Queensland Health website (hotspots-covid-19).	
Workers are to confirm that they have not had a fever, cough, sore throat, and shortness of breath or other cold/flu-like symptoms in the last 72 hours and are otherwise well and fit for work.	
Worker confirms they have recovered from COVID-19 and are no longer infectious: at least 10 days have passed since onset of symptoms and free of all symptoms for at least 72 hours.	
Worker provides details of their work history and accommodation details for the 14 days' prior to commencing work with the relevant business.	

B. Health Screening Steps – completed at the workplace in Queensland DAILY BEFORE commencing work

Steps	Records agribusiness should maintain
Workers to confirm absence of fever, cough, sore throat, shortness of breath or other cold/flu symptoms within the last 72 hrs, and that they are otherwise well and fit for work before work commences on site. This activity will be recorded, with records to be provided to the Public Health Unit if requested.	See suggested record keeping template in Attachment 2 and 2A.

C. Reducing the risk of transmission at the work site and community – in addition to Workplace Health and Safety procedures to maintain health standards

Steps	Records agribusiness should maintain
Information will be provided to all workers, including domestic and cleaning staff where applicable, and essential visitors, including drivers of delivery vehicles, on relevant information and procedures to prevent the spread of COVID-19.	See suggested template for record keeping in Attachment 3.
Non-essential visitors. e.g. sales people, are prevented from entering site.	Business can show that non-essential visitors being prevented from entering (i.e. reception staff briefed to notify non-essential visitors about entry).
Workers will maintain a minimum distance of 1.5 metres from other workers, or implement alternative controls such as physical screens, enhanced cleaning processes or alternative work processes.	Record (i.e. photographs) of social distancing measures being observed, for example, through markings on the ground, barriers or physical screens or other mechanisms in the business to ensure workers are aware of appropriate distances.
Alcohol-based hand sanitiser/liquid soap, paper towels and cleaning supplies will be provided.	Evidence of supplies being available and used in appropriate areas of the workplace.

Steps	Records agribusiness should maintain
Hand washing facilities are adequately stocked with liquid soap, running water and paper towel and are kept clean and in good working order. Hand sanitiser is available as an alternative when hand washing facilities are not readily available.	Records of checking/cleaning and re-stocking of hand washing facilities and this being signed off. See suggested template for record keeping in Attachment 4.
Good hygiene practices will be promoted e.g. display handwashing 12 step guide .	
The workplace will be kept clean and hygienic. Frequently touched surfaces, such as door handles, light switches, phones, and workstations, will be regularly cleaned (the minimum expected standard is daily and/or between shifts) to reduce contamination. Records of cleaning activities e.g. sign off will be maintained.	Record of cleaning activities undertaken on daily basis. See suggested template for record keeping in Attachment 5.
Communal facilities will be kept clean and hygienic with additional cleaning performed between change-over of workers. Workers will maintain a minimum distance of 1.5 metres from other workers whenever practicable.	Record of cleaning activities undertaken on daily basis. See suggested template for record keeping in Attachment 5.
Where practicable, all persons on site will maintain a minimum 1.5 metres distance from each other.	Record (i.e. photographs) of social distancing measures being observed, for example, through markings on the ground, barriers or physical screens or other mechanisms in the business to ensure workers are aware of appropriate distances.
Separation of meal breaks and work groups to achieve maximum personal space. Workers will maintain social distancing of a minimum of 1.5 metres from other workers, or implement alternative controls Gathering for the purposes of ordering or collecting food or meals must not exceed one person per 4 square metres.	See suggested template for record keeping in Attachment 6.
Workers who become ill with respiratory symptoms at work will be isolated immediately and will be supported in accessing medical assistance. Facilities available on site for ill person management, e.g. on-site quarantine-space location and process for isolation of ill worker, provision of personal protective equipment and disinfection of area after ill worker has left.	Business must report suspect cases to Queensland Health immediately. See suggested template for record keeping in Attachment 2A.

Steps	Records agribusiness should maintain
A clinical decision will be made by the local Public Health Unit as to where the ill person should be managed (if accommodated on-site) with consideration of reducing risk of geographical spread.	
Co-workers will be informed about possible exposure to a confirmed case of COVID-19 but confidentiality of the case will be maintained. Close contacts will be identified and followed up by the local Public Health Unit.	
Regular communication with all workers to provide up to date information for the procedures adopted for the site.	Evidence of regular updates being provided to workers.

D. Staff documentation – completed at the workplace in Queensland BEFORE and DURING work

Steps	Notes	Records agribusiness should maintain
Document and retain records of all workplace staff, visitors and contractors at the workplace with respect to times and respective workplace locations and contact information.	This information will assist Queensland Health to specifically identify potentially impacted workplace staff via contact-tracing in case of a reported workplace-associated COVID-19 positive individual.	See suggested record keeping template in Attachment 7 (Visitors/contractors).

