

Preparedness Plan Requirements Guidelines – Agriculture

Businesses primarily engaged in farming and/or growing crops, raising livestock, animal production and hatcheries, logging, and raising, producing, and harvesting animals including, but not limited to, cattle, pigs, turkeys, chickens, and fish on a farm, ranch, fishery, hatchery, or other similar artificial or natural habitats.

As required by Executive Orders issued by Governor Tim Walz under the Peacetime Emergency, businesses in this sector must develop and implement COVID-19 Preparedness Plans that address the hazards of COVID-19 transmission at the work site. Businesses must address all the guidance requirements applicable to their work site in their COVID-19 Preparedness Plans as set out in each of the components below. Unless clearly indicated that an action included in the guidance is recommended, businesses should understand that the action is required, if applicable to their business. Businesses must ensure the plan is evaluated, monitored, executed, and updated under the supervision of a designated plan administrator. Businesses must ensure the plan is posted at all the business's work site in readily accessible locations that will allow for the plan to be readily reviewed by all workers, as required.

Worker protections and protocols for all workplaces

For the purposes of this guidance, a “worker” includes all workers performing work for the business. All workers including subcontractors, independent contractors, vendors, delivery-personnel, contract, part-time, seasonal or temporary workers, migrant workers, workers engaged by staffing agencies or labor brokers, however categorized, who are performing work for a business or working at a business's work site, are required to be included in the COVID-19 Preparedness Plan. All workers must be properly trained on and adhere to the business's policies, protocols, and practices as outlined within this guidance.

In addition, a “business” includes all commercial entities that maintain any level of authority, responsibility, or control over the locations where work is being performed, which may include, but are not limited to, businesses, farms, harvesting and logging operators, facility owners and/or operators, and formal or informal employers of labor groups. For the purposes of this guidance, and consistent with multi-employer work sites, more than one entity may have responsibility, authority or control (e.g. farm and organizers of migrant workers, facility and temporary labor) over the work

site, work being performed and/or workers, all of which maintain equitable responsibility with ensuring the proper implementation and execution of the COVID-19 Business Preparedness Plan.

Ensure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift (e.g. health screening survey, taking temperature). See the Minnesota Department of Health (MDH)'s Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf). The checklist is also available in Hmoob, Somali, and Espanol (www.health.state.mn.us/diseases/coronavirus/businesses.html).
1. Workers with COVID-19 symptoms should be sent home immediately. If they cannot be sent home immediately, they should be isolated until they can be sent home. Designate an area for isolating workers who show symptoms of COVID-19 infection, such as a wellness area, isolated first aid station, or other area where access can be restricted. Workers who have been in close contact with a household member with COVID-19 should not be at work until their quarantine period is finished. MDH If You Are Sick: COVID-19 www.health.state.mn.us/diseases/coronavirus/sick.html
2. Establish communication protocols and steps to take when workers have been exposed to COVID-19 in the work site (www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html).
3. Designate an individual, who is responsible for safety and health of workers, to maintain communication with and gather information from workers who may be ill and establish required policies and procedures to ensure the privacy of workers is maintained.
2. Establish worker sickness reporting protocols. Both ill workers who have tested positive and workers who are ill but not who have not been tested should stay at home and, whenever possible, have their own room and bathroom to reduce spread to other household members. They need to stay isolated at home until their symptoms have resolved and all three of these conditions are met:
 - Symptoms have improved (this can take up to 14 days), AND
 - At least 10 days have passed since symptoms first appeared, AND
 - At least three days have passed since fever has gone (without use of fever reducing medications).
4. Establish protocols for workers to return to work after isolation or quarantine and follow MDH Guidance. (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
5. Establish a process to identify contact between infected workers and other workers who may have been exposed. ([CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020 www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)).
6. Evaluate and adjust sick leave policies to reflect the need for isolation and quarantine and create incentives for workers who are sick to stay home.

7. Provide accommodations for “high risk” and vulnerable populations. See CDC’s People Who are at Higher Risk for Severe Illness www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html). Vulnerable workers should be encouraged to self-identify, and businesses should avoid making unnecessary medical inquiries. Businesses should take particular care to reduce these workers’ risk of exposure.
8. Clearly communicate sick leave policies to all workers.

