

COVID-19 Guidance and Resources for Ag Operations

We're in unprecedented times as we all work to respond to the coronavirus (COVID-19) pandemic. Zenith has always been a long-term partner for our customers, and our thoughts and well wishes are with those affected. To help you address the unique needs specific to your agricultural operation, our Zenith experts have specifically selected the resources in this document to help you deliver information to your employees and help prevent the spread of illness while conducting essential business. We also offer simplified guidance to communicate, inform, and address needs within agriculture operations.

Our experts are available to help you find creative solutions to manage and educate personnel through these challenging times. Safety and HR experts are also ready, through [Zenith Solution Center®](#), to answer questions specific to your unique situation.

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1. COMMUNICATION

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Effective communication and leadership support are essential to support your employees and maintain business continuity during this sensitive time. Here are some action points to get you started:

- **Promote accurate information:** Accuracy establishes credibility. Share information from the Centers for Disease Control & Prevention (CDC) about the [signs and symptoms](#) of COVID-19, [who is at risk](#), treatment and care options, when to [seek medical care](#), and [what to do if someone is sick](#).
- **Promote Action:** Provide employees with [expectations](#) that are immediately actionable. Keep [action messages](#) simple, short, and [easy to remember](#). Consider communication barriers such as limited English proficiency, and avoid limiting access to information.
- **Be Credible:** Acknowledge when you don't have enough information to answer a [question](#). Information about this disease increases and changes every day. Work with the appropriate experts to get an answer depending on the situation.
- **Express Empathy:** Disease outbreaks can cause fear and disrupt daily lives. Acknowledging employees' personal feelings, [family and daily life](#) concerns, and other challenges shows you are considering their perspective when addressing issues.
- **Communicate with respect:** Respectful communication is particularly important when people feel vulnerable. Actively listen to issues and solutions brought up by employees. Acknowledge different [cultural beliefs](#), and work with your team to adapt behaviors and promote understanding.
- **Look for new ways to communicate:** Text messaging may be the easiest way to reach a lot of employees quickly. Consider setting up a private social page or group where people can go for information and update regularly.
- **Focus on health and safety:** Let your team know you're putting extra precautions in place to keep your workplace safe. Encourage them to assist and let them know that not only does their work have value to you, but they as individuals have value, and that you want to ensure their well-being.

2. EMPLOYER RESPONSIBILITIES

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As COVID-19 understanding increases, health officials are releasing guidelines for maintaining public health. As you implement new policies and expectations, you must clearly communicate these to your employees and confirm these are understood, including:

- Ensure special procedures are in place to meet orders issued by your local Public Health Department officials, including mandated "Shelter in Place", "Stay at Home" and/or "Employee Health Monitoring."
- Implement a process for employee health monitoring ([sample guidelines](#)). Consult with a medical provider, [EEOC](#) and your Public Health Department for specifics in your area.
- Provide travel certificates to help employees clarify to authorities their need to travel on food/Ag business ([travel certificate sample- employee](#) & [travel certificate sample](#) for transporting food/Ag supplies).
- Implement procedures and expectations to safely [clean and disinfect](#) frequently used surfaces.
- Determine if additional/[temporary hand wash stations](#) are needed.
- Provide adequate time and space for employees to clock in/out while maintaining a safe distance from each other.
- Provide training on COVID-19 [signs, symptoms](#), and [prevention](#). Ensure materials are available in languages employees can understand.
- Identify key processes, tasks, and products. Cross-train employees in order to fill backup positions in case key employees must stay home.
- Be responsive to the personal needs of each employee. Populations [at risk](#) include individuals over the age of 65, residents and farmworkers with underlying health issues, residential care patients, and those who care for these individuals.
- When feasible, encourage additional spacing of employees while harvesting and processing to support safe social distancing.
- Find opportunities to pre-plan or perform activities ahead of time (e.g., pre-assembly of cartons, pre-staging of raw material, etc.) to help reduce personal interaction.
- Understand which of your employees can use alternative work options such as work from home (e.g., administrative staff).
- Be responsive to [state guidance](#), and respectful of [local authorities'](#) decisions related to that guidance
- Update your written safety program with an addendum outlining your [COVID-19 Infection Prevention Plan](#)