E. Managing workplace staff information - in addition to Workplace Health and Safety procedures to maintain health standards

Steps	Records agribusiness should maintain
Document and retain records of all workplace staff, visitors and contractors <i>by date and time</i> on site at workplace. To include: <ul style="list-style-type: none"> • Full name • Date of birth • Telephone number • Current home address (and other if transient staff). 	See suggested record keeping templates: <ul style="list-style-type: none"> • Attachment 1 (for staff information as collected at commencement) • Attachment 7 (Visitors/contractors) • Attachment 8 (Staff)
Document and retain records of <i>locations</i> of all workplace staff, visitors and contractors, e.g. lists by shift and respective location(s.)	See suggested record keeping templates: <ul style="list-style-type: none"> • Attachment 7 (Visitors/contractors) • Attachment 8 (Staff)
Document and retain records of a worker's work history and accommodation details for the 14 days' prior to commencing work with the relevant business.	See suggested record keeping template in Attachment 1.
Able to provide physical site plan(s) of premises layout if requested.	
Other additional measures being taken	

Attachment 1 – Suggested record keeping for health screening of workers before they commence work with the business

Worker details and health screening (for completion <u>prior</u> to commencing work)					
Agribusiness details (employer to complete)					
Business name					
Operating address					
Postal address					
Business email					
Business phone					
Business contact person		Name		Phone	
Employee health declaration (employee to complete)					
Employee details		Full name			
Employee D.O.B		Email		Phone	
Employee home address					
<p>Have you returned from overseas or a cruise in the last 14 days?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes, provide details below and ensure you self-quarantine for 14 days after entering Australia Details:					
<p>Have you been in close contact with someone who has tested positive for had COVID-19 in the last 14 days?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes, provide details below <u>and</u> ensure you self-quarantine for 14 days after the last contact with an infectious case. Details:					
<p>Have you, in the last 14 days, been in a COVID-19 hotspot as defined by the Chief Health Officer and published on the Qld Government website?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes, provide details below <u>and</u> ensure you self-quarantine for 14 days after leaving the designated hotspot. Details:					
<p>Do you have, or have you had a fever, cough, sore throat, shortness of breath or other cold/flu-like symptoms in the last 72 hours?</p> <input type="checkbox"/> No, I am healthy and fit for work. <input type="checkbox"/> Yes. Immediately seek medical advice and isolate immediately.					
<p>Have you been tested positive for COVID-19, or are you awaiting results of a COVID-19 test?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes ↓ If yes, have at least 10 days passed since the onset of symptoms and have you been free of all symptoms for the past 72 hours? <input type="checkbox"/> Yes – Provide evidence of completed isolation. <input type="checkbox"/> No. Immediately seek medical advice and isolate immediately.					
<p>Please provide details of your work history and accommodation details (locations and dates) for the 14 days' prior to arriving at this workplace:</p> Work history: Accommodation history:					
<p>Employee declaration (employee to complete)</p> a) If you ticked "Yes" to any of the questions above, please immediately seek advice from your employer. b) If you ticked "No" for all questions above, please complete the declaration below: I, _____, confirm I am fit and healthy to commence work at the aforementioned workplace. <div style="display: flex; justify-content: space-around;"> _____ _____ </div> <div style="display: flex; justify-content: space-around;"> Signature Date </div>					

Attachment 2 - Daily health screening of workers (suggested record keeping)

Daily health screening of workers (to be completed for each worker for each shift) <i>If the worker has a fever, cough, sore throat, shortness of breath or other cold/flu-like symptoms, the worker is not fit for work, they must isolate immediately and seek medical advice. If a worker presents ill, please seek medical advice and keep a record of this and actions taken (suggested template in Attachment 2A).</i>							
Worker's name	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Joe Bloggs EXAMPLE	<input checked="" type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input checked="" type="checkbox"/> Feels healthy <input checked="" type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input checked="" type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input checked="" type="checkbox"/> Feels healthy <input checked="" type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input checked="" type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input checked="" type="checkbox"/> Feels healthy <input checked="" type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input checked="" type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input checked="" type="checkbox"/> Feels healthy <input checked="" type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input checked="" type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input checked="" type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input checked="" type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input checked="" type="checkbox"/> Feels healthy <input checked="" type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.
	<input type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.	<input type="checkbox"/> Rostered on <input type="checkbox"/> Not rostered on <input type="checkbox"/> Feels healthy <input type="checkbox"/> Has not come into close contact with a COVID-19 case in last 14 days.

