COVID-19 Response Plan Template for Fruit and Vegetable Farms

Version 2, updated 7/2/20

The purpose of this workbook is to help farmers plan actions related to COVID-19 on their farms. Because every farm is unique, each farm’s response plan will be unique. This workbook is set up as a series of prompts, with sample policy language drawn from other farms’ experiences and fact-based best practices to reduce the spread of the virus that causes COVID-19. It includes example risk reduction measures that you may use, delete, or adapt.

This document reflects the most current and researched-based recommendations as of **July 2, 2020.** As new information becomes available, we will update the document. Note that the suggestions contained in this document are best practices that are based in the science of the virus and what we know about how it spreads. These are not regulations or requirements from any state or federal agency or authority.

As farmers, you have likely already developed food safety protocols for your farm, including handwashing, employee hygiene and cleaning and sanitizing of tools and other surfaces. These steps are an extension of those processes to minimize the spread of the SARS-Co-V-2 virus.

**SARS-Co-V-2 (the virus that causes COVID-19 illness) is a respiratory virus that spreads primarily through droplets during person-to-person contact. According to guidance from the** [**CDC**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)**, the most important actions you can take to minimize the spread of the disease are the following. Your farm’s COVID-19 response plan should focus on these steps.**

1. ***Physical distancing*** *- maintain at least 6 feet between all staff, volunteers and visitors*
2. ***Don’t work if you are sick -*** *Know the symptoms like fever, cough, body aches, shortness of breath (*[*see CDC)*](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) *and do not come to the farm if you have any of these symptoms*
3. ***Handwashing*** *- Wash your hands before work and often while you work for at least 20 seconds.*
4. ***Use good personal hygiene - sneeze into a tissue -*** *cover your cough, and wash your hands after sneezing or coughing.*
5. ***Clean and sanitize -*** *the high-touch areas on the farm including tools and surfaces at least daily to minimize the spread via surfaces.*
6. ***Wear a cloth mask -*** *if possible to prevent the spread of the virus, since you might not have symptoms. Masks can cause irritation; take care to avoid touching your face.*

Refer to our companion [COVID-19 FAQ document for Midwest fruit and vegetable farms](https://docs.google.com/document/d/14bk7QiKmecysrlksh2j_ElPbdGOqFL_Y28jJSZZR0K8/edit?usp=sharing), gardens and markets.



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**How to use this workbook:**

Use this workbook to help write your farm’s COVID-19 response plan. It lists a series of situations on your farm and prompts you to identify risks in each area. For each identified risk, list the risk-reduction measures that you plan to take, using the sample ones if you like. You can download this document and customize it for your farm. If an entire section does not apply to you, simply delete it. If one or more of the sample policies in each section does not apply, delete those. After using it, you should have a finished plan that is your farm’s guiding document and summary of farm-level COVID-19 policies. It can be your farm’s training guide and be referenced by crew, volunteers and staff, and even customers.

For best results, work through this guide with as many people from your operation as possible so that everyone can offer input and ideas. Guidance and research is still emerging on the SARS-Co-V-2 virus. Stay up to date on up-to-date recommendations from public health organizations, University Extension, and state and federal government. Revisit your plan regularly to update your policies.

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Disclaimer: the authors of this workbook are not legal or health care professionals. Seek your own legal and health care guidance from trained professionals in addition to the information offered in this document.

## Section 1: Employee health, safety, and training

Open, honest communication and the creation of policies that everyone understands is foundational to an effective COVID-19 response plan. Regular communication about plans and check-ins with employees can help ensure that everyone is compliant with your plan, and will also encourage a culture of openness and honesty.

**Examples are provided for each prompt; delete those that do not apply, edit suggestions as you see fit, and add additional ideas.**

1. **Who is your COVID-19 point person (or people)?** This person will be the main point of contact for employees with questions about COVID-19, and employees should report to this person if they become ill. Ideally this person could also be involved in training employees and staying up-to-date on COVID-19 related news and updates.
2. **Do you have any employees who have a high risk of contracting COVID-19, or who would face a greater risk of severe consequences?**

Can these people be assigned tasks where they are less likely to mistakenly come into physical proximity with other employees or customers? How will you maintain regular communication with these people about their circumstances?

*Some examples of people with a high risk of contracting COVID-19 might include:*

1. *People with spouses / roommates who are essential workers elsewhere*
2. *People who live with multiple housemates.*

*Some examples of people who face a greater risk of severe consequences might include:*

1. *People who are immunocompromised or with heart conditions*
2. *People who live with and care for an elderly parent or relative*

*Some examples of tasks and check-in practices might include:*

1. *These employees will primarily do independent field work such as weeding.*
2. *We will have weekly individual check-ins with these employees to minimize transmission risk to the rest of the crew (while maintaining at least 6 foot distance).*
3. **How will you create a culture where employees feel comfortable reporting symptoms of illness or their risk factors?**

*Some examples might include:*

1. *We will make all of our employees aware of our sick-leave policies including potential sick pay benefits*
2. *We will continually remind employees that they will not be punished for sharing their health status or staying home from work if they are ill or need to care for an ill family member.*
3. **Will employees be required to self-screen before they come to the farm each day?**

See guidance from the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) for a complete list of COVID-19 symptoms. Share the list with your employees.