Social distancing – workers must be at least six-feet apart

1. Maximize remote-working – Workers who are able to work from home must work from home
2. Stagger shifts and breaks; Extend work hours and create additional shifts to reduce number of workers per shift.
3. Evaluate traffic patterns and “bottlenecks” to reduce crowding at entrances, in corridors, shelters, sleeping quarters, live-stock areas, barns and stalls, elevators, waiting areas, break areas, locker-areas, access points, etc.
4. Limit collective gatherings of workers to 10 people or less to ensure require social distancing. Implement static assignment of work-crews for each business or work-area. For example, Manny, Paul, and Cindy always work together, and are assigned to the same work area every day, rather than reporting to different locations throughout the week, or being re-assigned with different workgroups.
5. Limit numbers of personnel in restrooms or at handwashing facilities. Provide for separation in-between individual portable toilets and stagger the location and positioning of individual portable toilets to minimize congregation and traffic (e.g. six-foot separation, positioned back-to-back with doors facing away from each other). Consider adding additional restrooms and/or hand washing facilities if necessary.
6. Ensure physical distancing in work areas, including at workstations, corridors, production lines, fields, break rooms, etc. Isolate workers to certain areas of the business (i.e. work-zones).
7. Limit worker interaction across floors, buildings, campuses, worksites, etc. unless at least six-foot distance is maintained.
8. Increase physical space between workers, customers, and visitors (e.g. partitions, stanchions).

Worker hygiene and source controls

1. Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked
2. Require and allow workers sufficient time to wash their hands regularly, including arrival and departure from the work area, before and after using the restroom, before eating and drinking, and after touching surfaces, tools, or equipment that may be contaminated.

3. Provide recommended protective supplies, such as non-medical cloth face coverings, gloves, disinfectants, guards, shields, etc. Require the use of face coverings (e.g. cloth face coverings) if social distancing cannot be maintained.
4. Post “hand-washing” and “cover your cough” signs.
5. Ensure supplies in restrooms are regularly monitored and continuously stocked.
6. Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door-operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, the work site must ensure a trash-receptacle is placed by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste-receptacles should not interfere with Life Safety requirements (e.g. egress, evacuation, emergency equipment) or any reasonable accommodations provided under the Americans with Disabilities Act.
7. Community drinking stations and water-fountains should not be available/used. Individual water-bottles may be provided/distributed in lieu of potable water-stations. Touchless water-filling stations may still be provided.
8. When providing food servings should be individually packaged and delivered to workers with minimal direct contact to the food and the containers. Food should not be provided communally.
9. Provide tissues for proper cough/sneeze etiquette and no-touch disposal bins.
10. Ensure workers are laundering uniforms, apparel, and personal protective equipment daily, including face coverings. Advise workers to launder work clothes in accordance with clothes and detergent instructions between each shift. Encourage workers to maintain additional apparel at work sites (e.g. shirts, sweatshirts) to minimize cross-exposure in-between work areas or work sites.

Workplace building and ventilation protocols

General building conditions: Businesses must assess the status and capacities of the utility-systems within a building (e.g. ventilation, water-supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the authorities having jurisdiction.
2. Assess the building for indications of hazardous pest and vermin infestation and consult a pest-control professional as appropriate.
3. See CDC’s Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).

Ventilation System start-up: Businesses must evaluate the operational capacity, and increase, improve, and maintain ventilation provided throughout buildings.

1. Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
2. For heating-ventilation-air-conditioning systems that recirculate air, businesses need to improve central-air filtration to at least the MERV-13 or the highest compatible with the filter rack (at least MERV-14 preferred) and seal the edges of filters to further limit by-pass around the filters.
3. Replace and upgrade air filters prior to re-occupancy.
4. Run systems on full economizer as outside air-conditions allow.
5. Consult an HVAC professional to ensure proper ventilation is maintained.

Day-to-day operations: For work-activities not occurring outdoors, particularly within enclosed areas and structures, ensure the following practices and protocols are maintained:

1. Continuously maximize fresh-air into work-areas and eliminate air recirculation.
2. Supplement ventilation-system with the use of portable HEPA filter units whenever possible.
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Maintain relative humidity levels of RH 40-60% wherever possible.
5. Minimize air flow from blowing across people.
6. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation, particularly air flow and air-exchange, is provided, and ventilation-systems are properly maintained. See ASHRAE's COVID-19 Preparedness Resources (www.ashrae.org/technical-resources/resources).

