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Dear Feedlot Operator,

COVID-19 – A Guide for Feedlots

The Australian Lot Feeders' Association (ALFA), the voice representing the cattle feedlot industry, is working with Industry and relevant Federal and State Authorities to help manage COVID-19.

Please find enclosed '**COVID-19 – A Guide for Feedlots**' developed to help the feedlot industry prepare for, and manage, the impacts of the virus. The Guide includes important prompts, checklists, protocols and templates that will encourage you to build strategies to protect the safety of your team, the continued wellbeing of your livestock and facilitate business continuity.

Federal and State governments have determined that the food supply chain and freight are essential services and therefore permitted to continue to operate. However, it is vitally important that we ensure the advice of Health Authorities, including hygiene and social distancing requirements, is in place and being strictly followed. The enclosed Guide, developed using Grain Fed Levies via MLA, will assist you meet those requirements.

The Guide builds on a range of information tools that ALFA has made available directly to the feedlot community. I encourage you to visit [ALFA's COVID-19 Resources website page](#) to view these.

Finally, I ask that you prepare as best as possible for the impacts this event may have on the health and safety of your people, your families, the broader community and your business. The safety and wellbeing of our feedlot community and the ongoing sustainability of our industry is paramount.

Kind regards,

Bryce Camm
President
Australian Lot Feeders' Association

COVID-19 – A Guide for Feedlots

OVERVIEW

This guide has been formulated to assist the feedlot industry prepare for, and manage, the impacts of the novel coronavirus, known as COVID-19, and assist in enhancing the safety of people and the well-being of livestock.

This guide is in three sections and is designed as a list of prompts to consider strategies aimed at:

- **SECTION 1: PREPARENESS AND PREVENTION**- Protecting the health and safety of your people, your families and the broader community
- **SECTION 2: BUSINESS CONTINUITY** - Facilitate, as far as possible, business continuity, thereby ensuring:
 - that the welfare of livestock for which you are responsible is not jeopardised
 - ongoing job security to your workforce.
- **SECTION 3: COVID-19 MANAGEMENT CHECKLIST AND EXAMPLE PROTOCOLS FOR FEEDLOTS** - A handy checklist and example protocols to help feedlots manage COVID-19 impacts.

Purpose

The National Feedlot Accreditation Scheme (NFAS) requires feedlots to have contingency plans in place - feedlots should consider their resourcing and business continuity / contingency plans considering the emerging COVID-19 issue.

- **Business Continuity Plan Template:** *An example template for business contingency or continuity planning can be found [HERE](#).*

COVID-19

- COVID-19 is transferred from people, not cattle or horses
- Infection is not spread by cattle or horses
- Infection is most likely spread by:
 - direct close contact with someone who is actively infected
 - close contact with a person with a confirmed infection who coughs or sneezes
 - touching objects or surfaces contaminated with droplets or mucus from a cough or sneeze from an infectious person and then touching your face or mouth.

Symptoms

- fever
- cough
- sore throat
- unusual or unexplained fatigue or shortness of breath
- runny nose, chills and body aches

Key Messages

- if experiencing symptoms, do not go to work
- if develop symptoms, whether at home or work, immediately isolate and seek medical attention
- advise workplace as soon as possible after developing symptoms
- advise company of the outcome of any medical investigation of the condition
- do not go to work while awaiting a test result
- do not return to work until situation has been resolved – provide evidence that okay to return to work before reporting for work
- do not go to work if a close contact outside the workplace has been confirmed with COVID-19
- remember that medical records are confidential and the medical status of any individual must not be disclosed to co-workers
- communicate regularly and prepare contingencies for the workplace

SECTION 1: PREPAREDNESS AND PREVENTION

Protecting the health and safety of your people, your families and the broader community.

Keep your workforce regularly informed and engaged. The safety of feedlot employees is paramount.

