



# Agriculture

### Protecting Yourself and Others

- Practice physical distancing by staying more than 2 metres (6 feet) apart from others, during both working and off-hours.
- Continue to follow all safe work procedures. If it is unsafe to work, talk to your supervisor, health and safety committee or representative, and/or union.
- Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>
- Wash your hands at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, and before leaving work areas.
- Do not share personal items such as communication devices, cigarettes, vaping equipment, eating utensils, clothing, grooming products, or towels.
- Non-medical masks/face coverings are recommended when it is not possible to maintain 2 metres of physical distance from other people, and other controls cannot be implemented or do not offer enough protection. Other preventative strategies must also be in place. Training on proper use, cleaning and disposal of non-medical masks must also be completed.
- Do not share personal protective equipment that is intended for your use only.
- Only wear reusable personal protective equipment after it has been cleaned and sanitized between users.
- Do not spit on-site.
- Remove and wash your work clothes as soon as you arrive to your room. Take a shower at the end of your shift.
- Self-monitor your health condition daily.

### If You Have COVID-19 Symptoms

If you have a cough, fever, sore throat, difficulty breathing or any other screening criteria:

- Immediately self-isolate in a separate space or designated area, with your own bathroom if possible.
- Immediately notify your supervisor or most appropriate contact, who will:
  - Notify their public health agency for further assessment and guidance.
  - Call 911 or emergency services if symptoms are life threatening.
  - Arrange for food and other essential items to be delivered to you, with appropriate precautions for delivery and pick up of items.

### Isolation

- Temporary foreign workers (TFWs) must undergo a mandatory 14-day isolation period before starting any kind of work. Follow all government instructions for TFWs.
- Ensure there is a risk management plan that considers what to do if large numbers of workers need to be quarantined or require medical care.
- Make every effort to keep workers with symptoms isolated.
- Workers living off-site who are symptomatic, have been exposed to someone ill, or have recently travelled outside Canada should self-isolate at home, and not be allowed on-site or to interact with other workers.
- It is unknown if livestock can become infected with COVID-19, or if the livestock would show symptoms. As a precaution, do not allow symptomatic workers to handle, feed, or interact with livestock.



## Agriculture

### Transportation

- Assess workers for symptoms before they use group transportation such as a bus, van, or truck to get to and from the work site. Anyone that is symptomatic should be isolated.
- Assign one driver/operator per vehicle.
- Do not allow passengers to crowd together when getting in and out of the vehicle.
- Passengers should be spaced apart as much as possible, such as assigned seating in a staggered pattern. Use multiple or larger vehicles, as necessary, to maintain distancing. Maximize fresh air ventilation inside the vehicle.
- Consult your public health agency to determine the best approach for getting symptomatic individuals to a safe setting without putting others at risk.
- Allow off-site workers with personal vehicles to park at the work site instead of sharing group transportation.

### Sanitation

- Provide access to hand washing stations (even if it is a spouted water container, catch bucket for water, soap, and paper towels) or hand sanitizer dispensers in prominent locations throughout the team/worker accommodations and work sites. If hands are visibly dirty, they must be washed with soap and water.
- Clean offices, washrooms, kitchens, lunchrooms, trailers, workspaces, and other shared spaces at least once a day. Focus on commonly touched surfaces such as pens, tools, radios, vending machines, tables, chairs, handles, handrails, kettles, microwaves, light switches, sink and shower taps, toilet flush levers, etc.
- Use a disinfectant or bleach solution to destroy or inactivate the virus.
  - Use a disinfectant with a drug identification number (DIN). This number means that it has been approved for use in Canada.
  - If household or commercial disinfectant cleaning products are not available, hard surfaces can be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water. Test surfaces before using a bleach solution. Bleach can be corrosive.
  - If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards) with alcohol or disinfectant wipes.
- Follow the product manufacturer's instructions, including any need for personal protective equipment such as gloves.
- Use a dedicated cloth for cleaning. Change the cloth daily or when it becomes visibly soiled.
- Apply the disinfectant to a clean cloth. Saturate the cloth before treating touch points. Reapply as needed.
- Apply enough disinfectant to leave a visible film on the surface.
- Allow the surface to air dry.
- Reapply disinfectant to the cloth between surfaces.
- Clean shared tools, phones, and tablets with alcohol or disinfectant wipes between users.
- Clean vehicles between users (keys, steering wheel, gear shift, controls, vents, belts, seats, interior and exterior door handles, etc.).
- If someone experiencing symptoms has left the team/worker accommodations, thoroughly clean their bunk area. Contain and wash their towels, sheets, and clothing separately as soon as possible. Wash or sanitize any hard surface items such as personal eating utensils and work equipment.