3. EMPLOYEE RESPONSIBILITIES

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Facts, education, and personal actions are key elements to slowing the spread of any disease. Set expectations for employees and ensure they:

- [Stay at home](#) if they are sick and avoid close contact with others.
- Refrain from shaking hands, hugging, or touching others.
- Clean [surfaces](#) before and after use in break rooms, common areas, and when using shared equipment.
- Avoid touching their mouth, nose, and eyes to avoid [transferring germs](#).
- [Cover their mouth](#) and nose with a tissue when coughing or sneezing (and immediately discard it). If no tissues are available, cover mouth with shoulder or elbow. Then wash hands.
- Wash/sanitize hands [multiple times](#) daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the bathroom.
- [Wash hands](#) with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, cups, gloves, etc.).
- Keep a minimum distance of 6 feet from others when possible, per CDC recommendations.
- When choosing to cover mouth and nose with a cloth face covering, follow [CDC](#) and your local Public Health Department guidelines ([sample guidelines](#)) to use, remove, clean and disinfect.
- Instruct employees that practicing good hygiene includes removing their work shoes before they enter their homes and quickly changing their clothes to reduce potential exposure inside their house.

4. SYMPTOMATIC AND SICK EMPLOYEES

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Watch for symptoms among employees throughout the COVID-19 alert established by your city and Public Health Department. Employers should be prepared to respond when identifying sick employees. The following guidelines are a good starting point:

Set Expectations:

- Stress the importance for employees to not come to work if either they or anyone who lives with them are sick. [Postings](#) in key areas such as entrances, hallways, and bathrooms can help remind sick employees to stay home.
- Assign a point person to monitor employee attendance and watch for employees experiencing COVID-19 symptoms. Consult with your [local Public Health Department](#) or a physician for proper and safe employee health monitoring.
- Require employees to report if they have traveled to a high-risk area in the last 14 days or if they've been in contact with someone who has been diagnosed with COVID-19 or is experiencing COVID-19 symptoms.
- Employees who develop COVID-19 or other flu-like symptoms at work should be sent home immediately.

Employee Health Monitoring:

- Observe employees when they arrive at work.
- Establish a [process](#) to inquire if anyone has experienced fever, cough, or difficulty breathing. Some Public Health Departments provide [sample health monitoring](#) procedures.
 - If ill, the employee should be sent home immediately and instructed to contact a medical professional by phone before going to a medical facility. Another option is to contact a doctor who practices via telemedicine. Consider if your employee needs help or guidance to contact a medical professional, or getting information ([English](#) / [Español](#)).

If an employee tests positive for COVID-19 infection:

If an employee is diagnosed with COVID-19, your priority is to prevent further spread to other individuals.

- If the employee is at work, send them home.
- Contact your [local Public Health Department](#) and follow the protocols recommended.
- Clean and disinfect areas immediately using proper disinfection procedures and personal protective equipment.
- Document the infected employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently, times of travel, and the last day worked.
- Identify anyone who has had contact with the employee while symptomatic and contact them, but maintain confidentiality.

- Sick employees should follow the CDC’s guidelines of what to do if they are sick with COVID-19 ([English](#) / [Español](#))

Employers should consult with your local Public Health Department for additional guidance.

5. VISITORS, CUSTOMERS, AND VENDORS

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If government and/or officials have issued “shelter in place” or “stay at home” orders, you should limit access to only those employees necessary for the operation. Do not allow access to [visitors](#). Apply the following measures for vendors and other external individuals with a business need to access your property:

- Sick individuals should not be allowed to access your property. Place [notices](#) at facilities, offices, and other entrances.
- Vendors must be approved before arriving, and employees should keep 6 feet of separation from any vendor.
- Consider limiting interaction with customers to reduce employees’ exposure. If possible, emphasize online ordering for direct-to-consumer sales with outside pick-up or delivery options.
- Consider visitor policies for [farms and on-farm deliveries](#).
- Establish procedures to limit contact with public at food stands and [farmers markets](#).