- ☐ Encourage everyone on the feedlot to practice good hygiene to protect against infections:
 - No handshaking
 - Proactively practice social distancing – >1.5 metres is the recognised distance – minimise physical contact between employees (see diagram 1 below)
 - Wash hands frequently with soap and water, before and after eating, drinking and after going to the toilet
 - Cover coughs and sneezes with a handkerchief, tissue or a flexed elbow (not hands), dispose of tissues, and use an alcohol-based hand sanitiser or wash hands regularly with soap
 - Avoid touching face, especially mouth, nose and eyes
 - If unwell, self-isolate and avoid contact with others (touching, kissing, hugging, and other intimate contact)
 - Avoid contact with anyone who has the following symptoms - fever, cough, sore throat, fatigue, shortness of breath, nausea or diarrhoea.
- ☐ Encourage open communication between management and employees to encourage disclosure when someone is feeling unwell or is experiencing symptoms
- ☐ Continue to source and provide effective cleaning and hygiene products
- ☐ Consultation – ensuring staff are aware of the resources on offer and know the best practice in use of resources
- ☐ Consider ways of limiting the opportunity for contact between workers on different shifts:
 - No overlapping shifts where applicable – clear delineation of employee movements before and at the end of shifts or the work day
 - Increase the time (separation) between shifts
 - Use the time for cleaning common areas and facilities
- ☐ Consider ways of minimising the number of immediate close contacts each employee might be exposed to in the course of their working day
- ☐ Roster employees based on autonomous skill set groups and keep these groups apart to minimise the risk and increase your contingency capability (where possible) - reduce intermingling of employees from different work groups
- ☐ Where possible stop face-to-face meetings – any essential meetings should be restricted to less than fifteen (15) minutes
- ☐ Assess employees with potential health vulnerabilities (age, pre-existing health issues) – do they require a specific management plan
- ☐ Assess employee needs and resourcing under a hypothetical scenario that some services may be shut down in the community (Eg. schools which may require parents to be off work to provide childcare)
- ☐ Consider employees who could work from home - ability and capability (connectivity, IT resources)
- ☐ Consider different scenarios and resulting staffing levels required to operate the feedlot at business as usual levels; or alternative business approaches if staffing levels cannot be maintained due to absenteeism in the short, medium and longer term
- ☐ Consider employee resourcing contingencies and have a plan in place for action
- ☐ Consider contingency plans to maintain care of all livestock on the feedlot
- ☐ Consider local authority and State border closures to non-essential travel – documents may be required

for employees, consultants, contractors and transport operators to service feedlots

- ☐ Consider a contingency plan for an outbreak of COVID-19 in the community where your feedlot operates
- ☐ Communicate to employees, suppliers and contractors about the feedlot contingency plan and make sure they are aware of what they have to do – or not do – under the feedlot plan
- ☐ Mental health and social consequences of a case of COVID-19 in the workplace or community should be addressed in the feedlot contingency plan – including information and support
- ☐ Consider the following themes to identify implications for routine business activities, make adjustments, and pursue any relevant actions - *make sense of the situation and how to handle it*:
 - Workforce protection
 - Customer engagement
 - Supplier engagement
 - Supply chain initiatives
 - Financial stress testing
- ☐ Feedlots should review their Biosecurity Plan and reinforce the feedlot's biosecurity measures with all employees, contractors, suppliers and potential visitors
- ☐ Ensure clear signs at point(s) of entry:
 - “Warning – no entry without permission from the landowner” or “By Appointment Only”
- ☐ Erect signage confirming that site is a “Quarantine Area” or “Livestock Biosecurity Area”

Remember – engage with people early – create awareness of the issue

Now is the time to prepare for COVID-19.

Simple precautions and planning can make a big difference.

Action now will help protect your employees and their families, their jobs and your business.

Diagram 1: The Importance of Social Distancing



SECTION 2: Business Contingency (or Continuity) Planning

Key points to consider when preparing your business contingency plan:

1. Coordinate your response

- ☐ Consider setting up a dedicated team, reporting to senior management, to take responsibility for assessing and managing the potential impact of COVID-19 (and the steps put in place by relevant Governments and authorities to deal with it).

2. Manage the impact on the workforce

- ☐ Employers will need to comply with health and safety duties and broader duties of care and good faith owed to workers.
- ☐ Consider any Workers Compensation matters that may arise and check with your local requirements (see Workers Compensation information in the Appendix).

3. Manage contractual risks

- ☐ Evaluate the potential implications for customers and supply chain contracts.
- ☐ Review how COVID-19 will affect the feedlot's ability to perform contractual obligations (either directly or due to issues in the supply chain).
- ☐ Assess what rights you might have if your counterparty is unable to perform.

4. Manage financial arrangements

- ☐ Borrower and lenders may need to review finance documentation and related arrangements to assess potential consequences and contingency measures.

5. Consider insolvency risks

- ☐ Consider the feedlot's financial position and that of any contractual counterparties.
- ☐ Consider any concerns about the solvency position of any counterparties.
- ☐ Consider finding alternative suppliers, tightening credit terms and including retention of title clauses until payment has been made and renew efforts to collect any payment in arrears

6. Maintain appropriate data and documents

- ☐ Ensure compliance with relevant data protection legislation.
- ☐ Document decisions and steps taken in response to the outbreak.

7. Consider potential insurance claims

- ☐ Consider whether the consequences of any business interruption can be claimed under existing insurance policies, and discuss with brokers any need for cover on specific new exposures.

