



MUNSTER
BOVINE

Customer Manual Milk Recording
Standard Operating Procedure (SOP)

October 2020

Version 1.2

1 Document Revisions

Date	Version Number	Document Changes	Author
16/03/20	1.1	Initial Draft	Denise Murphy
07/10/20	1.2	Update re face coverings	Denise Murphy

2 Approvals

Role	Name	Signature	Date
CEO	Kevin Coffey		
Health & Safety	Patrick Kelly		
Field Manager	Rosarii O'Connor		
HR Officer	Denise Murphy		

3 Scope

As part of the national effort to minimise the spread of Coronavirus (Covid-19) and to protect both herdowners and Munster Bovine staff the following protocols are been implemented for the Manual Milk Recording service and to ensure continuity of the service.

Our Manual Milk Recording service is operating under strict operational protocols based on the HSE guidelines.

- ✓ Milk Recorders will be observing strict Physical Distancing guidelines that must be adhered to.
- ✓ They will also be wearing Personal Protective Equipment (PPE) e.g. waterproofs, goggles, gloves and Respiratory Protective Equipment (RPE) e.g. Masks

4 Scheduling Milk Recording

The Milk Recorder will contact the herdowner by phone to arrange the Milk Recording, during this call the Milk Recorder will;

- ✓ 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).

4.1 Farmer health check questions

The Recorder will ask you the following questions.

- Have you, or a family/household member, had a cough or a temperature (≥ 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?

4.2 Physical Distancing questions

The Milk Recorder will then discuss Physical Distancing with you.

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 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.

5 On Farm

- 5.1 On arrival to farm the Milk Recorder will put on protective clothing, mask, goggles and gloves
- 5.2 Please provide a fresh footbath for the Milk Recorder.
- 5.3 Have hand washing facilities available for the Milk Recorder, clean water, soap and paper towels – no cloth towels. A bucket of water will suffice.
- 5.4 Provide a bag or bin for disposable gloves.
- 5.5 Please inform your Milk recorder if your health status has changed since scheduling the recording, see 4.1 above

6 Face Coverings

Please wear a face covering during the Milk recording (Appendix 1)

Appendix 1: How to 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, be 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.






Rialtas na hÉireann
Government of Ireland

Appendix 2: 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 **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
www.hse.ie

Ireland is operating a delay strategy in line with WHO and ECDC advice

Rialtas na hÉireann
Government of Ireland