6. GROUP GATHERINGS

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Having procedures in place to maintain a distance of 6 feet between your employees will help you avoid spreading illness during work activities and breaks:

- Reduce meetings and group gatherings to essential communication only. Limit group size according to guidelines issued by your local Public Health Department.
- Limit personal contact and grouping in buildings and outdoor worksites.
- Limit the number of people using common areas (e.g., cafeterias, break areas, smoking areas, lobby, and main entrances).

7. WORKPLACE CLEANING AND DISINFECTION

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Ensure special procedures are in place to clean and disinfect the workplace:

- [Clean and disinfect workspaces](#) throughout the day.
- Clean and disinfect administrative, shipping/processing facilities, and other enclosed spaces multiple times throughout the day.
- Focus on disinfection of [commonly touched areas](#) including door handles, light switches, bathroom areas, lunchroom tables and chairs, kitchen areas, shared space and facilities, time clock areas, shared computers, and tools.
- Disinfect workstations. If workstation is a direct produce contact surface, use [proper cleaning agents](#).
- Follow cleaning and disinfection procedures for shared vehicles and equipment (e.g., forklifts, golf carts, trucks, etc.).
- Ensure employees avoid sharing tools whenever possible. If tool sharing is needed, properly disinfect between uses.
- Clean common areas multiple times daily, with special disinfection procedures during off hours, before, and after shifts.
- Use [disinfectant spray](#) to [deep clean](#) common areas with special focus on lunchrooms, meeting rooms, time clock areas, office, and all other common rooms and facilities.
- Ensure portable and permanent bathrooms are serviced and [disinfected](#) at regular intervals.

8. EMPLOYEE HOUSING

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It is appropriate and highly recommended to establish and define expectations for employees residing in [employee housing](#), including:

- Practice social distancing and, when required, follow “shelter in place” recommendations.
- Train residing employees on proper [household hygiene](#) and [housekeeping expectations](#).
- Establish regular [inspections](#) of premises to ensure employees follow housekeeping expectations.
- Have employees [conduct themselves](#) as if they are a risk to others. For example, wash hands frequently and disinfect all surfaces they have touched when sharing common areas.

- Create reminders for employees to avoid touching their faces and to cover coughs and sneezes.
- Instruct residents to wash their hands with soap and water for at least 20 seconds after entering residence and at regular intervals.
- Instruct employees to refrain from shaking hands, hugging, or touching others.
- Set expectations for employees to [disinfect](#) surfaces like doorknobs, tables, and other common surfaces regularly.
- Provide cleaning solutions and utensils to help employees follow these practices.
- Increase ventilation by opening windows or adjusting air conditioning.
- If possible, provide a protected space for higher risk employees.
- Limit sharing of food and utensils.
- Limit games, group fitness activities, parties, and other social gatherings that don't follow social distancing recommendations.
- Encourage employees to limit running errands or shopping trips.
- Encourage employees to find other ways to be social that don't involve group gatherings.
- Have a plan to provide separate housing for sick employees. Take proactive steps to quarantine any residing employee exhibiting symptoms. Consult with your [local Public Health Department](#) for specific expectations and guidelines.

9. EMPLOYEE TRANSPORTATION

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It is appropriate and highly recommended to establish and define expectations for drivers and passengers using company vehicles or other forms of group transportation.

Employer Responsibilities:

- Consider implementing a process for health monitoring of all passengers prior to entering the vehicle.
- Help drivers by establishing guidelines for how many passengers are allowed to ride in one vehicle.
- Establish procedures to clean and [disinfect](#) transportation vehicles prior to and after use. This includes frequent contact areas such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner and radio buttons, glove box, mirrors, armrests, and vehicle keys.
- When possible, provide hand sanitizer in vehicles to sanitize hands.