8. Manage wider operational risk

- ☐ Consider wider operational impacts (for example in relation to managing the wider logistics (and costs) of halting "business as usual" activities - where abattoir shutdowns are required)

9. Stay up to date on your rights and obligations

- ☐ Ensure that the management team leading the response keeps up to date with the evolving situation:
 - Comply with current legal obligations and guidance
 - Identify and respond appropriately to changes to relevant legal obligations or guidance - room for manoeuvre may well be constrained not just by the current legislative regime in relevant jurisdictions but also by any new emergency legislation or regulatory and industry guidance
 - Liaise with Government and industry bodies where necessary on the extent and impact of any controls that may be imposed.

Source: McKinsey & Company (Article March 2020) and Agricircle Pty Ltd

An example template for business contingency or continuity planning can be found [HERE](#).

SECTION 3: COVID-19 Management Checklist & Example Protocol for Feedlots

COVID-19 Management Checklist

Use this handy checklist to review your operations and help reduce the impact of COVID-19 to your business.

Contingency Arrangements

- ☐ Consider what supplies and services may be disrupted:
 - PPE, sanitisers, cleaning agents
 - Key supplies – animal health products, tags, admin/office
 - Fuel supplies
 - Feedstuffs and commodity ingredients
- ☐ Consider and investigate potential alternative suppliers
- ☐ Consider operations in the event of a diminished workforce
- ☐ Consider the repercussions on clients of any changes and prepare to assist them - communication

“Essential” Services and Travel

- ☐ Consider providing “Essential Businesses”, or “Essential People” engaged by the feedlot with the information they need to meet the State and local travel requirements - this will allow them to justify their status if they are spoken to by police or authorities at a checking point or any other place in a State or local jurisdiction.
- ☐ Consider providing employees with a letter of employment record that can be used to demonstrate they are “Essential Travellers” for business purposes
- ☐ Consider suppliers and service providers to ensure they are aware of the requirement to demonstrate they are “Essential Travellers” and can produce information to meet this requirement when asked - this may prevent any delays or diversions when visiting your feedlot

Visitors & Contractors

- ☐ Request and require all visitors are screened prior to approval for entry to the feedlot
- ☐ Install a sign on the entry door directing people to respect your safe working environment and to not enter if they are showing any flu-like symptoms
- ☐ Establish a register (as per Biosecurity for Feedlots) of any visitors, suppliers or contractors and record contact details (name, mobile number, email and address) so that they can be contacted if someone on site becomes ill - this will help health authorities trace people and help manage the spread of disease
- ☐ Consider screening and deferring all non-essential visitors, contractors, customers and suppliers to the feedlot facility based on their risk profile (including travel history since 1st January 2020)

(NOTE that on 15 March 2020 the Australian Government announced that ALL travellers to Australia will be required to self-isolate for 14 days)

- ☐ Limit unannounced visitors and contractors to site
- ☐ Limit access outside business hours

Clients or Customers

- ☐ Communicate with clients – keep them regularly updated on developments
- ☐ Keep clients up to date on feedlot preparedness and contingency plans

Amenities

- ☐ Provide signage in the amenities, facilities and toilets regarding how to wash hands correctly - posters on prevention and symptoms
- ☐ Confirm all office spaces have correct distancing between any individuals, particularly those seated in the same room (>4m square per person)

- ☐ Separate office desks to ensure there is enough room between staff (>4m square per person) - if spare rooms are available, consider spreading staff out
- ☐ Continue to encourage good hygiene measures and ensure staff are washing hands with soap and water and/or using sanitiser – particularly on return to office after being out
- ☐ Consider an outdoor shaded area for staff to have food – rather than the designated lunchroom. Stagger lunch, tea breaks so that staff do not all eat together
- ☐ Ensure alcohol-based hand sanitiser and/or antibacterial soap is available to staff at key points through the workplace (such as toilet amenities, wash areas, in transport points such as in the feedtruck, office spaces, at entry gates, utes etc)
- ☐ Put in procedures to ensure / encourage staff to wash hands

Work teams

- ☐ Anyone who feels unwell must not come into work - advise people that if they have any symptoms or feel unwell (dry cough, fever, feeling ill), they should not attend the feedlot
- ☐ Consider isolating work teams in the workplace throughout the working day – admin, livestock, mill, feeding, maintenance
- ☐ Consider removing employee overlap in work rosters – (10/4, 7/7)
- ☐ Consider forming structured A & B teams in the weekly work roster - to enable some flexibility in the event of a team member becoming infected with the virus
- ☐ Identify employees and roles that may be able to work remotely or from home
- ☐ Encourage employees who work in teams” that are in close contact with each other to try and limit the number of different people they work with directly (ie. livestock teams)
- ☐ Provide an internal system (intranet, text messages, Messenger group, WhatsApp group) to facilitate pertinent information effectively and in a timely manner
- ☐ Pre-order sufficient supplies and materials, including detergents, disinfectants, hand sanitiser and tissues, for all workstations, eating rooms and toilet facilities
- ☐ Anyone who becomes unwell whilst at work must go home
- ☐ Develop a response plan in case someone in the workplace becomes ill with symptoms of COVID-19 – identify an area/room where someone can be safely isolated, how they can be transferred to a health facility and what to do if a team member tests positive to COVID-19
- ☐ Anyone who becomes seriously or violently ill while at work – seek medical assistance
- ☐ Ensure face masks are in store at each work station and the isolation area/room to offer people so they can get home safely or to a designated health facility
- ☐ Be prepared to identify close contacts of employees at work quickly:
 - Keep records of who has worked where, when and with whom
 - Implement a system for recording who each employee has had contact with in the course of each shift or work day – electronic staffing records, supplemented by records captured by supervisors, log books to be completed each day

