

Company Name

COVID-19 Prevention Policy
January 2021 - TBD

This interim guidance is based current information regarding COVID-19 virus. The following guidance is intended to assist agricultural businesses in minimizing workplace exposure to the COVID-19 virus. Please note that this guidance is not legal advice nor is it intended to substitute for advice of legal counsel. Please consult legal counsel with any questions about how state or federal directives impact your operation. We will endeavor to update this guidance as new information becomes available, but the situation around the COVID-19 virus is evolving rapidly and we anticipate state and federal guidance to change frequently as well. This information has been compiled from the following sources: U.S. Center for Disease Control and Prevention (CDC), OSHA Guidance on Preparing Workplaces for COVID-19, and WA State Dept. of Labor and Industries DOSH. WFB specifically states that the information from these sources is not entirely consistent and, at times, is flagrantly contradictory. We have striven to be as consistent as these agencies' conflicting statements allow.

_____ is continually concerned about the health and well-being
Company Name
of our employees. We take seriously our duty and obligation to provide our employees with a safe and healthy workplace, including protection from COVID-19. This is a temporary policy that may need to be modified or terminated at any time. We want to help reduce fear and anxiety, dispel myths, and correct misinformation when possible. Please speak to your supervisor or the office if you have questions about this policy. Employees who do not comply with this policy will face disciplinary action up to and including termination.

1. Limiting access.

This worksite continues to remain closed to the outside public. Only

_____ staff will be allowed to enter unless other
Company Name
arrangements are made. To make arrangements, please contact:

Name of Contact Person(s)

Phone Number

All visitors must provide name, date of visit, company name, purpose, and phone number. Visitors will also be subject to a health check and must adhere to our company's safety and health precautions.

2. Sick workers must be actively encouraged to stay home or will be sent home:

We are required to conduct temperature checks and monitor health of employees daily. Prior to work each day, employees will have their temperature taken, and will be asked if they have tested positive for COVID-19, experienced COVID-19 symptoms, or have been in proximity (six feet) of anyone who has. Employees who have tested positive for or present symptoms of COVID-19, or have been in proximity of someone who has tested positive for or presented symptoms of COVID-19 must notify the company immediately.

Common COVID-19 symptoms include:

- Fever > 100.4
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees who appear to have COVID-19 symptoms upon arrival at work or who become sick during the day will immediately be separated from other workers, customers, and visitors, and sent home or isolated. If an employee tests positive for COVID-19, we will follow our COVID-19 Response Plan (Appendix B).

Employees who have tested positive for COVID-19 and present symptoms may return to work:

- after at least 72 hours have passed since recovery. Recovery is defined as a resolution of fever without use of fever-reducing medications **and** improvement in respiratory symptoms. **And** at least 10 days have passed since symptoms first appeared.
- Or have tested negative from a FDA Emergency Use Authorized COVID-19 molecular assay for SARS-CoV-2 RNA for at least two consecutive respiratory specimens collected at least 24 hours apart.

Employees who have tested positive for COVID-19, but do not present symptoms may return to work:

- After at least 10 days have passed since the date of their first positive COVID-19 diagnostic test.

- Or have tested negative from a FDA Emergency Use Authorized COVID-19 molecular assay for SARS-CoV-2 RNA for at least two consecutive respiratory specimens collected at least 24 hours apart.

3. Enforced physical distancing.

Employees are required to practice physical distancing while at work. This means employees must always maintain at least six feet of distance from other people, including all break periods unless working alone. To facilitate this, we will implement

- Teleworking for the following positions:
- Staggered break periods
- Demarcated areas 6 ft. apart
- Staggered work shifts
- Increased physical distance between workspaces
- Curbside delivery and pickup
- Increased employer-provided transportation trips
- Reduced movement between separate work locations
- Remote meetings (telephone, web, or other)

We have identified the following tasks as areas physical distancing cannot be achieved:

For these tasks, we have:

- Installed barriers
- Supplied negative pressure ventilation
- Increased personal protection equipment requirements according to the PPE section of this policy.