### Site Management

- Adjust production outputs and schedules to reflect any necessary changes.
- Continue to follow required biosecurity and food safety standards.
- Upon arrival each day, check-in and assess all workers using screening criteria. Isolate any person with symptoms and conduct a further assessment.
- Maintain an updated list of employees that are currently working in each area.
- Minimize contact and crowding during sign-in. Have the supervisor sign in for people (or provide separate pens), or have people text the supervisor. Clean any sign-in devices between users.
- Hold meetings in an outside or large space to allow for physical distancing of at least 2 metres (6 feet) between people.
- Hold verbal orientations to avoid touching papers.



# Agriculture

- Submit hazard assessments and other documents electronically, or wash hands after handling papers.
- Stagger meetings, equipment distribution, breaks, safety talks, and orientations to minimize the number of workers gathered in one place.
- Control site movement to reduce gathering at vehicles, washrooms, and other high traffic areas.
- Increase the spacing between workstations or install barriers between them.
- Designate travel paths through field rows, building aisles, and to/from goods collection points, so workers do not have to pass each other closely, and have workers call out before entering a shared space such as a work shed or barn.
- Limit sharing of equipment where possible, and clean or sanitize between users.
- Assign each worker their own labelled equipment where possible.
- When putting preventative actions in place, always consider the hierarchy of controls, continue to evaluate how effective they are, and make changes when needed.
- Develop a [business continuity plan](#) to minimize operational disruptions, including how to deal with increased staff absenteeism and procedures for an outbreak.
- Ensure there is a communication procedure in place to allow workers to report COVID-19 exposure concerns quickly.
- Evaluate if any worker can perform their job from home (e.g., administrative staff).
- Consult with the health and safety committee or representative when putting new measures into place.
- Regularly communicate with all workers about COVID-19 measures that have been implemented.
- In the event of an emergency, follow established emergency response procedures.

## Team Management

- Notify workers in advance if there are changes to screening measures and policies.
- Provide daily reminders and education to all staff about COVID-19 prevention, signs and symptoms. If possible, provide this information in additional languages for TFWs.
- Maintain physical distancing, unless otherwise unsafe to do so.
- Keep the same team members together in accommodations, transportation, and work sites so that they are comfortable working in closer proximity when absolutely necessary, and to reduce contact spread.
- Provide personal protective equipment (PPE) such as a respirator, face shield, gloves, and long-sleeved shirts, if appropriate and available. Train workers on how to work with and care for PPE, and to understand its limitations.
- Non-medical masks can be used when physical distancing is not possible or difficult to maintain.
  - Non-medical masks must be worn correctly. Educate workers that non-medical masks do not protect themselves, but will help slow the spread of the virus by reducing the spread of their own respiratory droplets (when they talk, sneeze, or cough).
- Discuss with the teams how to perform work safely while maintaining distance.
- Make sure workers are trained to work safely before replacing the duties of others.
- Evaluate work rotations and schedules to limit worker interaction.
- Keep on-site and off-site workers separate to reduce exposure risk and community spread.
- If there are fewer workers at a given time in an area, make sure trained supervision, first aid, and fire/safety watch persons are present if applicable.

## Residence Recommendations

- Do not allow any visitors or off-site workers into the on-site workers accommodations.
- Each person should have their own room, if possible.
- If sleeping areas are shared, the bunks must be at least 2 metres (6 feet) apart, and oriented head to toe. The number of bunks in sleeping areas may need to be reduced. Bunks might need to be relocated; additional sleeping areas may need to be built or repurposed from other uses. Protective barriers such as curtains can be installed between bunks.
- Make sure all sleeping areas, kitchens, cafeterias, washrooms, and other shared accommodations have adequate ventilation and are cleaned frequently. Ideally, cleaning can be done at least daily by the occupants.
- Wash sheets, towels, and clothing frequently.



# Agriculture

- Use physical distancing strategies for all common areas. Consider closing non-essential common areas, if practical.
- Use safe food handling practices to reduce handling of shared food and utensils (e.g., do not use self-serve buffets, have servers dish food, etc.).
- Set up direct deposit, internet, and phone access so workers can manage their funds, buy personal supplies, and communicate with family without leaving the farm.
- Ideally arrange for all supplies to be delivered. However, if it is necessary to travel into the community, designate a single shopper for the entire team or farm.
- Employees living together in bunkhouses or commuting to the same workplace together in company buses or carpools should be grouped together in cohorts, in addition to following good public health practices. The use of cohorts reduces the risk of transmission of COVID-19 and helps trace potential transmission paths if a positive COVID-19 case is found in the workplace.
- Cohorting may include:
  - Keeping employees who live in a bunkhouse together working together.
  - Scheduling the same employees to work together and take breaks at the same time each day.
  - Limiting social activities to only those within their cohort (e.g., bunkhouse or work team).
  - Arranging buses or shuttles to transport the cohort.
- Each cohort should stay physically distant from other cohorts.