*Some example of screening questions might include:*

1. *Have you had a cough or shortness of breath in the last 14 days? OR*
2. *Have you had at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell? (Will you provide thermometers to your employees?).*

*Please review the Farm Commons Podcast, especially episodes 13 and 16 for more information on employee screening as it relates to employment law.*

1. **What will your COVID-specific on-farm employee safety practices include?**

*Some examples might include:*

1. *Employees will be provided with masks and gloves with instruction on when to use them and how to use them properly.*
2. *We will require farm staff to wear personal protective equipment inside farm buildings (greenhouse, pack shed, office).*
3. *We will limit the number of people in any farm building at any given time to allow for maximum physical distance [state limits per building based on building size and shape. Resource:* [*MISA’s document*](http://misadocuments.info/Number_people_per_market_space_FINAL.pdf) *about calculating person limits at farmers’ markets.*
4. *We will require farm staff to wear personal protective equipment when any task cannot be modified to maintain physical distance (perhaps transplanting, laying row cover, packing CSA boxes, etc.)*
5. *We will organize farm staff into crews that work together and do not overlap with other crews in order to limit the number of people employees may come into contact with.*
6. *Employees will be provided with and must use their own personal tools such as pens, hoes, field gloves [list tools that can reasonably be used by only one person for an extended period of time].*

[*See SECTION 2 for farm-specific examples.*](#_kwlk8jdux1r0)

1. **What will your COVID-specific training include?** Training all employees on your farm’s COVID-19 response plan is recommended to ensure that everyone is on the same page. Remember to repeat training as needed to address ongoing questions or as your farm’s policies change. And remember that they are watching YOU for your leadership, so practice what you preach.

*Your training might include:*

*1. A basic overview of COVID-19 symptoms, how it spreads, and best practices.*

*2. Your farm’s measures to reduce the spread, and the farm’s required protocols that you have outlined in this document.*

*3. Employee training for specific tasks such as cleaning and sanitizing or other essential tasks.*

*4. Written SOPs (standard operating procedures) for things like cleaning and sanitizing.*

*5. A discussion about employee rights, sick leave policies, and how your team will build a culture of honesty and trust.*

1. **How are you changing the way you interact with employees to ensure physical distancing?**

*Some examples might include:*

1. *We will use walkie-talkies or text messages for communications from physical distance, and sanitize devices throughout the day.*
2. *Rather than have morning meetings, we will send an email to each employee every morning with a list of their tasks for the day.*
3. *We will use a video chatting app such as facetime for training when employees need to see how things are happening close up (If so, remember to sanitize phones regularly), or we will use video chatting for crew meetings.*
4. *We will hold crew meetings outside with at least 6’ distance between people.*
5. **How will you continue to remind your employees about the policies?**

*Some examples might include:*

1. *We will post signs around the farm encouraging employees to wash their hands.*
2. *We will post signs around the farm reminding people to stay at least 6 feet apart.*
3. *We will post signs with pictures indicating how and when to sanitize tools and surfaces.*
4. *We will have a short meeting at the beginning of each week to check in on the COVID-19 response plan, what’s working, what’s not, and any necessary changes.*
5. *We will use group texts, email, apps or other technology to continually remind employees of our policies and monitor when refresher meetings are needed.*

For signs in multiple languages, see the CDC (linked below).

1. **What is your policy for staying home if someone gets sick?** Sick employees should not come to work. The [CDC recommends](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) ensuring that all sick employees stay home and self-quarantine. [According to the CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) person can discontinue self quarantine when **ALL** of the following have been achieved:

*1. They have not had a fever for at least 72 hours (3 full days)* ***without*** *the use of medicine that reduces fevers*

*2. All symptoms including coughing have improved*

*3. At least 7 days have passed since symptoms first appeared.*

If testing becomes widely available, you may be able to use testing to more definitively determine when it is safe for someone to return to work by waiting until they test negative.

1. **How will you monitor other employees if someone on the farm or in their household becomes ill?** [The CDC has recommendations](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html) for workers who have been exposed to someone with COVID-19.