Employer provided transportation

We encourage employees using personal vehicles to commute to only commute with members of their household. Failure to do so puts other employees at risk and may be grounds for dismissal. If employees use employer-provided transportation that is shared, we:

- Disinfect the vehicles between each use. Our cleaning crew will be trained to clean and disinfect:
 - The vehicles interior,
 - Exterior door handles, and
 - All other high-touch surfaces
- Require employees to maximize the distance:
 - For vehicles with aisles between seats, employees will be positioned with one employee per side, staggered in an alternating, diagonal arrangement.

- For vehicles with bench seating, no more than two employees are allowed per bench, seated at opposite ends.
- Require appropriate respiratory protection according to the PPE section of this policy.
- Separate the driver by a plastic or plexiglass barrier
- Encourage windows to be open to promote air circulation.
- Any farming vehicle that is used solely by one individual need not be disinfected until or unless another individual intends to use the vehicle.

4. Increased sanitation and disinfecting.

Employees will be allowed additional breaks to wash their hands. They will be encouraged to wash their hands frequently with soap and hot water for a minimum of 20 seconds. For employees engaged in hand-labor operations in the field, we have added handwashing stations. Now, in addition to our stations positioned within a ¼ mile of employees, they are within 110 yards. These added stations may consist of potable water in a closed container with a tap and lid, a wastewater basin, soap, and single-use towels. If soap and water is not available, use the 60% alcohol-based, hand sanitizer provided.

Employees must wash their hands:

1. Upon arriving at the worksite;
2. Prior to the first rest break;
3. Prior to the lunch break;
4. After using the restroom;
5. Following the lunch break; and
6. Prior to leaving the worksite and the end of the day

Employees will be responsible to disinfect their personal workspaces at least daily. The sanitation and disinfecting crew will clean and disinfect high-touch surfaces at least:

1. Prior to the start of the workday
2. Before and after all breaks including lunch

High-touch surfaces include:

- Bathrooms (including portable bathrooms)
- Shared employer-provided vehicles (interior, exterior door handles)
- Break rooms
- Shared tools and equipment
- Doorknobs
- Shared tables
- Shared desks

The sanitation and disinfecting crew will ensure all bathrooms are consistently stocked with water, soap, disposable towels, toilet paper, and plastic bags. Garbage will be disposed of regularly.

Employees who do not regularly use sanitizing and disinfecting chemicals, will need additional chemical hazard communication training.

5. Personal Protective Equipment.

This guidance is from L&I’s *Which Mask for the Task: COVID-19 Prevention at Work* (<https://www.lni.wa.gov/forms-publications/F414-168-000.pdf>). We will not rely on PPE as a primary method of prevention of COVID-19, however, we must require at a minimum:

- **Negligible transmission risk:** not required.
- **Low transmission risk:** face coverings *face coverings should be at least two layers of breathable material and single-layer gators or neck socks should be double-upped.
- **Medium transmission risk:** surgical mask or KN90 or KN95s
- **High transmission risk:** a NIOSH approved respirator
- **Extremely high risk:** A NIOSH approved respirator and goggles or face shield

*High risk and extremely high risk tasks require respiratory protection, which will include a written program, medical evaluations, and fit testing.

Transmission Risk	Tasks	PPE
<p>Negligible Employees working alone. “Alone” means the employee is isolated from interactions with others and has little or no expectation of in-person interruptions.</p>		
<p>Low Employees work around or travel with others and stay at least six feet apart, except for briefly passing by others up to several times a day.</p>		
<p>Medium Workers stay at least six feet away from others except for several times throughout the day when the six-foot distance is broken for several minutes and prevention measures such as physical barriers aren’t feasible.</p>		
<p>High Employees work or travel within three feet of others for more than 10 minutes an hour many times a day, and other prevention measures aren’t feasible</p>		
<p>Extremely High Employees transport people with COVID-19 or work in residential or non-hospital or clinic settings within six feet of someone infected with the coronavirus.</p>		