Weighbridge

- ☐ Weighbridge attendants to maintain social distancing of >1.5m from suppliers delivering livestock or goods to the feedlot
- ☐ Delivery personnel to be further restricted to certain access points (such as weighbridge reception area only)
- ☐ Delivery personnel are not to come onto site or do deliveries if they have symptoms of cold or flu (e.g. elevated body temperature/fever, persistent cough, runny nose or difficulty breathing)
- ☐ Feedlot employees to keep physical separation with delivery personnel as much as possible

- ☐ After contact with delivery drivers feedlot employees should use hand sanitiser as required
- ☐ Feedlot to advise all suppliers that documentation required at delivery to be forwarded to the feedlot electronically in advance, prior to delivery or presentation to the weighbridge (Eg. electronic version, scanned copy via email, photographed copy via email or text message)
- ☐ Feedlot employees to practise and promote frequent hand washing throughout their shift - when hand washing facilities are not readily available, alcohol-based hand rub is recommended - when handling documents from suppliers it is good practice to use hand sanitiser regularly – alternatively use disposable gloves to handle any documents and only use own stationary
- ☐ Do not permit drivers to use the amenities or facilities
- ☐ Provide hand wash facilities at the weighbridge – soap and water or hand sanitiser - for delivery drivers
- ☐ Clean down workstations, desktops, door knobs, sample stations, equipment after each use with detergent or disinfectant

Cattle receivals

- ☐ Delivery driver to maintain social distancing >1.5m of all employees
- ☐ Do not permit drivers to use the amenities or facilities
- ☐ Documentation to be forwarded to the feedlot electronically in advance, prior to delivery or presentation to the feedlot (Eg. electronic version, scanned copy via email, photographed copy via email or text message) by producers, buyers, agents or saleyard operators – may require supply chain agreement
- ☐ If physical documentation has to be accepted at the feedlot, to be left in a designated area for retrieval by feedlot employee
- ☐ Feedlot employees to practise and promote frequent hand washing throughout their shift - when hand washing facilities are not readily available, alcohol-based hand rub is recommended - when handling documents from suppliers it is good practice to use hand sanitiser regularly – alternatively use disposable gloves to handle any documents
- ☐ Provide hand wash facilities – soap and water or hand sanitiser - for delivery drivers

Cattle handling

- ☐ Employees to undertake regular washing of hands
- ☐ Work stations and equipment to be washed daily with detergent or disinfectant

Cattle despatches

- ☐ Transport driver to maintain social distancing >1.5m of all employees
- ☐ Do not permit drivers to use the amenities or facilities
- ☐ Consignment documentation to be forwarded to the buyer/processor electronically in advance of despatch, prior to delivery or presentation to the buyer/processor (Eg. electronic version, scanned copy via email, photographed copy via email or text message) by the feedlot – electronic copy can be forwarded to the transport operators mobile telephone by text or email - may require supply chain agreement
- ☐ If physical documentation has to accompany the consignment, all documents can be placed in an envelope for transfer to the buyer/processor
- ☐ Provide hand wash facilities – soap and water or hand sanitiser - for transport drivers

Cattle hospital

- ☐ Employees to undertake regular washing of hands
- ☐ Work stations and equipment to be washed daily with detergent or disinfectant

Cattle clients

- ☐ Consider screening and deferring all non-essential visits

Commodity receivals

- ☐ Delivery driver to maintain social distancing >1.5m of all employees
- ☐ Do not permit drivers to use the amenities or facilities
- ☐ Encourage drivers to remain in their vehicle whilst on the feedlot – where practical and possible
- ☐ Documentation to be forwarded to the feedlot electronically in advance, prior to delivery or presentation to the feedlot (Eg. electronic version, scanned copy via email, photographed copy via email or text message) by farmers, brokers, buyers, agents or bulk-handling operators – for all commodity deliveries
- ☐ If physical documentation has to be accepted at the feedlot, to be left in a designated area for retrieval by feedlot employee
- ☐ Feedlot employees to practise and promote frequent hand washing throughout their shift - when hand washing facilities are not readily available, alcohol-based hand rub is recommended - when handling documents from suppliers it is good practice to use hand sanitiser regularly – alternatively use disposable gloves to handle any documents and only use own stationary
- ☐ Provide hand wash facilities – soap and water or hand sanitiser - for delivery drivers

