



**MUNSTER**  
**BOVINE**

Manual Milk Recorder COVID19  
Standard Operating Procedure (SOP)

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*October 2020*

*Version 1.2*

## 1 Document Revisions

Date	Version Number	Document Changes	Author
23/04/20	1.1	Initial Draft	Denise Murphy
07/10/20	1.2		Denise Murphy

## 2 Approvals

Role	Name	Signature	Date
CEO	Kevin Coffey		
Health & Safety	Patrick Kelly		
Field Manager	Rosarii O'Connor		
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### 3 Scope

This Standard Operating Procedure (SOP) details the procedure to be undertaken by Munster Bovine Milk Recorders to contain the transmission and spread of COVID 19. The Manual Milk Recording service is resuming under strict operational protocols based on the HSE guidelines.

- ✓ You will be required to observe strict Physical Distancing guidelines
- ✓ Wear Personal Protective Equipment (PPE) e.g. protective clothing, goggles, gloves and Respiratory Protective Equipment (RPE) e.g. 3M Masks

### 4 Personal Responsibility

- 4.1 Clean your hands with soap and running water when hands are visibly dirty. If your hands are not visibly dirty frequently clean them with an alcohol-based hand rub or wash them with soap and water.**

**Why?** Both of these practices kill viruses that may be on your hands, Covid 19 is easily killed by simple household disinfectants. Always wash hands after coughing and sneezing, before food preparation, before eating, after toilet use, when hands are dirty and when you arrive home.

- 4.2 Avoid touching eyes, nose and mouth.**

**Why?** Hands touching any surfaces where an infected person has coughed or sneezed on may be contaminated with Covid 19. Once contaminated, hands can transfer the virus to your eyes, nose or mouth, from there the virus can enter your body and make you sick.

- 4.3 Practice respiratory hygiene cover your mouth and nose with your bent elbow or tissue when you cough and sneeze.**

**Why?** Droplets spread virus so you protect the people around you.

- 4.4 If you have fever, cough and difficulty breathing, seek medical care early.**

**Why?** This will protect you and help prevent the spread.

- 4.5 Prior to scheduling any Milk Recording complete the Milk Recorder health check (see Appendix 4)**

## 5 Scheduling Milk Recording

Contact herdowner by phone to arrange the Milk Recording. During this call you must:

- ✓ check the health status of the farmer/ farm personnel and
- ✓ discuss how you can change your work practice to facilitate Physical distancing (2m), (the aim is to maintain physical distancing during the recording)

### 5.1 Farmer health check questions

- Have you, or a family/household member, had a cough or a temperature ( $\geq 38$ degrees) or loss of smell, shortness of breath in the past 14 days?
- Have you, or a family/household member, had any flu-like symptoms in the past 14 days? (E.g. muscle aches and pains, fatigue, headache) ?
- Have you, or a family/household member, had a sore throat in the past 14 days?
- Have you, or a family/household member, been told you are a close/casual contact of a confirmed case of Covid 19 in the past 14 days?
- Have you, or a family/household member, been abroad in the past 14 days?
- Have you or a member of your family been advised to self-isolate in the past 14 days?

**If any answers are 'yes'** then the recording should be deferred for 14 days

**If all questions are answered 'no'** then proceed to arrange the Milk Recording,

### 5.2 Physical Distancing questions

**Remind the Herdowner, Physical Distancing must be observed while on farm. This means you must maintain at least 2 metres (6 feet) distance between yourself and anyone else especially someone who is coughing and sneezing.**

**Why?** When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth and if you are too close you can breathe them, and they may contain Covid 19 if the person has the disease.