Workplace cleaning and disinfection protocols

1. Establish a documented sanitization schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitization occurs.
2. Frequently clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
3. Clean and disinfect work-vehicles and equipment in-between the use of each worker or work-crew, before and after each use.
4. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.
5. Electronic devices (e.g. light-switches, circuit-breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch and change out the poly-covering

- frequently. Electronic devices must be sanitized only when disconnected from the power-source and cleaned and disinfected in accordance with the listing/labeling requirements.
6. Workers, including those in the field, avoid sharing tools, devices, and equipment. Workers must sanitize shared tools, devices, and equipment in-between users.
 7. Workers should avoid sharing personal equipment, tools, devices, and phones. Workers should sanitize shared personal equipment, tools, devices, and phones after use by other persons.
 8. Implement immediate cleaning and disinfecting of the work site if a worker, patron or visitor becomes ill with COVID-19. See CDC's Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
 9. Select appropriate disinfectants (consider effectiveness and safety), and Ensure the needed supplies are on hand. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
 10. Review product labels and safety data sheets, follow manufacturer specifications, and use required personal protective equipment for the product.

Drop-off, pick-up, and delivery practices and protocol

1. Receive deliveries via a contactless method whenever you can.
2. Work sites must provide for contactless deliveries that promote for delivery at a doorstep, where persons maintain a distance at least six-feet away while verifying receipt of the delivery between the worker and the delivery person. Whenever possible, businesses should attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between workers and delivery personnel.
3. Ensure equipment, materials, products, and items are being delivered, dropped off or picked up are prescheduled and coordinated. Deliveries, drop-offs, or pick-ups must be performed one load, carrier, or vehicle at a time, and multiple deliveries, drop-offs, or pick-ups should not be performed simultaneously. Delivery personnel and drivers must wait in their vehicles if another delivery, drop-off, or pick-up is being performed.
4. Workers must maintain a distance six feet or greater from others during interactions while receiving or exchanging deliveries, including the loading and unloading of transport vehicles and equipment.

5. Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Communications and training practices and protocol

1. All workers and members of management must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training must be provided by and paid for by the work site. The training must be provided in a manner and language that each worker can understand and must be adjusted to reasonably accommodate all limiting factors present. See "OSHA's Resource for Development and Delivery of Training to Workers" (<https://www.osha.gov/Publications/osh3824.pdf>). See also Minnesota's "Small Assemblies for Testing and Training" for guidance with facilitating training for employees while addressing COVID-19 implications (https://dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf).
2. All businesses must ensure their respective COVID-19 Business Preparedness Plan is posted at all of the work site's workplaces in readily accessible locations and is shared with and reviewed by all workers.
3. Work sites must ensure the necessary or required rules and practices are communicated to workers, and adequately enforce their provisions.
4. Work sites must ensure the necessary or required protocols and practices are communicated to temporary, part-time, seasonal and contract workers, and ensure protocols and practices are required by businesses providing temporary, part-time, seasonal and contract workers.
5. Ensure all workers, including temporary, part-time, seasonal and contract workers, are provided with and using personal protective equipment necessary to perform their work.
6. Workers must ensure they comply with and follow established rules and practices.
7. Communication to educate customers and visitors about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged. Communicate protective measures to customers and visitors prior to, and at the time of, their arrival to the work site to both educate customers and visitors as well as inform them of their role in protecting the workers and other customers and visitors.
8. Maintain signage reminding customers of protections and protocols, including social-distancing, hand-washing, and respiratory-etiquette.

What customers and visitors can do to minimize transmission of COVID-19

1. Advise customers to conduct a self-check of their body temperature on the day of, and prior

to, their arrival to the work site.

2. Post signage and develop messaging that if customers do not feel well or have any symptoms compatible with COVID-19, they should stay home. They should also stay home if they have a household member experiencing symptoms compatible with COVID-19. Refer to [CDC's What to Do if You are Sick or Caring for Someone Who is Sick \(www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html\)](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html).
3. If customers begin to feel unwell while at the work site, they should leave immediately and isolate themselves at home. See CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
4. Have customers review a screening survey that checks for COVID-19 symptoms and close contacts with confirmed cases and quarantined cases. The questions would be the same as those completed by workers. [MDH's Visitor and Employee Health Screening Checklist \(www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf).
5. Encourage customers to regularly wash and/or sanitize their hands.
6. Limit the equipment, products, or items touched by the customers while in facility.
7. Have customers wear a face covering or mask unless not recommended for health or physical ability reasons. Cloth face coverings are NOT a substitute for maintaining a physical distance of six feet from other people. Refer to [CDC guidance on cloth face coverings \(https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
8. Make sure each piece of equipment used is disinfected before and after each use by customers and dispose of the wipe accordingly.