Drivers:

- Expect drivers to follow disinfection procedures and be considerate of passengers' social distancing when transporting employees.
- When fueling vehicles, instruct employees to use a disposable protective barrier like a paper towel, plastic bag, etc., especially when touching the fuel pump, credit card station, and other surfaces. Once used, the barrier item should be disposed and the driver should then use hand sanitizer, or better yet, wash his/her hands.
- Instruct drivers to increase ventilation within vehicles, and when possible, keep the windows open.

Passengers:

- Instruct passengers to follow all [precautions](#) to avoid the spread of the virus (e.g., maintain social distancing, use [cloth face coverings](#), cover coughs and sneezes, and wash/sanitize hands).
- Never participate in group travel when sick.
- Expect passengers to assist in cleaning vehicle surfaces they have touched.
- Passengers should refrain from eating, drinking, or sharing food in vehicles.

10. OPERATION-SPECIFIC GUIDELINES

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The following resources provide operation-specific information and guidelines:

DAIRIES

- [COVID-19 Coronavirus and your Dairy \(PPT\)](#)
- What You Need to Know About COVID-19 in Your Dairy ([English](#) / [Español](#))
- [Animals and Coronavirus Disease](#)

GROWING

- Cal-OSHA S&H Guidance – COVID-19 Infection Prevention for Agriculture ([English](#) / [Spanish](#))
- [Safety Guidance for Agricultural Operations During COVID-19 Outbreak](#)
- [Advisory for Agricultural Worker Protection During COVID-19 Crisis of the Central Coast of California](#)

- [Considerations for Fruit and Vegetable Growers Related to Coronavirus & COVID-19 University of Vermont](#)

FOOD PROCESSING AND PACKING

- Food Facility COVID-19 Strategy Checklist ([English/Español](#))
- [Retail & Food Manufacturing Procedures for Sanitization and Diagnosed Employees](#)
- [Interim Guidance for Cleaning and Disinfection of Food Manufacturing Facilities for COVID-19](#)
- [Food Industry Recommended Protocols When Employee/Customer Tests Positive for COVID-19](#)

HORTICULTURE

- [Interim Guidance for Horticulture](#)

FARMERS MARKETS

- [COVID-19 Guidance for Farmers Markets](#)

SWINE

- [Practical Biosecurity Recommendations to Prevent COVID-19 in Farm Workers](#)
- [Farms and On-Farm Deliveries](#)

11. DEFINITIONS

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Congregate settings: Crowded public places where close contact with others may occur, including shopping centers, movie theaters, and stadiums.

Critical Infrastructure: Body of systems, networks, and assets that are so essential their continued operation is required to ensure security, the economy, and the public's health and safety. Food and Agriculture is a critical infrastructure sector.

Shelter In Place: To seek safety within the building one already occupies, rather than evacuate the area or seek a community emergency shelter.

Social Distancing: Remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet) from others when possible. With COVID-19, the goal of social distancing right now is to slow the outbreak, reduce the chance of infection among [high-risk populations](#), and reduce the burden on health care systems.

Travel Certificate: Document to help employers and their employees prove they are allowed to travel within the United States, despite other travel bans. Various associations provide [travel certificate samples](#) to food and Ag employers that can be customized for employee travel. There is also a [travel certificate sample](#) for transporting food/Ag supplies.

12. RESOURCES


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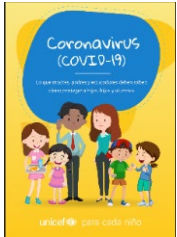
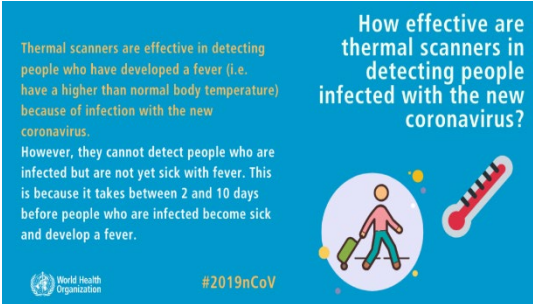