To assist you and the herdowner to achieve Physical distancing the following could be considered:

- Keep 3 units/cups/clusters away from one another at all times as generally this distance will achieve 2 meters.
- If the above is not possible you must alternate personnel in the parlour, e.g. recorder takes samples after farmer has hung up clusters and call out cow numbers from a distance.
- Only one Farm Personnel in the parlour during the recording

***If the distance rule fails people should turn their backs to one another. Do not spend more than 15min at close proximity.***

## 6 On Farm Guidelines

- 6.1 Travel alone to the farm. Avoid passengers especially children.
- 6.2 Ensure your vehicle is clean especially the footwell and stocked with gloves, adequate amount of protective waterproof clothing, goggles, facemask, gloves and hand sanitizer.
- 6.3 Arrive 10 minutes early to allow time to put on PPE/ RPE and confirm with the farm personnel that there have been no changes to their health status.
- 6.4 Use footbath when provided on arrival and departure.
- 6.5 Avoid shaking hands and unnecessary talking while in the parlour or outside the parlor.
- 6.6 Put on PPE and RPE when you are ready to go into the pit.
  - Wash or disinfect hands
  - Put on gloves
  - Put on protective clothing
  - Disinfect your gloves
  - Put on face mask (*See Appendix 2, masks should be worn clean shaven.*)
  - Apply the goggles and ensure they are fitted over the eyes and the strap is tight, so they are secure to the face
- 6.7 Once the Recording is complete and you are leaving the farm remove and disinfect PPE / RPE
  - Disinfect protective clothing before leaving parlour

Once you return to your car complete the followings steps:

- Remove gloves (**Appendix 1**)
- Put gloves in a bin
- Disinfect your hand with hand sanitiser
- Remove goggles without touching the front of the goggles (can wear new gloves for this)
- Disinfect goggles using disinfectant wipes and place in original packaging
- Disinfect your hand with hand sanitiser
- Remove face mask without touching the filters
- Disinfect facemask using disinfectant wipes and place in original packaging
- Disinfect your hand with hand sanitiser
- Remove protective clothing and place in storage space
- Disinfect your hand with hand sanitiser
- Disinfect your handheld using disinfectant wipes
- Disinfect your hand with hand sanitiser

***It is very important that care is taken when you are putting on, wearing, taking off, cleaning/disinfecting and storing PPE/RPE. The removal and disinfecting steps need to be followed to avoid infection if the virus is present on the PPE/RPE.***

## **7 Depot**

- 7.1** Only one person should be in the depot at any given time.
- 7.2** When leaving samples at the depot, please wear a new set of gloves when handling the samples and entering the depots.
- 7.3** Wear gloves on entering the depot and dispose of them correctly.
- 7.4** Remove the gloves and use hand sanitiser or wash hands with soap and warm water and dry with a paper towel- Not a cloth towel.

Appendix: 1- Glove Removal Technique



**Appendix 2: Fitting Instructions 3M™ 4000 Series Reusable Half Face Masks**

1. Assemble/adjust head cradle by feeding the perforated strip through the buckle and pressing down on the stud at the required length. Repeat for second strip.
2. Place the respirator over the face, fitting it comfortably on bridge of the nose, then pull the head harness over the crown of the head.
3. If necessary, remove the respirator and readjust the head cradle to a comfortable fit and repeat step 2.



4. Take a bottom strap in each hand, place them at the back of the neck and hook the straps together
5. Tighten the top head harness first by pulling on the ends to achieve a comfortable and secure fit. Tighten bottom straps in a similar manner. Strap tension may be decreased by pushing out on back side of buckles.

**Fit Check**

Perform a positive pressure fit check each time the respirator is donned.

Fitting instructions must be followed each time the respirator is worn.

1. Place the palm of the hand over the exhalation valve cover and exhale gently.
2. If the respirator bulges slightly and no air leakage between the face and the respirator is detected, a proper fit has been achieved.
3. If air leakage is detected, re-position the respirator on the face and/or readjust the tension of the strap to eliminate the leakage.
4. Repeat the above face fit check
5. If you cannot achieve a proper fit, do not enter the contaminated area.