Additional protections and protocol for managing occupancy

1. Limit persons coming into the work site as much as possible. Restrict access into the work site at the entry only to customers and visitors with appointments, and workers.
2. Identify, designate and cordon off areas of the work site where customers and visitors are allowed.
3. Limit the number of persons in any work site building or structure at any given time to allow for maximum physical distance. Reference the Minnesota Institute for Sustainable Agriculture's guidance for assistance (See http://misadocuments.info/Number_people_per_market_space_FINAL.pdf)
4. Limit the number of customers and visitors allowed within the business at one time.
5. Encourage distancing amongst customers in the same manner as other operations. See Social Distancing above.

6. Encourage customers to complete their transactions in a timely manner.
7. Discourage customers from congregating or lingering.
8. Limit the number of children allowed within the business at one time.
9. Allow only one member of households to visit the work site to pick-up purchases.
10. Hold virtual or on-line services or activities as much as possible (e.g. pre-registration, arrangements).
11. Implement a “pick-up time” scheduler to reduce the number of customers and visitors present at once.
12. Require advanced appointments, prior notifications, or scheduled deliveries. Do not allow walk-ins, impromptu visits, or admittance to a work site. Ensure protocols are established for impromptu visits by officials where advanced notice is not permitted or warranted. Do not allow walk-ins or impromptu admittance of persons other than workers or officials.
13. Advise all persons, customers and visitors, of the added COVID-19 precautions that will be taken prior to arrival at the site. Use web sites, social media, pre-planning meetings, phone calls and confirmations, and other outlets to educate all persons on the steps being taken for their protection and the protection of all persons at the work site.
14. Encourage all persons of “high risk” to consider not reporting to the work site. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services (See www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).
15. Advertise business protocols so that all persons, including workers, officials, customers, and visitors, are aware of changes. Use web sites, social media, pre-appointment phone calls and confirmations, and other outlets to educate customers on the steps being taken for their protection and the protection of workers.
16. Encourage customers and visitors of “high risk” to consider postponing their visit to the work site. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services (See www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).
17. Post signage at the business entrance outlining established protocols.
18. Post instructions for customers and visitors throughout the facility at entrances, and inform customers and visitors:
 - Not to enter if they are experiencing symptoms;
 - About the facility’s occupancy limits;

- They are required to adhere to hygiene and social distancing instructions, signage and markings; and
 - They are strongly encouraged to wear face-coverings whenever possible.
19. Email or text a screening survey on the day of their appointment and/or post screening questions at the work site.
 20. Have customers and visitors respond to the screening-survey questions upon arrival and check in and verify that they have read the screening-survey and can respond “no” to all questions.
 21. Decline to provide services to a customers and visitors if there is any suspicion that they are sick or symptomatic and advise them to leave the work site.

Additional protections and protocol to limit face-to-face interaction

1. Evaluate services/activities that involve face-to-face interaction to determine if they can be done in an alternative way. Activities should not be permitted if adequate protective measures cannot be implemented.
2. Workers must always use a face covering when working with customers and visitors, and social distancing cannot be maintained. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
3. Strongly encourage customers and visitors to wear a face covering at all times, unless not recommended for health or physical ability reasons.
4. Encourage customers and visitors to bring their own face coverings or offer face coverings for use.
5. Establish a protocol for customers and visitors who decline to wear a face covering where wearing a face covering is necessary and possible. Businesses should consider not allowing customers and visitors to enter the work site under these circumstances when workers and other customers and visitors cannot be protected.
6. Avoid services/activities involving interaction between workers, customers and visitors that conflict with social-distancing practices.
7. Additional work practices to reduce face-to-face interaction may include:
 - Standing to the side or behind the customers or visitors as much as possible; and
 - Incorporating barriers, screens or curtains.