Employees may choose to wear nitrile gloves for times between handwashing or disinfecting. Gloves do not replace handwashing or disinfecting. Employees may wear homemade face coverings if they choose to, but we will supply clean face coverings. In order to ensure cleanliness, we will:

- Assign reusable face covering to individual employees.
- Launder reusable face coverings onsite daily
- Provide new disposable face masks daily

Employees who do not regularly wear respirators, will need additional respiratory protection training.

6. Training.

Employees will be trained on:

- The contents of this policy,
- Signs and symptoms of COVID-19,
- The current CDC, DOH, and L&I guidelines on how COVID-19 spreads,
- Proper handwashing and importance of avoiding touching the face,
- The importance and method of disinfecting frequently touched items,
- The importance of their participation,
- Proper use of personal protective equipment additional training for other safety and health programs (chemical hazard communication, respiratory protection, etc.),
- Proper respiratory etiquette,
- How to file a workplace complaint (include DOSH's phone number and statement that complaints can be made anonymously), and
- How to file for medical sick leave, paid sick leave, or workers compensation.

(If you believe to be exempt from the 500-employee cap of the Family First Coronavirus Response Act, you must make it clear to employees about this exemption and if you are providing alternative relief.)

We have posted additional information and factsheets on our safety bulletin board.

7. Employee assistance.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits.

We will provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, unemployment benefits, or paid time off, depending on the circumstances.

Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-andcoronavirus-covid-19-common-questions>.

We will do our best to connect employees with employee assistance programs and resources available to them.

8. Temporary worker housing.

Employees living together in the temporary worker housing are considered a shelter group (up to 15 employees). They must stay separate from other groups, occupants, or workers at all times. They are not permitted to travel with others outside their shelter group except for the driver.

Supervisors may supervise more than one shelter group as long as they can observe the physical distancing rule. They may not travel with the groups unless they are the driver. Shelter groups may work on separate worksites but must not work within six feet of others unless their indoor workspace is partitioned from others.

Appendix A: Post this at your place of entry.



This worksite continues to remain closed to all visitors, including government agents. Only _____ staff will be

Business Name

allowed to enter unless other arrangements are made. To make arrangements, please contact:

Name of Contact Person

Phone Number

Appendix B:

COVID-19 Response Plan

Employees will be screened for COVID-19 symptoms prior to entering the workplace each day. This information will be gathered and documented confidentially. Should an employee report symptoms, we will immediately:

1. Shut down any work area the employee had spent more than 10 minutes in the previous 14 days until the area can be cleaned and disinfected.
2. Conduct deep cleaning and disinfecting of all areas the employee was present.
 - Deep cleaning will be conducted by employees trained on the chemical hazards of the products we supply.
 - It will include:
 - i. Cleaning dirty surfaces with soap and water first to remove visible dirt, buildup, or smears.
 - ii. Disinfecting the surface with one of the products from the EPA's list of approved disinfectants.

In addition to the above, if an employee tests positive for COVID-19, we will:

3. Notify all employees who may have worked within six feet of the individual with COVID-19 symptoms within the previous 14 days:
 - Of their potential of exposure. We will not divulge the individual's name due to privacy rules.
 - Of their right to secure compensation if it results in a quarantine period.
 - Of the importance of people presenting symptoms to stay isolated and not come to work.
4. Inform the county health department of:
 - The number of employees who have tested positive for COVID-19, presented symptoms, or had potential exposure.
 - Our company name, field location, and names, addresses, and telephone numbers of impacted employees.
5. To the extent feasible, we will facilitate timely access to COVID-19 tests for symptomatic employees. We will provide transportation to those employees who stay in our temporary worker housing.
 - Please contact _____ at _____ to facilitate a test.