**Cleaning and Storage**

- If the respirator is to be used for more than one recording it should be cleaned at the end of each recording and stored between recording in the original packaging.
- To clean the respirator, the faceseal should be wiped with a cloth moistened in warm soapy water (the water temperature should be below 40°C) and dried at room temperature.
- The product **MUST NOT** be immersed in water during cleaning.
- Alternatively, faceseal may be cleaned using an disinfectant wipe.
- Respiratory Protection is only effective if it is correctly selected, fitted and worn throughout the time when the wearer is exposed to respiratory contaminants.



Appendix 3: - HSE Coronavirus Facts

# Coronavirus COVID-19



Coronavirus  
**COVID-19**  
Public Health  
Advice

**If you have fever and/or cough  
you should stay at home  
regardless of your travel or  
contact history.**

**All people are advised to:**

- > **Reduce** social interactions
  - > **Keep a distance** of 2m between you and other people
  - > **Do not** shake hands or make close contact where possible
- If you have symptoms visit [hse.ie](http://hse.ie) **OR** phone HSE Live 1850 24 1850

## How to Prevent



**Stop**  
shaking hands or  
hugging when saying  
hello or greeting other  
people



**Distance**  
yourself at least  
2 metres (6 feet) away  
from other people,  
especially those who  
might be unwell



**Wash**  
your hands well and  
often to avoid  
contamination



**Cover**  
your mouth and nose  
with a tissue or sleeve  
when coughing or  
sneezing and discard  
used tissue



**Avoid**  
touching eyes, nose,  
or mouth with  
unwashed hands



**Clean**  
and disinfect  
frequently touched  
objects and surfaces

## Symptoms

- > Fever (High Temperature)
- > A Cough
- > Shortness of Breath
- > Breathing Difficulties

## For Daily Updates Visit

[www.gov.ie/health-covid-19](http://www.gov.ie/health-covid-19)  
[www.hse.ie](http://www.hse.ie)

**Appendix 4: - Milk Recorder Health Check questions**

*If you answer 'yes' to any of the below question, then you should contact your GP/healthcare provider by phone and defer all milk recording for a minimum of 14 days.*

**Questions**

- Have you, or a family/household member, had a cough or a temperature ( $\geq 38$ degrees) in the past 14 days?
- Have you, or a family/household member, had any flu-like symptoms in the past 14 days? (E.g. muscle aches and pains, fatigue, headache) ?
- Have you, or a family/household member, had a sore throat in the past 14 days?
- Have you, or a family/household member, been told you are a close/casual contact of a confirmed case of Covid 19 in the past 14 days?
- Have you, or a family/household member, been abroad in the past 14 days?
- Have you or a member of your family been advised to self-isolate in the past 14 days?

***If you answer 'yes' to any of the questions, then you should;***

- Contact your GP/healthcare provider by phone
- Follow the HSE guidelines. <https://www2.hse.ie/conditions/coronavirus/symptoms-causes.html>
- Contact the Munster Bovine Office and cover will be arranged in the area.
- Once isolation is completed/ you are recovered please contact your Manager.

**Appendix 5: How do use Face Coverings**

# How to use Face Coverings




Coronavirus  
**COVID-19**  
Public Health  
Advice

**ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING**

### Correct Covering

Medical masks should be reserved for health workers or patients in treatment.

If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.




### Check Your Fit


Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.




**DO NOT:**  
Wear the face covering below your nose.



**DO NOT:**  
Leave your chin exposed.



**DO NOT:**  
Wear it loosely with gaps on the sides.



**DO NOT:**  
Wear it so it covers just the tip of your nose.



**DO NOT:**  
Push it under your chin to rest on your neck.



**FOLLOW THESE TIPS TO STAY SAFE:**

**ALWAYS** wash your hands before and after handling your face covering.

**ALWAYS** change your face covering if it is dirty, wet or damaged.

Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.

Carry a second similar type bag, to put used face coverings in.


**CHILDREN UNDER 13** should not wear face coverings.

**ALWAYS** wash cloth face coverings on the highest temperature for cloth.

### Safe Removal

Use the ties or ear loops to take the face covering off.


Do not touch the front when you take it off.



### Disposing Of Single-Use Mask


Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.





Riadas na hÉireann  
Government of Ireland