Mill & commodity handling area

- ☐ Employees to undertake regular washing of hands
- ☐ Clean down door knobs, workstations, desktops, sample stations, equipment after each use with detergent or disinfectant

Plant & Equipment

- ☐ Employees to undertake regular washing of hands
- ☐ Establish 'washdown' procedures for key equipment that is used by multiple people in any one shift and/or between shifts
- ☐ Clean equipment with mild disinfectant between operators/shifts etc (Examples include the feed truck. This might include having drivers wipe down the door handles, steering wheel, controls with detergent, disinfectant or alcohol-based hand sanitiser between users)

Maintenance

- ☐ Employees to undertake regular washing of hands
- ☐ Contractors required on site to be screened on entry to the feedlot – provide washing facilities and hand sanitiser
- ☐ Do not permit contractors to use the amenities or facilities (eating areas or toilets)
- ☐ Clean down desktops, telephones, keyboards and other office equipment after each use with detergent or disinfectant
- ☐ Equipment such as skid steers, loaders, trucks, utes etc to be wiped down with mild disinfectant after each operator. This might include having operators wipe down the door handles, steering wheel, controls with detergent, disinfectant or alcohol-based hand sanitiser between users)

Administration

- ☐ Employees to undertake regular washing of hands
- ☐ Clean down work stations, desktops, telephones, keyboards and other office equipment after each use or between shifts with detergent or disinfectant

Employee eating facilities

- ☐ Employees to undertake regular washing of hands
- ☐ Consider segregating teams at meal times – either by time or location
- ☐ Clean down door knobs, benches, tables, sink areas etc after each use or between shifts with detergent or disinfectant

Toilets

- ☐ Employees to undertake regular washing of hands
- ☐ Consider daily cleaning (door knobs, basins, tap handles etc) and disinfection by personnel using protective equipment

COVID-19 in the workplace

- ☐ *Exhibit deliberate calm – think clearly how to navigate the situation.*
- ☐ *People should project confidence that the enterprise will find a way through the situation – acknowledging the uncertainty.*
- ☐ *Acknowledge the personal and professional challenges that employees and their family experience during crisis.*
- ☐ If a team member or employee is feeling unwell and experiencing flu-like symptoms (fever, cough, sore throat, shortness of breath, low-grade fever or temperature of 37.3 C or more) they should self-isolate and seek medical attention
- ☐ In self-isolation avoid all close contact (>1.5m) with other people including family members
- ☐ Communicate with employees – provide clear instruction – work program continuity, impacts for family members
- ☐ People who have been required to be in home isolation or quarantined and have completed their fourteen (14) day period without showing signs or symptoms of being unwell, are permitted to return to their daily activities including going to work
- ☐ The Federal Government Health Department advises that if you or an employee are confirmed to have COVID-19, then the infected person needs to isolate themselves to prevent it spreading to other people and follow the prescribed isolation guidance (<https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance>)
- ☐ Understand the obligations of both the employer and employee when lodging a statutory claim for compensation in relation to COVID-19 – maintain good records
- ☐ Consider asking employees to get a doctors clearance before returning to work
- ☐ Pay careful attention to how people are coping, and take corresponding measures to support them
- ☐ Many people will find self-isolation challenging

COVID-19 Response

- ☐ Feedlot response - divert all media enquiries to ALFA
- ☐ Review feedlot responses, reflect and plan future moves
- ☐ Review feedlot contingency plan and initiate change where applicable

Social media check-up

- ☐ Instruct employees/contractors to refrain from all social media comment regarding COVID-19
- ☐ Undertake Privacy Check (privacy settings) on all business social media accounts to restrict/protect content
- ☐ Limit or prevent any inappropriate commentary

Remember – work sensibly and professionally “around” the event – be cautious, remain calm

Priority is to remain calm and professional – keep people safe

Cleaning & disinfection – ensure cleaning and disinfection practices are optimised and rigorously adhered to

Revise ideas based on new information and knowledge gained.

Consider ongoing and potential actions and decide whether they can be modified, adopted or discarded.

Pause to assess and anticipate, then act. People should act with resolve.

Communicate, communicate, communicate.

COVID-19 Management Example Protocol

Use this handy example protocol to review your operations and help reduce the impact of COVID-19 to your business.

