

Preparing for Covid-19

Checklist for growers

It's only a matter of time before a positive case of Covid-19 turns up on your farm, orchard or packhouse.

Is your business prepared if one does?

It's important you have a plan to ensure your farm can continue to operate if you, an employee, or a family member contracts Covid-19. You may be required to leave your property quickly.

Having a plan will help give you peace of mind that others will be able to step in and help.

This document is intended to help you create a plan in the event you are required to leave your property and are unable to look after your crops, staff and business. The detail contained in your plan is unique to your own property and circumstances to allow family, friends or neighbours to come in and help continue your operation.

In the situation that a Covid-19 positive case or close contact be located in your business, it will also help the Ministry of Health decide the best place for you and those around you to isolate. Having the right information and a plan could help you or your staff continue operating.

Use the questions below as a guide to work out how ready you are to deal with a case of Covid-19 on your farm, orchard or packhouse. Circle or tick the answers that apply to you.

It is important that all staff and family have a copy of the completed plan as well as an easy to access copy available.

We have broken the plan into four sections. These are:

Section 1 : About your operation - How it works.

Section 2: Covid-19 on site - the next 14 - 21 days

Section 3: Information to assist contact tracing

Section 4: Personal wellbeing

We encourage you to involve your staff (if you have them) and your family with this planning. Please remember, this checklist is not exhaustive and you can add anything that will assist your planning.

This checklist is derived from one developed by Federated Farmers. HortNZ thanks them for allowing us to adapt this checklist.

Section 1 - Your business

Information to assist someone coming onto your property to undertake daily duties if you are unable to.

List key industry contacts who will visit the farm or provide advice		
Staff:		
Wholesaler:		
Transport company:		
Fuel supplier:		
Electrician:		
Agronomist:		
Consultant:		
Mechanic:		
Seed company:		
Other:		
Back up team (i.e. friends, neighbours, family)	Name:	Number:
How the water / irrigation system works:		
Fuel and chemical location and storage instructions:		
Instructions for other systems: (Power, ventilation control, sprayers, etc.)		
Plant and machinery - Tips and tricks: (Sprayer, tractor, Hydralada etc.)		
Access to planning tools: (Wifi password, coverage details etc.)		

To minimise the risk of Covid-19 can you please:	Yes	No
Ask everyone to wear a face mask		
Supply hand sanitizer for use before doing anything on farm		
Ensure physical distancing be maintained - 1m minimum		
Minimise contact with suppliers, where possible contactless drop off/pick up - create a zone?		
Communicate your farm protocols to suppliers/visitors when pick up/delivery is required		
Minimise shared documentations - email photo and txt docs through where possible		
Support all team members and their close contacts to be vaccinated		
Scan in when off farm for supplies/living life		
Isolate bubbles between yourself and relief staff or work in teams		
Use gloves in enclosed spaces/wipe down high traffic surfaces with cleaning agent		
Use Virkon spray or equivalent disinfectant on gear between users/pickup gear from service providers		

Section 2: Covid-19 on site - the next 14-21 days

What daily and weekly tasks must happen on your farm/orchard/warehouse while I am isolated for 14 to 21 days?

Please list below:

What things have I planned to do in the next 14-21 days?

Does this involve people coming onto the farm, e.g. new fencing/building maintenance, new plantings, pruning? *Please list below:*

What crops are on farm at present? What is their water, nutrient and pest management needs? *Please list below:*

Crop / block:	Water:	Nutrients:	Pest management:

Shifts/bubbles

Can I split my workers into shifts (bubbles) to avoid them encountering contact with each other?

Yes

No

Shift / bubble details, duties and instructions:

Can I manage my staff/run the farm remotely, by laptop/smartphone, while I am isolated? (Have you practiced doing this?)

Yes

No

Do I have enough face masks, soap, paper towels, disinfectant and hand sanitiser for people coming on site while I am isolated (14 - 21 days)?

Yes

No

Where are these supplies located?

Do I have somewhere safe and secure for people to dispose of used masks/paper towels? *Where is this?*

Yes

No

Additional Information:

Section 3: Information to assist contact tracing

Who is on site every day?		
	Full names: Write down everyone you can think of	Contact No.
Staff or employees		
Family (including yourself)		
Industry people		
Extended family / friends		
Do I have contact tracing QR codes at entrance(s) to farm, orchard, packhouse?	Yes	No
Have my family, workers and I been vaccinated against Covid-19?	Yes	No
If yes, have we had:	1 shot	2 shots
Do you or anyone else on site have health problems, e.g., lung or heart disease, diabetes or other pre-existing conditions that interferes with their health regularly?	Yes	No
If yes, who and please explain:		

Section 4: Personal wellbeing

Consider the five ways of wellbeing, a proven concept to look after our wellbeing.

What are the things I can do to keep myself physically active? Exercise, stretches, do you need any equipment?
Details
What can I learn or investigate? It's great to keep learning! Read a new book, learn something new, attend online webinars, investigate future plans for the farm, clean out all the files & docs on your computer. <i>(Please consider limiting screen time through regular breaks)</i>
Details
What are the things that I can do to stay in contact with friends and family? Have a meal together via zoom / face time. Make a phone call. Send regular messages.
Details
What are the things that I can do to be mindful? Take some time to reflect on the people and things in your life and appreciate what you have.
Details

If your staff, your family or you need to reach out for help:

Ring Rural Support Trust on 0800 787 254

Txt or call 1737 to speak to a trained counsellor