Attachment 2A – Report of unwell worker

Unwell worker report			
Name of worker		DOB	
Name of supervisor			
Details of symptoms	<input type="checkbox"/> Sign of fever <input type="checkbox"/> Cough <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose	<input type="checkbox"/> Shortness of breath/difficulty breathing <input type="checkbox"/> Body aches and pains <input type="checkbox"/> Headache	
Time symptoms began	Time: Date:	Other notes about symptoms:	
When were symptoms reported	Time: Date:		
Report on close contact by worker with others	Has the unwell worker come into close contact with other workers? If so provide details.		
Management action	Immediately isolate the worker from other persons and seek medical advice. A clinical decision will be made as to where the ill person should be managed with consideration of reducing risk of geographical spread. Details of action taken:		

Attachment 3 – Record of inductions undertaken by workers

Note - Similar recording keeping should also be kept for any refresher training relating to COVID-19 risk management in the workplace.

Record of inductions (including distribution COVID-19 risk management procedures)		
Worker's name	Inductions completed and sign-off	Other notes
Joe Bloggs EXAMPLE	<input checked="" type="checkbox"/> Induction 1 (date completed: 17 April 2020, Sign-off: M. Manager) <input checked="" type="checkbox"/> Induction 2 (date completed: 17 April 2020, Sign-off: M. Manager) <input checked="" type="checkbox"/> Induction 3 (date completed: 18 April 2020, Sign-off: M. Manager)	<i>Joe has completed all inductions required and has received information outlining the requirements he must follow to help the workplace manage COVID-19 risks.</i>
	<input type="checkbox"/> Induction 1 (date completed: Sign-off:) <input type="checkbox"/> Induction 2 (date completed: Sign-off:) <input type="checkbox"/> Induction 3 (date completed: Sign-off:)	

Attachment 4 – Hand washing and/or hand sanitising supplies re-stocked

Note – Supplies include: liquid soap, running water, paper towel, hand sanitiser (where handwashing facilities are not available). Supplies should be kept all in working order.

Record of handwashing supplies restocked		
Area	Checked/Re-stocked	Sign-off
Female and male toilets (packing shed)	Restocked on 20/4/2020	<i>J. Doe</i>
Basin (adjacent equipment shed)	Checked on 21/4/2020	<i>J. Doe</i>
Hand sanitiser dispenser in reception	Restocked on 21/4/2020	<i>J. Doe</i>

Attachment 5 – Daily cleaning records

Daily cleaning records for workplace (ensure all areas of workplace are cleaned regularly)								
Area	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	
Packing shed	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe	<input checked="" type="checkbox"/> Area cleaned Time: 8:15am Cleaned by: J. Doe Time: 12pm Cleaned by: J. Doe Time: 5pm Cleaned by: J. Doe
Tea room	<input type="checkbox"/> Area cleaned Time: Cleaned by: Time: Cleaned by: Time: Cleaned by:							
Dormitories	<input type="checkbox"/> Area cleaned Time: Cleaned by: Time: Cleaned by: Time: Cleaned by:							
<i>Add other workplace areas as required</i>	<input type="checkbox"/> Area cleaned Time: Cleaned by: Time: Cleaned by: Time: Cleaned by:							

Attachment 6 – Staggered roster for break times

Staggered roster							
Meal time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Breakfast	Group 1 5:30am Names – J. Bloggs, J. Doe, E. Example	Group 1 5:30am Names -					
	Group 2 6:00am Names – J. Citizen, H. Worker	Group 2 6:00am Names -					
	Group 3 6:30am Names – M. Smith, S. Jones, J. Example	Group 3 6:30am Names -					
Morning tea							
Lunch							
Afternoon tea							
Dinner							

Attachment 7 – Visitors log (for the purpose of information gathering to assist with tracing if required)

Date	Name	DOB	Organisation	Contact number	Home address	Email address	Purpose of visit	Visiting	Time in	Sign	Time out	Sign	Areas of site visited (to be completed when signing out)
21/4/20	John Citizen	15/1/94	Agronomist Pty Ltd	04 000 000	123 Madeup Place, Exampleland 4000	Agronomyexample@email.com	Agronomy consultation for potatoes	M. Manager	9:10am	<i>J. Citizen</i>	12pm	<i>J. Citizen</i>	Car park, reception, packing shed, male toilets (packing shed), field 2 and 3

EXAMPLE

Attachment 8 – Roster (to assist with staff tracing)

Name	Shift time	Area(s) on site	Shift time	Area(s) on site
<i>Joe Bloggs</i>	<i>0600-1000</i>	<i>Field 1 (harvesting), equipment shed Break room at lunch time</i>	<i>1045-1400</i>	<i>Packing shed</i>