Additional protections and protocol for receiving or exchanging payment

1. Contactless payment should be used whenever possible. Utilize an electronic fund-transfer service or credit-card payment method that allows the customer to fully initiate

and complete the payment transaction remotely, or while separated from the worker.

2. When contactless payment is not possible, payment must be made in a manner that allows for at least six feet of distance between the worker and customer.
3. Install barriers at the check-in and payment counter.
4. During check-in and check-out, the configuration at the payment stations, and the space between the worker and the customer must allow for physical distancing of at least six feet, or a physical barrier must be installed.
5. If locations require more than one cashier and social distancing cannot be maintained, remove registers or put registers out of service to allow appropriate distance between workers.

Additional protections and protocol for distancing and barriers

1. Ensure proper social distancing is maintained between all persons at work sites, including workers.
2. Space, configuration and flow throughout the work site must be evaluated to allow for physical distancing of six feet by all persons, including all workers, particularly in small buildings. Identify and list all the locations within the building where it will be challenging to maintain physical distance. Create a simple drawing of the building, and use symbols (e.g. arrows, X's) to map out the flow of traffic, and the locations of where people typically stand. Use markings (e.g. tape, paint) on the floor to indicate where workers should stand when working.
3. Consider using larger row covers this year so that workers can be more spread out when putting them on and taking them off.
4. Install markings or flags every six feet apart (at least) to help maintain physical distance.
5. Packing CSA boxes - set up individual CSA packing stations so that one person can pack a single box while standing at least six feet away from the next person. Each person will have their own set of boxes of bulk vegetables. Alternatively, use a longer assembly line with sufficient distance between packers.
6. Restrict access into buildings or facilities to a limited number of essential personnel (e.g. essential workers in barns, stables, or hatcheries). Do not allow persons to enter these facilities unannounced. Cordon off or demarcate an area near the doorway to limit persons entering into facilities further than the doorway
7. Schedule shifts to minimize the number of workers, customers, and visitors in buildings (e.g. pack-shed) at the same time. Ensure schedules are established and communicated in advance.
8. Mark out six-foot distances or circles for workers to stand in while they wait to punch in, to

conduct health assessments, to perform handwashing, to wait for transportation, and in other areas where workers would normally congregate.

9. Incorporate barriers or partitions to maintain barrier-protection between persons, including workers, where social-distancing cannot be maintained. Install partitions of a smooth, non-porous, durable, and easy-to-clean material (e.g. Plexi-glass, stretched plastic on a suitable frame) to provide barrier protection between workers where physical distancing of six feet cannot be maintained.
10. Routinely inspect, maintain, clean, and sanitize separation barriers and other safeguards. Ensure these installations are part of the routine cleaning and disinfecting activities.
11. Designate one-way entrances and exits in and out of the work site to support six-foot physical distancing for workers. Implement one way “flow” through the building to minimize workers, customers, and visitors passing one another in close quarters.
12. Designate specific persons to instruct workers about compliance with social distancing and hygiene requirements, and to enforce social distancing.
13. Ensure workers are trained and required to follow protective measures while on breaks.
14. Incorporate technology to promote and maintain social distancing:
 - If time clocks are in use, consider alternative such as phone-based apps, web-based apps or cameras to clock workers in and out;
 - Use walkie-talkies or text messages for communication to maintain physical distance. Ensure communication devices are sanitized throughout the workday.
 - Communicate to workers using electronic communications (e.g. Sending emails every morning with a list of their tasks);
 - Use video communication apps for training to demonstrate work-tasks or work-activities, particularly when workers need to view things close up.

Additional protections and protocol for meetings

1. Conduct a higher number of meetings consisting of fewer number of persons as opposed to a fewer number of meetings involving larger gatherings (e.g. meeting with each work-crew separately).
2. Conduct meetings or conversations outside or in large areas or spaces as opposed inside buildings or facilities. Hold meetings in the largest venue possible that provides for the most space and allows for the highest level of social distancing.
3. Schedule “remote meetings” and “virtual meetings” whenever possible and as permitted.
4. Pre-arrange seating to ensure adequate social distancing is maintained. Promote seating that allows participants to be positioned “side-by-side” rather than across from one-another. Consider providing barriers or screens between seated participants.