Risk	Description	Mitigation control	Comment
Communication	Method	<ul style="list-style-type: none"> • Provide an internal system (intranet, text messages, Messenger group, WhatsApp group) 	<ul style="list-style-type: none"> • Facilitate relevant information effectively and in a timely manner
Sanitation	Work stations	<ul style="list-style-type: none"> • Soap & water • Alcohol-based hand wash • Sanitation wipes • Disinfectants 	<ul style="list-style-type: none"> • Wash hands regularly – after each activity • Wipe down work stations, benchtops, door handles and equipment each day between users • Wipe down work stations, benchtops, door handles and equipment at the commencement and completion of each day
	Amenities and toilets	<ul style="list-style-type: none"> • Soap & water • Alcohol-based hand wash • Sanitation wipes • Disinfectants 	<ul style="list-style-type: none"> • Wash hands regularly – after each activity • Wipe down door handles and basins etc each day between users • Wipe down door handles and basins etc at the commencement and completion of each day
	Eating facilities	<ul style="list-style-type: none"> • Soap & water • Alcohol-based hand wash • Sanitation wipes • Disinfectants • Segregate teams at meal times • Provide outdoor areas for eating – social distancing >1.5m 	<ul style="list-style-type: none"> • Wash hands regularly • Wipe down door handles and basins etc each day between users • Wipe down door handles and basins etc at the commencement and completion of each day • Stagger meal times across departments
Visitors	Determine visitors that can come on site	<ul style="list-style-type: none"> • Personal hygiene • Limit visitors 	<ul style="list-style-type: none"> • Eliminate all non-essential visitors
Contractors	Determine contractors that can come on site	<ul style="list-style-type: none"> • Personal hygiene • Limit contractors on-site where possible • Increase biosecurity measures 	<ul style="list-style-type: none"> • Eliminate all non-essential contractors

Work teams	For business as usual	<ul style="list-style-type: none"> Determine minimum employee levels by department required to operate 	<ul style="list-style-type: none"> Management and teams
	If cattle movements ceased – “standstill”	<ul style="list-style-type: none"> Determine minimum employee levels by department required to operate 	<ul style="list-style-type: none"> Management and teams
	In the event of “school” shutdown	<ul style="list-style-type: none"> Determine number of employees impacted by childcare/school restraints in the event of “school” shutdown 	<ul style="list-style-type: none"> Management and teams Realign work teams as required
	Susceptible workers	<ul style="list-style-type: none"> Identify particular high-risk employees with pre-existing conditions 	<ul style="list-style-type: none"> Increase risk mitigation – stay away from work, work in isolation (where practical)
	Non-essential persons	<ul style="list-style-type: none"> Determine employees on light duties (non-essential persons) remain absent from the workplace 	<ul style="list-style-type: none"> Determine options with Workcover agency
Social distancing	Work roster	<ul style="list-style-type: none"> Split rosters – with no overlap of employees 	<ul style="list-style-type: none"> Define roster periods – 10/4, 7/7
	Work teams	<ul style="list-style-type: none"> Segregate work teams – work, meals, amenities 	<ul style="list-style-type: none"> Prevent increased exposure
	Families of workers	<ul style="list-style-type: none"> Personal hygiene When appropriate or directed, practice social distancing – separate rooms, people at least >1.5m apart 	<ul style="list-style-type: none"> Encourage employees to be diligent at home
Operations	Administration	<ul style="list-style-type: none"> Personal hygiene Social distancing – separate rooms, work stations at least >1.5m apart Segregate work team 	<ul style="list-style-type: none"> Provide increased space between people Encourage strict hygiene protocols
	Livestock in & out	<ul style="list-style-type: none"> Personal hygiene Where possible limit drivers to remain in vehicle 	<ul style="list-style-type: none"> Practice social distancing >1.5m Documentation – transfer electronically Hardcopy documentation – handle with PPE – store in isolation for minimum 2days
	Commodity delivery	<ul style="list-style-type: none"> Personal hygiene Where possible limit drivers to remain in vehicle 	<ul style="list-style-type: none"> Practice social distancing >1.5m Documentation – transfer electronically Hardcopy documentation – handle with PPE – store in isolation for minimum 2days

APPENDIX

“Go to” References

Australian Government Department of Health

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>

Cleaning and disinfection principles for COVID-19

Routine environmental cleaning:

- Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work.
- Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.
- The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid – such as respiratory droplets – present and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

It is good practice to routinely clean surfaces as follows:

- Clean frequently touched surfaces with detergent solution (see diagram below).
- Clean general surfaces and fittings when visibly soiled and immediately after any spillage.

Routine environmental cleaning requirements can be divided into two groups:

1. Frequently touched surfaces
 - Should be cleaned frequently.
 - Door handles, bedrails, tabletops, light switches
 - Detergent solution (as per manufacturer's instructions) can be used, with the exact choice of detergent determined by the nature of surface and likely degree of contamination.
 - Detergent-impregnated wipes may be used but should not be used as a replacement for the mechanical cleaning process.
2. Minimally touched surfaces
 - Floors, ceilings, walls, blinds
 - Detergent solution/wipes (as per manufacturer's instructions) are adequate for cleaning general surfaces and non-patient care areas.
 - Damp mopping is preferable to dry mopping.
 - Walls and blinds should be cleaned when visibly dusty or soiled.
 - Window curtains should be regularly changed in addition to being cleaned when soiled.
 - Sinks and basins should be cleaned on a regular basis.