## External Support Services

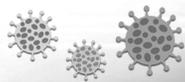
- All persons entering the farm should be screened for health status and contact history. Do not allow visitors who are symptomatic, have been exposed to someone ill, or have recently travelled outside Canada. Have all visitors sign-in and provide their phone number.
- In all cases where an external service provider must visit the farm, maintain physical distancing as much as possible, minimize exposure of farm family and crew, wear masks and gloves if needed, provide hand washing facilities to visitors, and sanitize the work area before and after the external service provider does their work.
- Consult with veterinary services before they arrive on-site about their own sanitation and isolation procedures and requirements. Minimize the number of farm workers who are needed to assist, while still maintaining animal handling safety.
- Communicate with delivery or trade services about your physical distancing requirements, and also work with those services to assist with their requirements. Methods of delivery of feed stock, fuel, and other bulk supplies may vary by supplier.
- Minimize contact with transportation services when shipping farm produce and livestock as much as possible.

## Customer Services / Retail

- If selling produce, services, or goods directly to customers from a farm store, garden centre, or greenhouse, follow the federal and provincial guidelines for COVID-19 controls for retail and grocery stores. Refer to the Retail Tip Sheet for additional guidance at: <https://www.ccohs.ca/images/products/pandemiccovid19/pdf/retail.pdf>
- Clearly communicate to your customers any new practices and policies that will affect their shopping or service experience. Post these changes on your website, on the front doors, and via email.
- Promote home delivery, pre-ordering or reservation, or curbside pickup.
- Limit the number of customers allowed into the store at one time. Provide a waiting line area outdoors if it is safe to do so.
- Post signs reminding customers not to handle items unnecessarily (e.g., touching each piece of produce, sifting through bins of products).
- Add 2 metre (6 feet) markers to floors to promote distancing in aisles, line ups, and self-service cash registers. Consider creating one-way aisles.
- Clean carts and baskets with disinfectant wipes between each customer use or make disinfectant wipes available to customers before they use a cart or basket.
- Shorten store hours or set closure days to allow for deep cleaning.
- Encourage the use of credit and debit cards. Sanitize payment keypads and touch screens between each transaction.

## Assembly Line / Plant Operations

- If the work is indoors, increase the air intake of the ventilation system or open doors and windows to provide more fresh air in the plant. Avoid central recirculation where possible.



# Agriculture

- Wherever possible and safe, rearrange work areas to allow 2 metres (6 feet) of separation between employees.
- Install physical barriers, such as plexiglass, between work areas and operators where 2 metres of separation is not possible and is safe to do so.
- Use floor markings, signage, and other visual cues in appropriate areas to encourage physical distancing.
- Limit or reschedule non-essential visits to the site by contractors, supply chain partners, vendors or other visitors.
- Schedule for any additional time that may be needed due to reduced staff, performing risk assessments, physical distancing measures, hygiene measures, cleaning and disinfecting, and following other protocols to perform work safely.
- Stagger shifts, break times, etc., where possible to reduce interactions between workers.
- Establish zones in the facility and restrict employees from entering zones they do not perform work in or need to access (does not apply in emergency situations).
- Assign workers to the same crew and work area, have cohorts work together, and limit the number of workers allowed in an area at the same time.
- Review processes such as material pick up and delivery and maintenance activities. Determine methods that will help avoid having workers congregate or work in the same area.
- Consider reviewing policies on the use of personal cell phones. When done safely, using mobile phones can promote physical distancing while allowing effective communication (avoid sharing phones).
- While respecting physical distancing measures, supervisors are still required to make sure that workers are performing their tasks safely.
- Have workers wash hands or use hand sanitizer when entering and exiting production areas, and before and after using equipment.
- If wash stations with soap and water are not close or accessible to the work area, provide hand sanitizer stations.
- Sharing of equipment, tools, instruments, etc. should be avoided where possible. Consider purchasing additional equipment if required.
- When equipment must be shared, limit the number of people that use it.
- Clean and disinfect equipment and touched surfaces that must be shared before and after each use.
- Develop a cleaning schedule that is followed for each work area, especially in between shift changes, that includes cleaning and disinfecting all touched surfaces and equipment.
- Replace garbage cans with no-touch receptacles or remove lids that require contact to open.
- Perform meetings and check-ins by phone, video conference, or in areas where physical distancing can be maintained.
- When selecting the correct PPE to use, conduct an assessment of all the activities that will be performed and products that will be used to ensure appropriate protection is provided and additional hazards are not created.
- Develop procedures and train staff on the selection, use, putting on/removal, disposal, cleaning, maintenance, and storage of PPE.
- Proper procedures and training for PPE use is important to prevent inadvertent contamination and exposure. Improper use of PPE can increase the risk of infection.
- Wash hands before putting on and after removing PPE.
- Provide training on new procedures and personal protective equipment.

**Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.**



For further information on COVID-19, refer to the Public Health Agency of Canada

<https://www.canada.ca/coronavirus>

**Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.**