5. When filling a meeting area, have participants enter from the rear entrance of the room; ensure the first participant entering the room is seated furthest from the entry-point (and nearest to exit); and continue to fill from the front to the back to minimize participants passing by each other while filling the room.
6. At the start of the meeting, provide a verbal reminder/summary of the protections and protocols regarding the meeting.
7. Promote that only one participant leaves at a time during meeting session to avoid face-to-face cross-traffic.
8. At the conclusion of the meeting, unseat participants in order, starting with those closest to the exit and ending with those farthest from the exit.

Additional protections and protocol for sanitation and hygiene

1. Ensure workers regularly wash and/or sanitize their hands. Workers should wash their hands upon entering the work site, before/after operating equipment, before/after eating and meal-periods, before/after restroom breaks, upon exiting the work site, and prior to entering their vehicle.
2. Provide handwashing stations and/or hand sanitizer at access-points and prominent locations for workers. Encourage supplementing handwashing and hand-sanitizing facilities with the use of self-provided, individualized, water-bottles or containers filled with soap-and-water and potable water for immediate handwashing at work sites.
3. Minimize the sharing, lending, borrowing, or common-use of equipment, materials, tools, or devices including motorized equipment, carts, power-tools, hand-tools, electronic-devices, and personal protective equipment.
4. Assign a designated operator for each piece of equipment (e.g. forklift operator, skid-steer operator) as opposed to allowing several operators to access a single piece of equipment.
5. Ensure workers sanitize high touch-points within vehicles and equipment (e.g. handles, locks, steering-wheels, shift-levers, instrument-controls, switches, seatbelt) upon entering.
6. Ensure restrooms and portable-toilets are emptied and sanitized regularly. Ensure touch-points within portable-toilets (e.g. handles, locking-mechanisms, sanitizing-units) are sanitized at least daily.
7. Frequently clean and disinfect all areas, such as job-site offices, office-trailers, restrooms and portable toilets, locker and changing areas, common areas, shared electronic equipment, machinery, tools, controls, etc.
8. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops,

barriers, railings, handles, chairs/armrests, computer workstations, electronic-devices, touch-pads, and other surfaces.

9. Frequently clean and disinfect all high-touch pieces of equipment, such as chainsaws, splitters, sorting tables, dolly-handles, cooler-handles, scales, watering-wands, chamber-handles and levers, vents,
10. Ensure all trash, refuse, and debris is disposed of immediately, and not allowed to accumulate, as to minimize the number of workers involved in the handling and disposal of materials.
11. Provide covered trash-receptacles throughout the work site. Ensure all workers dispose of their trash (e.g. cartons, wrappers, bottles) immediately into designated covered trash-receptacles. Ensure trash-receptacles are emptied and disposed of regularly.

Additional protections and protocols for personal protective equipment and face-coverings

1. Workers must always use a face covering when working with customers and visitors, and social distancing cannot be maintained. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
2. Strongly recommend that all workers routinely wear face-coverings in order to reduce spread.
3. Ensure workers are provided with and wearing standard personal protective equipment that is necessary to perform regular job duties (e.g. safety-glasses, goggles, face-shields, hard-hats, aprons, gloves, foot-protection).
4. Limit the use of filtering facepiece respirators, such as N95 respirators, by following other COVID-19 exposure control strategies and using other facial coverings. Re-evaluate where and when filtering face-piece respirators are traditionally used and implement alternatives to limit exposure to the hazardous substances that filtering face-piece respirators provide protection from. Continue to use appropriate NIOSH approved respiratory protection if the task necessitates and/or requires the use of respiratory protection for employee protection (e.g. sanitation, dust, chemicals).
5. If temperature screening is performed, and temperature-screener must be within six feet of workers, temperature screeners must be provided with and wear appropriate personal protective equipment (e.g. gloves, gown, face-shield, face-covering).
 - Filtering facepiece respirators, such as N95s, may be appropriate for workers performing screening duties. If respirators are necessary or required, then they must be used in conjunction with an established respiratory protection program that includes medical

evaluation, fit testing, and training, in accordance with OSHA's Respiratory Protection Standard (See 29 CFR 1910.134).

6. Workers must be trained on the purpose and limitations of personal protective equipment, as well as how to properly use put on, take off, and dispose of all personal protective equipment.
7. Workers must be provided with the necessary and/or required personal protective equipment and training at no cost to the worker.
8. Refer to the U.S. Food and Drug Administration (FDA) for guidance about Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease (COVID-19) Pandemic (www.fda.gov/food/food-safety-during-emergencies/use-respirators-facemasks-and-cloth-face-coverings-food-and-agriculture-sector-during-coronavirus).

