



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 dry

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.