



COVID – 19 LEVEL 4 PROTOCOL March 2020

Please see important information regarding Level-4 Covid-19 protocols.

**** ALL STAFF must read all of the following, and return completed declaration to before being allowed to return to work ****

1. Read and complete both declaration to sign, as well as Covid-19 orchard guidelines.
2. We are deemed an essential service, so we are able to continue to work. When staff are not at work, or travelling to and from work, they must comply with ALL Level 4 Covid-19 protocols
3. While at work, staff **MUST** act as though every person on the team has Covid-19. All staff **MUST** abide by the protocols of Mubwons Ltd.
4. Teams will be split into two so that we can minimize cross-contamination as much as possible. This is based on staff living arrangements.

* Each team will have a single dedicated tractor driver. Staff will only empty bags into the two tractors that their driver will be working on.

Please note that Scotty and I will be limiting our use of the tractors as much as possible - this means that at times staff may need to walk to the bins slightly more than usual.

Each team will have a staggered start time, as well as a staggered smoko and lunch. There will be no cross contact between teams and/or tractor drivers.

5. Staff must keep your distance over 2 meters from all others in the team **AT ALL TIMES**. This also means no sharing of food, drinks, headphones, do not touch each others phones or **ANY OTHER ITEM** including cigarettes and cigarette papers, lighters etc. Staff will work completely separately. Staff who live together may work within the two meter boundaries. They will be identified with colour coordinated tags on their bags, with their address and contact number.
6. Lunch and Smoko – distancing rules continue to apply for the duration of all breaks. (the only exception is at lunch and smoko you may sit within 2 meters of people who you live with only. You must still restrict sharing of any items.)
7. Staff are only allowed to ride share with people who they live with. Staff must not get in someone else's car at any time.

7. We will stop providing drinking water and coffee. Staff must bring enough drinking water to sustain themselves through the day. The drinks trolley is no longer being used. Staff must also keep your clothing at least 2 meters away from any one else's. Do not use the trailer as a storage area, as this increases the risk of cross contamination.
8. All staff must wash your hands with soap, water and paper towels on arrival to work, at each break, and at the end of the day (As well as before/after toilet, eating and smoking). Staff can use hand sanitiser before eating if preferred, but hand washing must be done before returning to work
9. All staff must declare any sickness at the start of each day, If any employee has any symptoms, the employee and their household will be sent home and will need to contact the Covid-19 hotline for advice.
10. Staff will need to collect their bag one at a time, when staff arrive to work, they must try to be as organised as possible - start with washing hands, then collect bag and move off.
11. A designated hygiene monitor will sign in each staff member at the start of each day. They will do so once the employee has collected their bag and have washed their hands. The hygiene monitor will also sign off on hand washing when returning to work after each break.
12. We will sanitise the bags at the end of each day. Staff will need to place your gloves in the large bin provided - you will have new gloves each day.
13. No unauthorized visitors will be permitted within 5 meters of any Mubwons LTD operational machinery, offices, bags or equipment. Any visitor (including audit staff) must not enter the premise before gaining consent from Scott.