your company representative
phone number

Daily COVID-19 Screening of Staff and Visitors

Prior to each shift, ask employees - Since your last day of work, or last visit here, have you experienced any of these symptoms?		If an employee answers yes to one of these, follow your stay home policy.		If an employee answers yes to two of these, follow your stay home policy.							Have you been exposed to anyone who tested positive for COVID-19?
Employee Name	Date	Cough	Shortness of Breath	Fever > 100.4	Chills	Repeated Shaking w/ Chills	Muscle Pain	Headache	Sore Throat	New Loss of Taste or Smell	

CONFIDENTIAL

Date:

Dear _____,
Local Health Department Contact

Employees of _____ potentially have experienced exposure to
Company Name
COVID-19. On _____, we learned an employee of ours tested positive for COVID-19. The
date
employee works at _____.
location of worksite

The following employees worked within six feet of this employee in the previous 14 days:

Name	Address	Phone Number	Tested Positive	Symptomatic

Please contact _____ at _____ if you have any questions.
Company Contact Phone Number

Sincerely

WASHINGTON FARM BUREAU

Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics) Face Coverings, Masks, and Respirator Choices



May 22, 2020

Worksite Tasks	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Health status of the people around you	Healthy/Asymptomatic (no COVID-19 symptoms)	Healthy/Asymptomatic	Healthy/Asymptomatic	Healthy/Asymptomatic	Probable or known COVID-19 source or direct human mouth, nose, eye interactions.
Example of work conditions *, **	Employee working alone, or all outside, or 1-9 total persons inside building/structure with outside or HVAC air, where at least 6-foot distance is always maintained . Tools are not shared or are sanitized between different users.	Crews outside on large worksite where at least 6-foot distance is easily maintained fulltime and only broken intermittently, in passing, up to several times a day. Tools are not shared or are sanitized between different users.	Large crews outside where at least 6-foot distance is mostly maintained , but with job tasks that require several minutes of 6-foot distance broken several times a day. Tools are shared and sanitized between different users.	Work in close quarters, such as a multiple-occupancy permit-required confined space or inside a room with 10 or more people where at least 6-foot distance is not maintained , and includes job tasks requiring sustained close-together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Transporting/caring for symptomatic patients with probable or active COVID-19 within 6 feet in vehicle; or non-hospital setting or a residence with no sanitization protocols in place.
	Worksite with controlled and low public interaction, where at least 6-foot distance is always maintained and only broken in passing once or twice a day.	Work inside a structure/office where number present allows for at least 6-foot distance to be easily maintained fulltime and only broken intermittently, in passing, up to several times a day.	Work inside a structure/office where at least 6-foot distance is mostly maintained , but with job tasks that require sustained several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations.	Work cleaning and sanitizing of surfaces and floor after confirmed active COVID-19 employee was present in the area. Also includes work that cannot be delayed, performing services in homes of quarantined confirmed COVID-19 clients. Examples include emergency plumbing repair or in-home pet euthanasia.	Healthcare work involving face-to-face close proximity or potential for coughing or sneezing while working with healthy or asymptomatic people . Potential for droplets of biological material or fluids to become airborne within the breathing zone of the employee. Examples include tonometry during eye exams, visual examination of the oral and nasal cavities, visual examination of the eyes, swab sampling in the mouth or nose.

