Manager's checklist of best practices for field and agricultural labor to minimize person-to-person transmission of COVID-19

**Symptoms**
- All workers are trained to recognize symptoms of COVID-19 (fever, cough, shortness of breath, sore throat, fatigue, chills, body aches or loss of smell/taste)?
- All workers who show symptoms of COVID-19 or have interacted closely with an infected person self-isolate, remain home or seek medical attention.
- I have a plan to screen workers for symptoms.
- I assigned a person to be responsible for screening of employees prior to entering the facility.
- I clearly communicated screening procedures to workers.

**Sick leave policies**
- I ensured that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- I suspended the requirement for a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work.
- Our policies require that employees with an infected household remain at home or otherwise isolated.

**Personal protection**
- I conducted training programs on how to properly wear face masks or face coverings, and gloves (if used in your facility)
- I instructed workers not to share tools, phones and equipment and/or to sanitize them between uses?
- Handwashing facilities are readily available and stocked with soap and single-use paper towels.
- I promote frequent and thorough hand washing among all employees.
- Gel or foam hand dispensers, ideally no-touch, containing at least 60% alcohol are provided
- I remind workers that alcohol-based sanitizer gels must be applied only when hands are drys
Person-to-person interactions

- Is physical contact of workers with each other limited?
- Additional transportation is provided at the beginning and end of the shift to physically separate workers who do not share households.
- Measures have been taken to increase distancing between harvest crew members on arrival, during all harvest activities and breaks.
- A system to provide drinking water which minimizes contact has been devised.
- Harvest crews are separated from one another from the time they enter the site in the morning until they leave in the evening.
- Harvest times staggered to allow for physical distance
- Breaks are staggered to reduce the number of workers using meal facilities and toilet facilities at any time.

Shared living quarters

- Car-pooling is discouraged for those not in the same household/living quarters.
- Employees who share living quarters were instructed to limit their contacts only to those with whom they share living quarters.
- Within each unit of employer-provided housing or a household, a responsible person is identified to limit access to the living quarters.
- All employees wear face coverings that entirely cover their faces and mouths any time they are not alone.
- Access to the neighboring community is limited for the employees living in employer-provided housing.
- Incentives are provided for the employees to stay self-isolated when not in the food facility. Select all incentives that apply: pre-paid data for personal phones, unlimited high-speed internet, computer games, grocery/meal delivery service, other _________.
- Additional and more frequent cleaning efforts are in place within living quarters.
- All high-touch services (phones, remote controls, counters, tabletops, doorknobs, keyboards, tablets, and bedside tables) are sanitized hourly before and after work hours.
- A responsible person is identified to record adherence to additional and more frequent cleaning schedule.
- A flyer for employees living in shared living quarters (in English and Spanish) is posted.
**Food facility**

- Employees are required to wear face masks/face coverings at all times.
- Employees were reminded of the proper way to wear a face covering/mask so that it fully covers nose and mouth.
- Meal breaks are staggered to minimize interactions among employees.
- A flyer for breakrooms (in English and Spanish) is posted where employees can see it.
- Lunch tables are physically separated to minimize contact among employees.
- Access to the facility is limited only to the employees.
- Deliveries are timed to minimize interactions with delivery drivers.
- High touch surfaces (doorknobs, counters, tabletops) are cleaned and sanitized hourly during the shifts.
- Workers are required to leave their cell phones in lockers for the duration of the shift.