Source: Adapted from Australian Guidelines for the Prevention and Control of Infection in Healthcare, Canberra: National Health and Medical Research Council (2019)).

Hand hygiene

Soap and water should be used for hand hygiene when hands are visibly soiled and alcohol-based hand rub at other times (e.g. when hands have been contaminated from contact with environmental surfaces). Cleaning hands also helps to reduce environmental contamination.

Information for cleaning staff

Information for cleaning staff on cleaning and disinfecting can be found below:

- The risk when cleaning is not the same as the risk when face to face with a sick person who may be coughing or sneezing.
- Cleaning staff should be informed to avoid touching their face, especially their mouth, nose, and eyes when cleaning.
- Cleaning staff should wear impermeable disposable gloves and a surgical mask plus eye protection or a face shield while cleaning.

- Cleaners should use alcohol-based hand rub before putting on and after removing gloves.
- Alcohol-based hand rub should also be used before and after removing the surgical mask and eye protection.

The surgical mask and eye protection act as barriers to people inadvertently touching their face with contaminated hands and fingers, whether gloved or not.

The disinfectant used should be one for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used - see below)

If there is visible contamination with respiratory secretions or other body fluid, the cleaners should wear a full length disposable gown in addition to the surgical mask, eye protection and gloves

Advice should be sought from your work health and safety consultants on correct procedures for wearing PPE.

Use of disinfection

- Use freshly made bleach solution and follow manufacturer's instructions for appropriate dilution and use (see below for dilution instructions).
- Wipe the area with bleach solution using disposable paper towels or a disposable cloth.
- Dispose of gloves and mask in a leak proof plastic bag.
- Wash hands well using soap and water and dry with disposable paper or single-use cloth towel. If water is unavailable, clean hands with alcohol-based hand rub.

Preparation of disinfectant solution

- Gloves should be worn when handling and preparing bleach solutions.
- Protective eye wear should be worn in case of splashing.
- Bleach solution should be:
 - made up daily
 - used mainly on hard, non-porous surfaces (it can damage textiles and metals).
 - sufficient time is required to kill the virus (i.e. at least 10 minutes contact time).
- Household bleach comes in a variety of strengths -the concentration of active ingredient - hypochlorous acid - can be found on the product label.

Table 1: Recipes to achieve a 1000ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant Recipe		Volume in standard 10 litre bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 ml
2	20,000	1	19	500 ml
3	30,000	1	29	333 ml
4	40,000	1	39	250 ml
5	50,000	1	49	200 ml

Social contact environments

Social contact environments include (but are not limited to) office spaces, work stations, transport vehicles, plant & equipment cabins, weighbridges, mill offices, livestock offices & benches and private businesses.

The risk of transmission of COVID-19 in the social and non-health care work settings can be minimised through a good standard of general hygiene. This includes:

- Promoting cough etiquette and respiratory hygiene.
- Routine cleaning of frequently touched hard surfaces with detergent/disinfectant solution/wipe.
- Providing adequate alcohol-based hand rub for staff and consumers to use. Alcohol-based hand rub stations should be available, especially in areas where food is on display or being consumed and frequent touching of surfaces occurs.
- Training staff on use of alcohol-based hand rub.

Source: Australian Government, Department of Health

Worker's Compensation Information

The following guidance provides feedlots with Worker's Compensation matters to consider. It is recommended Feedlots check their local Worker's Compensation rules and requirements using the links provided.