— WASHINGTON PARK DISTRICT

Worksite Tasks	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
		Non-healthcare work involving personal services (such as haircuts) where there are 1 or 2 workers inside room. All clients assumed to be wearing cloth face coverings or higher level of protection.	Non-healthcare work involving personal services (such as haircuts) where there are 3-6 workers inside a room where at least 6-foot distance is not maintained and job tasks require sustained close-together (less than 3 feet apart) work. All clients assumed to be wearing cloth face coverings or higher level of protection.	Healthcare work involving procedures in close proximity to healthy or asymptomatic people with potential for aerosols generated from saliva or mucous from the mouth or nose. Examples include dental work with an ultrasonic scaler, air/water syringe, or hand piece, administering medicines with a nebulizer, spirometry, deep or forced breathing exercises.	
<p>Number of people and conditions in work vehicle</p> <p>Note: Vehicles must be sanitized between different drivers and occupants.</p>	Vehicle operation: employees ride alone and vehicles are sanitized between different drivers.	Vehicle with more than one occupant but can maintain 6-foot distance that is only broken intermittently up to several times a day.	Vehicle with more than one occupant but mostly maintain 6-foot distance with job tasks that require several minutes of 6-foot distance broken several times a day.	Vehicle with more than one occupant where at least 6-foot distance is not maintained , and includes job tasks requiring close-together (less than 3 feet apart) work for more than 10 minutes in an hour more than once a day.	Vehicle with more than one occupant where at least 6-foot distance is not maintained , and includes job tasks requiring close-together (less than 3 feet apart) work for more than 10 minutes in an hour at least once a day.

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Minimum required mask or respiratory protection for employees without additional engineering controls or PPE ***	Reusable cloth face covering that fully covers mouth and nose are required for employees covered by Governor Executive Order Industry agreements except when working alone in room, vehicle, or on jobsite.	Reusable cloth face covering that fully covers mouth and nose are required for employees covered by Governor Executive Order Industry agreements except when working alone in room, vehicle, or on jobsite.	Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.	Elastomeric half- or full-face respirator with particulate filters **** --OR-- Powered-air purifying respirator (PAPR) with particulate filter. (Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. No fit-testing is required for loose fitting systems.) --OR-- Industrial use N95, R95 or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****).	FDA-approved surgical mask or healthcare N95 filtering facepiece respirator**** or elastomeric respirator with particulate filters. Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. Powered-air purifying respirator (PAPR) with particulate filter may be used; no fit testing is required for loose-fitting models. When feasible, clients with COVID-19 should also wear an FDA-approved surgical N95 or surgical mask.
Strongly recommended worksite protections	Reusable cloth face covering that fully covers mouth and nose for all employees not working alone.	Use multiple engineering and administrative controls together to reduce frequency and risk of touch and airborne transmission between people. Ask workers for suggestions on further improvements to controls.	Use face shield combined with minimum face covering to lower risk category where work or job task allows.	Minimize number of workers present in high-risk work tasks. Consider all possible ways to accomplish the work without people in close proximity.	Add face shield to surgical masks or eye goggles to half- face disposable respirators and non-permeable disposable upper body coverings; use powered-air purifying respirator (PAPR) system, elastomeric full-face respirators with particulate filters or higher protection.

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Comment	Employees should be strongly encouraged not to carpool to and from work unless wearing facial covering or mask protection. This is suspected as a source of several national outbreaks.				

*Social distancing is at least 6 feet apart between employee to employee, or employee to any other human.

**Other respirators or PPE may be required due to other hazards such as chemical exposures or projectile exposures. The PPE ensemble must protect the worker from all hazards that are not otherwise controlled.

*** Without additional engineering controls or PPE for employees like barriers or face shields or local ventilation.

**** Particulate-filtering respirators are rated by NIOSH for oil mist resistance (N, R, or P) and filtering efficiency (95, 99, and 100). An N-95 respirator is the least resistant to oil mists and lowest-filter efficiency. For protection from the COVID-19 virus, an N-95 rated respirator is sufficient and any other particulate respirator can be substituted. Foreign-certified respirators below may be used:

- Australia: AS/NZS 1716:2012
- Brazil: ABNT/NBR 13694:1996; ABNT/NBR 13697:1996; and ABNT/NBR 13698:2011
- People's Republic of China: GB 2626-2006; and GB 2626-2019
- European Union: EN 140-1999; EN 143-2000; and EN 149-2001
- Japan: JMHLW-2000
- Republic of Korea: KMOEL-2014-46; and KMOEL-2017-64
- Mexico: NOM-116-2009