



COVID-19 Checklist for Agricultural Operations

Social Distancing

During the start of the shift, breaks and lunch, keep workers at least six (6) feet apart

- Provide additional seating, such as plastic chairs or folding chairs, to ensure workers are off the ground
- Stagger breaks and lunch if additional seating is not available
- Stagger meetings and trainings at the start and end of the shift if additional seating is not available

When working, space workers out to provide distance between them:

- One row separating them when planting, pruning, thinning, harvesting, and other work in fields, orchards and vineyards
- Make more than one pass through a field when harvesting product with equipment

Communicating with Workers

Provide workers with information on the signs and symptoms of COVID-19 and how to minimize the spread of germs

- Videos in English and Spanish are available here: <https://www.agsafe.org/covid-19-resources/webinars-and-videos/>

Tell workers what to do if they feel sick or have a sick family member at home

- Recommendation from the CDC in English: <https://www.agsafe.org/cms/wp-content/uploads/2020/03/CDC-Steps-to-Prevent-the-Spread-of-COVID-19.pdf>
- Recommendation from the CDC in Spanish: https://www.agsafe.org/cms/wp-content/uploads/2020/03/CDC-Steps-to-Prevent-the-Spread-of-COVID-19_Spanish.pdf

Daily remind workers about what steps you are taking to keep them protected and identify who (supervisor, HR or Safety Manager, owner) they should come to if they have questions or concerns

Drinking Water for the Crew

Assign an employee to serve drinking water to crew members from the communal water receptacle

- Ensure the worker serving the water has proper PPE (disposal gloves, N95 respirator)

Sanitize the spigot after filling disposable cups each break
Sanitize the spigot if it comes in contact with a reusable water container drinking area
(example: mouth of a water bottle)

Worker Transportation

If you provide a company vehicle or truck to your workers, ensure that those vehicles are being cleaned and sanitized on the inside and outside regularly, ideally once a day
If it is essential to use transportation, such as a van or bus, to transport your workers:

- Sanitize at least twice a day (following employee pick-up and drop-off) all points of contact – seats, seat belts, knobs, doors, handles, buttons – that employees touch
- Ensure ample ventilation and airflow
- If possible, seat workers spaced at least six (6) feet apart
 - Consider additional trips to allow seating spacing of workers

Portable Restrooms and Handwashing

Assign an employee to sanitize portable restrooms (door handles, locks, toilet seats) and handwashing facilities (spigot, soap dispenser, paper towel dispenser) frequently during the day

- Ensure the worker has proper PPE (disposal gloves, N95 respirator)

Provide sanitizing product for employees to sanitize portable restrooms (door handles, locks, toilet seats) and handwashing facilities (spigot, soap dispenser, paper towel dispenser) after each use

- Ensure workers are trained in how to properly sanitize and that the expectation that they follow this procedure is communicated frequently
- Assign a supervisory employee to monitor compliance

Sanitizing Equipment and Tools

More frequent sanitation of all equipment and tools is critical. Ensure teams already responsible for cleaning do so more frequently, at a minimum of daily. Do not forget the following items, which can be overlooked:

- Tractors, forklifts, ATVs, UTVs – seats, seat belts, knobs, doors, handles, buttons
- Areas of congregation and meeting, both inside and outside – start of shift, tailgate training, breaks, lunch, end of shift
 - Chairs, shade trailers, bucket
 - Refrigerators, coolers, water jugs
 - Vending machines
 - Garbage cans
- Shop
 - Hand tools

- Maintenance equipment used daily
- Bottles and containers used daily
- Employee equipment and tools
 - Bins
 - Hand tools
 - Garbage cans

Other Employee Health Precautions

The EEOC has said employers may do the following, in accordance with the Americans with Disabilities Act:

- Take all employee temperatures at the start of each day
 - All records must be kept confidential
- Ask an employee to provide their symptoms when calling in sick
 - All records must be kept confidential