Operator	Question	Answer
For workers	An employee has symptoms such as coughing and a fever, and the employer has requested the employee to undergo testing and to stay home – will wages be covered by Workcover while the employee is in quarantine?	<ul style="list-style-type: none"> • Wages will not be covered unless the employee is subsequently diagnosed with COVID-19, and the statutory claim is accepted • Workcover is only legally able to pay weekly compensation in connection with an accepted statutory claim where a worker has an incapacity for work as declared by a medical practitioner
	What information is required to lodge a claim for COVID-19 with Workcover?	<ul style="list-style-type: none"> • Medical confirmation of COVID-19 diagnosis • Evidence to demonstrate that the employee's COVID-19 exposure occurred within the work environment • Medical confirmation that employment was a significant contributing factor to the contraction of COVID-19
	Will Workcover accept an employee's claim if diagnosed with COVID-19?	<p>Criteria will include:</p> <ul style="list-style-type: none"> • Worker was in fact a "worker" • Diagnosis of COVID-19 has occurred • Exposure to COVID-19 occurred in the work environment • Work exposure was a significant contributing factor to the COVID-19 diagnosis • Claim was made within the required timeframe • And other specific criteria required under the Act
	What is considered a work related exposure?	<ul style="list-style-type: none"> • Each claim lodged is considered on its own individual circumstances – determine if employment was a "significant contributing factor" to the confirmed COVID-19 diagnosis
	An employee has an accepted claim for COVID-19, what will be covered?	<p>As per all statutory claims, to support a worker's recovery from COVID-19:</p> <ul style="list-style-type: none"> • Weekly compensation • Payment of medical and rehabilitation expenses • Travel and other allowances • Return to work support
	An employee is on a suitable duties plan and appears to have symptoms of COVID-19, and therefore should not attend work – will this impact payment of an employee's weekly compensation?	<ul style="list-style-type: none"> • Each situation will be determined on its own merits • Assessment on an employee's exposure to COVID-19 was work related or due to other environmental factors • If the exposure was deemed not work related, then it would be considered that an employee not participating in the rehabilitation program was due to a personal illness and would therefore not be paid for those days

For employers	What safety measures do employers need to take to protect workers?	<ul style="list-style-type: none"> • Adhere to the Australian Government Department of Health advice
	Does an employer need to send people home if they have cold and flu symptoms?	<ul style="list-style-type: none"> • Adhere to the Australian Government Department of Health advice
	If a worker cannot be quarantined at home and is consequently required to go to another external location, can the worker claim any expenses incurred as a result of the relocation?	<ul style="list-style-type: none"> • If the worker has an accepted claim for work related COVID-19, conformed by a medical practitioner, then reasonable costs for quarantine outside of the worker's home will be covered
	Will a worker's wages be covered during their quarantine period?	<p>Wages will not be covered during quarantine unless:</p> <ul style="list-style-type: none"> • There is diagnosis of COVID-19 • The exposure has been confirmed in connection with work • There is an accepted worker's compensation claim
	An employer arranges for an employee to undergo testing for COVID-19 – will the employer be reimbursed the costs associated?	<p>The costs can only be reimbursed if:</p> <ul style="list-style-type: none"> • The worker is subsequently diagnosed with COVID-19 • The exposure is considered to be a work related injury • The worker has an accepted worker's compensation claim • the costs are reasonable
	What is the stance on accepting liability for workers who may contract COVID-19 whilst at work or travelling for work purposes?	<ul style="list-style-type: none"> • Need to be testing to confirm the worker has COVID-19 • Confirmation that the worker was exposed to another person in the workplace who was also confirmed to have COVID-19 • Be satisfied that COVID-19 was contracted in the course of employment and that employment was a significant contributing factor to the diagnosis
	Will the employer be required to pay an excess?	<ul style="list-style-type: none"> • The employer will be required to pay an excess (ie. The first payment of weekly compensation)
Directors	Are directors covered for COVID-19 testing or claims?	<ul style="list-style-type: none"> • Directors, partners of a partnership, sole traders and trustees are excluded from coverage as they are not considered a "worker" under the Act • An employer may be covered for these costs if they have a Workplace Personal Injury Insurance Policy

Disclaimer: The above material has been compiled from external resources such as State and Federal government sources. It does not constitute legal advice or recommendations and should not be relied upon as such. It is provided in good faith to assist ALFA members and recipients. Appropriate advice should be sought from relevant jurisdictions that reflect your individual circumstances.

Workers Compensation References

Queensland

<https://www.worksafe.qld.gov.au/>

NSW

<https://www.icare.nsw.gov.au/injured-or-ill-people/workplace-injuries/who-we-care-for/>

Victoria

<https://www.worksafe.vic.gov.au/claims>

South Australia

<https://www.rtwsa.com/insurance/insurance-with-us/register>

Western Australia

<https://www.workcover.wa.gov.au>

Tasmania

<https://worksafe.tas.gov.au/topics/compensation/workers-compensation>

Northern Territory

<https://nt.gov.au/employ/for-employees-in-nt/your-rights,-health-and-safety/workers-compensation>

Disclaimer

This document has been developed to provide general guidance to assist feedlot operators plan for and mitigate the risks posed by COVID-19 to their employees, their business and assist in the care of livestock. It is not to be used for any other purpose or made available to any other party, except your partners or advisors, without prior written consent from the Australian Lot Feeders Association.

While care has been taken preparing this guide it does not constitute legal advice. In particular, the protocols that are suggested to be followed in the event of an employee or a member of your workforce being confirmed positive for COVID-19 are recommendations only. They do not constitute official advice. You must heed any advice and directions given by public health officials.

Be aware that the pandemic situation is changing rapidly, and that these guidelines may need to be revised in the light of future developments.