GENERAL

[Essential Critical Infrastructure Workers](#)
[OSHA Fact Sheet](#)
[OSHA Guidance on Preparing Workplaces for COVID-19](#)
[CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
[U.S. Department of Labor – COVID-19 and the American Workplace](#)
[U.S. Department of Labor Guidance Explaining Paid Sick Leave And Expanded Family and Medical Leave Under The Families First Coronavirus Response Act](#)
[Federal Employee Rights Under The Families First Coronavirus Response Act – U.S. Department of Labor](#)
[Labor and Workforce Development Agency- Resources for Employers and Workers \(English /Español\)](#)
[Coronavirus Relief Resources for US Business Owners](#)
[Coronavirus Emergency Loans: Small Business Checklist](#)
 California Corona Virus Response [Toolkit](#)
 Travel Certificate Sample – [Employees](#), [Transportation of Ag Related Goods](#)
 Essential Worker Card – [Sample](#)

COVID-19 SIGNS AND SYMPTOMS

1) **Print Resources:**
 The CDC has available documents, including posters and handouts on the following topics in a variety of languages:

<p>COVID-19 Signs and Symptoms (Continued)...</p>	<ul style="list-style-type: none"> • 15 Days to Slow the Spread – Handout (English / Español) • What You Need to Know – Handout (English / Español) • Share Facts About COVID-19 – Handout (English / Español) • Symptoms of Coronavirus Disease – Poster (English / Español) <p>WCAHS – Agricultural Employer Training Guide (English / Español)</p> <p>2) Videos and Audio Resources:</p> <ul style="list-style-type: none"> • Signs and Symptoms (Washington Post) – Video (English) • Signs and Symptoms (Gobierno de Salud, Perú) – Video (Español) • Signs and Symptoms (Radio Indígena) – Audio Resource (Mixtec) <p>3) Symptom comparison: COVID-19 vs. Cold vs. Flu vs. Allergies (English)</p> <p>4) Treatment and Care Options (website available in English & Multiple Languages)</p> <p>5) EEOC Considerations for Employee Testing</p> <p>6) CDC Self Checker</p>
<p>EMPLOYEE HYGIENE</p>	<p>1) CDC Resources include posters and handouts in Spanish, English, and other languages:</p> <ul style="list-style-type: none"> • Stop the Spread of Germs Poster (English / Español) • Wash Your Hands Poster (English / Español) • Stay Home When You Are Sick – Poster (English) • What to Do if You Are Sick – Poster (English / Español) • What You Need to Know About Handwashing – Video (English / Español) <p>2) WCAHS – Agricultural Employer Training Guide (English / Español)</p> <p>3) UMASH – Don't Spread Germs – Wash Your Hands – Poster (English / Español)</p> <p>4) CDPH – Do I Need to Get Tested for COVID-19? – Poster (English / Español)</p> <p>5) California Strawberry Commission – Available in Mixtec</p> <ul style="list-style-type: none"> • Hand Hygiene Guidance – Video (English, Español, Mixtec) • Prevent Spreading Disease by Not Coming to Work – Video (English, Español, Mixtec) • Entry Poster for Employees – Stay Home – Poster <p>6) Employee Expectations – Gobierno de México (Español)</p> <p>7) Cloth Face Coverings -- CA. Public Health Department Guidelines (English / Español)</p>  <p>The image shows a poster titled "STOP THE SPREAD OF GERMS" with the subtitle "Help prevent the spread of respiratory diseases like COVID-19." It features six panels with icons and text: 1. "Avoid close contact with people who are sick." 2. "Cover your cough or sneeze with your elbow, not your hands." 3. "Wash your hands often with soap and water." 4. "Don't touch your eyes, nose, or mouth." 5. "Stay home when you are sick." 6. "Don't go to work or school if you are sick." The CDC logo is in the bottom left corner.</p>
<p>EMPLOYEE HEALTH MONITORING</p>	<p>Sample Guidelines -- Employee Health Monitoring – Madera County:</p> <p>COVID-19 Screening Checklist (English / Español)</p> <p>Letter to Sick Employee Sample – print on company letterhead (English / Español)</p> <p>Isolation/Quarantine Instructions (English / Español)</p>
<p>VISITORS</p>	<p>Entry Poster for Visitors - Office Doors Farms and On-Farm Deliveries</p>
<p>WORKPLACE CLEANING AND DISINFECTION</p>	<p>CDC Cleaning and Disinfection Guidelines</p> <p>Disinfection Guidance Sheet (English / Español)</p> <p>OSHA Disinfection Decontamination Facts (English / Español)</p> <p>List of Products Meeting Criteria for Use Against COVID-19</p> <p>Effective Disinfectants to Help Prevent the Spread of Coronavirus Disease on Food Contact Surfaces</p> <p>List N: Disinfectants for Use Against SARS-CoV-2 – Database</p> <p>Comparison of Sanitizers Adequate For Food Contact Surfaces</p> <p>List of Frequently Touched Surfaces (English / Español)</p> <p>Cleaning vs. Sanitizing Work Surfaces – AgSafe – Video (English / Español)</p> <p>Instructions to Build Temporary Hand Washing Station</p>

