

Return to Work Procedure

1. If any personnel are suffering from or carrying any communicable disease or are showing the following symptoms, they must report to their Supervisor or Production Manager.

Symptoms of illness may include (but are not limited to):

- a) nausea;
- b) vomiting;
- c) diarrhoea;
- d) fever.

2. The Supervisor or Production Manager reassigns staff where appropriate to non-product contact roles or sends the staff home if the illness poses a risk to product or other personnel. Personnel showing symptoms of fever, nausea, vomiting or diarrhoea must not enter growing, packing or storage areas until clear of symptoms for 48 hours.

3. A staff illness register must be maintained by the Supervisor or Production Manager, which contains the following information:

- a) Employee's name and job role;
- b) Date of absence / reassignment;
- c) Alternative role assigned if applicable;
- d) Type of illness (or symptoms displayed);
- e) Return date; and
- f) Sighting of Doctor's certificate allowing return to work if applicable.

4. Before returning to work, the Production Manager will assess the individual based on one of the following for return to work clearance depending on circumstances:

- a) a Doctor's certificate is produced by the individual indicating that the person is fit to resume food handling activities; or
- b) the individual is free of symptoms for 48 hours after suffering from fever, vomiting, nausea and/or diarrhoea.