

## GUIDELINES FOR RECRUITMENT AND TRANSPORT OF WORKERS TO FARMS AT THE START OF THE SEASON

### Version 2

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#### Background

In identifying issues facing citrus producers and packhouse it became known that producers have requested guidance around bringing in workers at the start of the season, especially where these workers normally dwell in another province. These guidelines are provided as matter of consideration for producers and packhouse managers, bearing in mind that the local context needs to be accounted for, and all legal compliance steps should be followed.

#### Guidelines for recruitment and transport of workers to farms

- 1) **Preparation:** Be proactive about identifying the issues that might prevent successful recruitment and transport of labour to farms.
  - a. Documentation – to be provided to the driver of transport vehicle:
    - i. Transporters must be provided with letters from the farm clearly indicating the purpose, time, route, and likely duration of the trip.
    - ii. A copy of the businesses CIPC certificate as produced by Bizhub on DTIC website.
    - iii. A permit (see template attached) indicating this is operations for an essential service, linked to a specific business.
    - iv. The workers must be identified individually (i.e. ID numbers, full name and surname) and that detail must be included on the permit. This document can also be signed by labour to indicate they are COVID-19 symptom free.
    - v. Letter should be on farm letterheads and signed by Commissioner of Oaths or local SAPS services.
  - b. Phone ahead: Calls should be made to policing authorities to enquire about the particular information that would need to allow movement of workers.
- 2) **Worker welfare:** Workers safety must be a priority. In all areas of recruitment and transport of workers this must permeate thinking, especially in the following areas:
  - a. Legal compliance regarding the limit of number of people that can be moved simultaneously must be followed. Current COVID-19 regulations indicate that not more than:
    - i. A minibus licenced to carry 10 is limited to 7;
    - ii. A minibus licenced to carry 15 is limited to 10;
    - iii. A midi-bus licensed to carry 22 is limited to 15;
    - iv. Public transport sedan is limited to 50% capacity;
    - v. 60% of a private vehicles' capacity can be used; and

- vi. 50% of a bus's capacity can be used.
  - vii. **All public transport operators must put measures in place to ensure social distancing.**
- b. Hygiene and sanitation before, during and after transportation is used. These requirements must clearly be explained to own operators and hired transporters if used. SIZA has provided guidance about conditions of transport which have been shared with producers.
  - c. Social Distancing: Workers should be advised to practices physical distancing throughout, including during lining up to board transport.
  - d. Workers must be provided with Personal Protective Equipment (PPE), including masks and gloves.
  - e. Workers (hands, etc.) must be sanitized before entering the vehicles. Constant access to sanitizer and tissues is advised.
  - f. Care must be taken to spray/sanitize luggage.
  - g. Buses and mini-taxis are preferred to open vehicles, also because it is more difficult to be separated on open vehicles.
  - h. If possible, body temperature sensors should be used to avoid permitting an infected individual onto the transport.
  - i. On arrival, steps should be taken to measure body temperature to identify infected parties so that appropriate steps to reduce the risk of spreading the virus can be taken immediately.
  - j. It is a good idea to have workers grouped into gangs, units or “bubbles” (New Zealand term). This group should travel together, work together, socialize together (at a distance) and if possible be accommodated together. Members of one group should not integrate with another group, use equipment of another group or get within two metres of other group members. In this way, if a worker is tested positive only that group is impacted by remedial measures. Separate indicators to distinguish personnel from another such as different colour hats, hairnets, overalls etc. can be used.
  - k. Workers must be thoroughly trained on Covid-19 safe practices which should be included in the induction/orientation training.
  - l. Where possible, recruit the workers one week prior to the normal time, and to place these workers in isolation for at least a week before they start to work. Daily monitoring of these workers by a farm representative, in terms of temperature, displaying symptoms, keeping daily record and acting accordingly. The practice of social distancing also need to applied here.
- 3) **Recruitment practices:** In some situations, it is important to depend on a recruiter, whether formally or informally, to coordinate activities and arrangements with the workers.
- a. Special care should be made to educate such recruiters about how to prevent the spread of COVID-19 so that in their interactions with potential workers they reduce the risk of transmission of the virus. Ideally calling people over the phone will be better than face-to-face engagement. Air time or data might need to be provided to encourage this approach.

- b. In the interest of workers own health, it should be highlighted at this stage that individuals who find themselves immune compromised or having pre-existing health conditions are at higher risk of COVID-19 infection leading to fatal outcomes.
- c. It is really important at this time that recruiters act in an ethical manner, balancing the need for people to work to earn and income with needing to ensure communities and businesses are kept safe. Bear in mind that the recruiter is acting for businesses, and should be made to account for the practices they adopt.

Compiled by  
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