Additional protections and protocols for group-assignment of workers

1. Group workers together into “static” work-crews or teams (i.e. “cohorting”), as opposed to assigning workers to different work-crews each workday, to reduce the spread of COVID-19 transmission.
2. Establish work-crews of workers that can work-together, eat together, and live together. When household-groups are present at the work site, maintain work-crews that keep household-group members within the same work-crew as often as possible.
3. Ensure farm-staff are not organized in same work-crews as other workers. Ensure proper social distancing is maintained between all persons at the work site, including workers, at all times, including accessing the work site, navigating throughout the work site, and working within their assigned areas.
4. Ensure workers of “high-risk” are not assigned to work within work-crews and are assigned with performing work-activities that are independent of, and isolated from, work-crews.
5. Avoid work-activities involving interaction between various workers and work-crews that conflict with social-distancing practices.
6. Stagger arrival times, break times, and end times (e.g. designate timeframes or windows for various crews to access/exit the work site) to minimize congestion at access-points.
7. Whenever possible, schedule work-crews and coordinate work-activities to minimize the number of work-crews and workers in various areas of the work site (e.g. schedule separate work-crews in the morning and afternoon, schedule separate work-crews for various days of the week).
8. Ensure adequate separation is maintained between various work-crews, including those involved in different trades or work-activities.

Additional protections and protocols for temporary labor camps and housing

1. Businesses must provide housing environments that provide adequate space and design to maintain proper social distancing and safe, effective personal hygiene practices.
2. Businesses must ensure that a means of communication is provided and maintained to promote effective communication between workers and businesses, including translation services, translated materials, and bi-lingual representatives.
3. Provide information in languages understood by workers, prominently post instructions and reminders about illness symptoms, handwashing and hygiene etiquette, and remind workers to report symptoms or if they are feeling ill.
4. Ensure proper accommodations have been made to separate, isolate, and tend to sick-workers:
 - Discuss grouping options available for the operation. Whenever possible, ensure each ill person is assigned to and provided a private room and dedicated bathroom. When not possible, ill workers must be separated from non-ill workers. Furthermore, if individual private accommodations cannot be provided, ill workers may be grouped together using a large, well-ventilated room while proper social distancing is maintained (e.g. keep beds at least 6 feet apart, ensure ill-workers sleep head-to-toe, maintain temporary barriers between beds (e.g. curtains, partitions).
 - Provide care to an ill worker while the worker is sick and recovering.
 - Separate ill workers with laboratory-confirmed COVID-19 infections from all other ill workers (even those only suspected of having COVID-19).
 - When temporary housing is not required or normally provided, provide temporary housing to ill workers where it is not possible to self-quarantine.
 - If a worker tests positive for COVID-19 and lacks access to critical, essential items that would prevent them from self-isolating at home, contact local public health. Examples of essential items include access to groceries, medications, thermometers, or assistance with finding a temporary isolation site while ill, if their current residence does not allow them to self-isolate.
 - If the worker is at greater risk of developing severe illness (e.g., aged 65 years or older or with an underlying condition such as chronic lung disease, chronic heart disease, diabetes, cancer, or weakened immune system), call a health care provider. More information about Managing Chronic Conditions is available on the MDH website.(See www.health.state.mn.us/people/conditions/index.html).
 - Assist workers with seeking healthcare services, including means of communication, identifying local medical facilities, and transportation necessary to obtain medical care. Refer to this [Worker Resource Guide](http://www.dli.mn.gov/sites/default/files/pdf/worker_resource_guide.pdf) for available assistance (www.dli.mn.gov/sites/default/files/pdf/worker_resource_guide.pdf).
 - Ensure CDC for “Cleaning and Disinfecting Your Facility if Someone is Sick” is properly implemented (See www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
5. Ensure proper social-distancing is maintained within sleeping-quarters and/or sleeping areas:

- Utilize additional alternate locations for housing to minimize the number of workers within sleeping quarters and reduce overcrowding of housing that interferes with, or does not allow for, proper social-distancing.
 - Ensure the number of workers within a sleeping quarters allows for proper social-distancing to be maintained at “bottlenecks” (e.g. doorways, corridors, restrooms).
 - Ensure adequate ventilation is maintained within sleeping quarters to promote air-flow and air-exchange and minimize air-recirculation.
 - Beds must be placed a minimum of six feet apart from each other side-to-side and head-to-foot and be aligned so that workers sleep head to toe.
6. Ensure proper social-distancing is maintained within break, meal, and eating areas:
- Limit gatherings of workers by staggering break-times and mealtimes,
 - Ensure seating within break areas and meal areas allows for at least 6 feet between seats.
 - Deliver meals to workers to avoid the gathering of workers around serving stations, lines, or areas.
 - Do not allow workers to walk around or travel through the dining area while other workers are eating.
 - Assign shifts for various workers or work-crews to use the kitchen and accommodations.

Additional protections and protocols for shared transportation

1. Whenever possible, avoid car-pooling or ride sharing with multiple workers. Promote shelters and accommodations close to the work site.
2. Ensure workers sharing a vehicle are consistent with “static” work-crews who are together while working, transporting, and in living quarters.
3. Increase the number of vehicles, and the frequency of trips, to limit the number of workers sharing a vehicle.
4. Assign a specific vehicle to specific work-crews to minimize cross-exposure in-between work-crews.
5. Pre-coordinate, schedule, and reduce and the number of trips to accommodate and allow ample time for cleaning and disinfecting in-between trips.
6. Consider alternative means of transportation for trips involving short distances (e.g. bicycles).
7. Transport workers in vehicles that provide for ample social distancing (e.g. buses, large vans), and/or maintain partitions in-between the various workers inside the vehicle (i.e. partitions between the front-seat and back-seat), whenever possible.
8. Avoid recirculating the air within the vehicle while transporting passengers; Use the vehicle’s ventilation system to exchange fresh air in from outside the vehicle; Lower the vehicles windows as often as possible.
9. Clean and disinfect work-vehicles in accordance with an established sanitation schedule, including in-between the use of each worker or work-crew, and before and after each use.

10. Clean and disinfect frequently touched or “high touch” surfaces in the vehicle before and after each trip e.g. door frame/handles, arm-rests, windows, seat-covers, head-rests, seat-belts and buckles, steering wheel, gearshift, signaling levers, visors, radio-panels, instrument-panels, temperature controls, air-ducts).
11. Clean and disinfect seating areas and high-touch surfaces in-between trips.
12. Maintain cleaning and disinfectant agents, disposable wipes, and disposal trash bags inside vehicles.
13. Require workers inside the vehicle to wear a face-covering at all times while inside the vehicle unless not recommended for health or physical ability reasons.
14. Ask the workers to dispose of their trash and materials upon exiting the vehicle.

Additional protections and protocols for “u-pick” customers

1. Pre-harvest and prepack orders and shares to decrease wait-times and minimize congregation and congestion.
2. Provide additional hand-washing stations throughout the business for customers and visitors.
3. For “U-Pick” Operations:
 - Remove or restrict all customer and visitor seating intended for consuming food, and any self-service of unpackaged food.
 - Only allow a certain number of customers/visitors in the “U-pick” area at a time.
 - For busier demand days, pre-designate “pick-times” and durations for customers/visitors to enter/exit the picking area (e.g. 15 minutes, 20-minutes, 30-minutes). Do not permit “timeless” visitation within the picking area.
 - Institute “one-way” rows, necessitating that customers/visitors enter in one end, work “one-way” from one side of the field to the other, and exit through the other opposite end. Furthermore, customers/visitors will enter only through every other row from opposite sides of the field to avoid picking in tight quarters.
 - Provide additional hand washing stations at the entrances and exit points of the “U-Pick” areas and require customers/visitors to wash hands upon entering and exiting.
 - Discourage customers/visitors from eating while they pick. Place and post reminder signs throughout the “U-pick” area.

Appendix A – Guidance for developing an Employer Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

University of Minnesota Extension COVID-19 Response Plan Template for Fruit and Vegetable https://docs.google.com/document/d/12sLifH-6Dm48lm_s2OIM3rIrN54Fv_z_i52Mvy5yGA/edit#

Federal OSHA – www.osha.gov

AIHA Back to Work Safely <https://www.backtoworksafely.org/>

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

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