EMPLOYEE TRANSPORTATION	Group and Public Transportation (Spanish only)
EMPLOYEE HOUSING	<p>Important Information for Migrant Labor Housing and Coronavirus (English/ Español)</p> <p>Labor Housing General Guidelines (English/ Español)</p> <p>Orientation Guide for Occupants of Farm Housing</p> <p>Housing Quality Checklist</p> <p>Disinfecting Your Facility if Someone Is Sick (English Only)</p> <p>Previendo la Transmisión de Enfermedades Respiratorias en el Hogar (Spanish Only)</p>
WELLNESS & FAMILY	<p>How Should I Explain What Is Happening to My Children?</p> <p>Helping Children Cope with Coronavirus Response</p> <p>CDC Resources if You Are Sick or Caring for Someone</p> <p>SARS-CoV-2 and Domestic Animals Including Pets</p> <p>Guidance for Pet Owners</p> <p>Healthy Habits for Immune Support</p> 
ANSWERS TO FREQUENTLY ASKED QUESTIONS	<p>University of California Davis Western Center For Agricultural Health and Safety</p> <p>FDA Coronavirus Disease 2019 (COVID-19) FAQ (English/ Español)</p> <p>Institute of Food Safety at Cornell University</p> <p>FAQs for H-2A Employers Regarding COVID-19</p> <p>KPA FAQ: How to Manage COVID-19 Anxiety & Safety at Work</p> <p>Families First Coronavirus Response Act: Questions and Answers</p>
MYTHS AND EXPLANATIONS	<p>WHY USE PREVENTIVE MEASURES / LOS PORQUE DE LAS MEDIDAS DE PREVENCIÓN (These resources were developed by Secretaria de Salud, Gobierno de Mexico and unfortunately are not available in English)</p> <p>Why should I wash my hands? (Español)</p> <p>Why should I go to the doctor? (Español)</p> <p>Why should I cover my mouth when sneezing? (Español)</p> <p>Why should I maintain proper hygiene in my surroundings? (Español)</p> <p>Why should I refrain from spitting on the floor? (Español)</p> <p>Why should I refrain from touching my face? (Español)</p> <p>Why should I shelter in place? (Español)</p> <p>MYTH BUSTERS/CLARIFICACION A MITOS Y CREENCIAS</p> <p>The World Health Organization has developed myth busters in English to address emerging questions in the US related to COVID-19 (new myths added frequently).</p> <p>The Secretaria de Salud, Gobierno de Mexico has developed myth busters in Spanish to address emerging questions among Latino populations related to COVID-19 (new myths added frequently).</p>  

PUBLIC HEALTH DEPARTMENT LINKS	DATABASE STATE HEALTH DEPARTMENTS DIRECTORY OF LOCAL PUBLIC HEALTH DEPARTMENTS
SAMPLE PROGRAM	COVID-19 Infection Prevention Program – Sample Safety Program Addendum Available only through the Zenith Solution Center®. Search for COVID-19 using the Risk Management Library Search Bar
NEED MORE HELP?	Zenith Solution Center – <i>Ask the Safety Expert</i> and <i>Ask the HR Expert</i>

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