*Some additional examples might include:*

1. *We will identify risks to each individual co-worker; this includes assessing whether other employees interacted with the sick person within at least a 6 foot distance, and whether they have washed their hands regularly.*
2. *If anyone has worked in close proximity to the sick person, they will be asked to take on different tasks that will allow them to be substantially isolated from the rest of the crew.*
3. **What is your sick-leave policy?** (See FAQs for more info on COVID-19 related sick-leave programs)
4. **If the farm manager(s) get(s) sick, are employees trained to oversee recordkeeping, sales, and other critical tasks?** If so, make sure you have a contingency plan. If not, what are your plans for covering this work, or potentially closing the farm until the manager recovers?
5. **Do you have a plan to hire back-up employees? How will these people be trained on your COVID safety plans?**

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## Section 2: Handwashing, sanitizing surfaces, and physical distancing on the farm

Remember that this virus is spread primarily through person-to-person contact between an infected person and another person. The best ways to minimize spread is by maintaining adequate physical distance between individuals and encouraging people to wash their hands regularly. Alcohol-based hand sanitizer is effective against the virus, but it is not a substitute for hand washing, since it is not effective when hands are dirty. It can be used when hand washing is not possible.

**Examples are provided for each prompt; delete those that do not apply, edit suggestions as you see fit, and add additional ideas.**

1. **How will you ensure sufficient access to** [**hand washing stations**](https://drive.google.com/file/d/1c0VIhOCm5KsUa1kBkp-wedtJV_5PHsfV/view) **on the farm?**

*Some examples might include:*

1. *We will have portable hand washing stations that are easily accessible from the fields*
2. *We will have portable hand washing stations in vehicles*
3. *We will have handwashing stands near all restrooms and in the packshed*
4. **How often will employees be required to wash their hands? How will you remind them to do so?**

*Some examples might include:*

1. *Employees must wash hands before harvesting or handling produce, after using the restroom, before and after eating, after coughing or sneezing, between tasks, before donning gloves, and if they have reason to think their hands might have been contaminated*
2. *We will post reminders and* [*guidance*](https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf) *on handwashing around the farm.*
3. **Who will be responsible for monitoring the supplies at the handwashing stands?** Remember handwashing stands need to have soap, potable water, single use towels, a way to catch the water, and a garbage can/bag. Assign a staff person to check supplies regularly and fill as needed.
4. **Are field operations set up to ensure physical distancing of employees?**

List all field operations that typically require people to work in close proximity, then list how you might maintain physical separation during those tasks.

*Some examples might include:*

1. *Transplanting - we will transplant by hand, use a different implement instead of our two-person transplanter, have two employees who live together, transplant together, or have only one person on the back taking two passes.*
2. *Transportation to fields - for fields located beyond walking-distance, we will provide bicycles to employees instead, or assign a specific vehicle to a specific crew to minimize the number of people using each vehicle.*
3. *Row covers - we will use larger row covers this year so that employees can be more spread out when putting them on and taking them off.*
4. *Packing CSA boxes - we will set up individual CSA packing stations so that one person can pack a single box while standing at least 6’ away from the next person. Each person will have their own set of boxes of bulk vegetables. Or, we will use a longer assembly line with sufficient distance between packers.*

**5. How will you keep the pack shed, green house and restrooms cleaned and sanitized?**

List all of the high-touch and food contact surfaces. How can you keep these surfaces sanitized? How often will you clean and sanitize surfaces, and what sanitizing products will you use? (See Section 5 on Cleaning and Sanitizing.)

**6. Is the pack shed set up to ensure physical distancing?**

List all of the locations in the pack shed where it will be challenging to maintain physical distance. How can you improve physical distancing? (It may be helpful to create a simple drawing of your pack shed and draw arrows and x’s to map out the flow of traffic and locations people typically stand.)

*Examples include:*

1. *We will put tape on the floor to indicate where employees should stand when washing produce.*
2. *We will create a one way “flow” through the packshed to avoid people passing one another in close quarters.*
3. *We will schedule shifts to minimize the number of people in the pack shed at the same time. We will communicate those schedules in advance.*

**7. How will you maintain physical distance in the greenhouse?**

*Some examples might include:*

1. *We will create one way aisles so that people will not pass each other in close quarters*
2. *Only 1 person will be allowed in the greenhouse at a time (this depends on the size of your greenhouse).*

**8. How will you reduce risk of COVID-19 transmission on tools?**

As much as possible, minimize the sharing of tools among staff. (See cleaning and sanitizing section below.)

*Some examples might include:*

1. *All tools will be assigned to a single person.*
2. *We will encourage the use of tools with fiberglass or other non-porous handles for easier sanitation (wood is difficult to sanitize).*
3. *We will sanitize all tools after use; we will keep a sanitizing solution in the tool shed and require every employee to sanitize tools after use.*

**9. Do you have workers living together on the farm (especially applicable to H-2A workers)? How will you minimize risk in these shared environments?**

*Some examples might include:*

1. *We will use the kitchen in shifts.*
2. *We will rent an additional Port-o-Potty and assign specific people to use specific bathroom spaces so the number of people using each bathroom space is minimized.*
3. *We will assign people to “teams” or “crews” and minimize at home and on farm interaction between different teams.*

**10. How will you ensure physical distancing in common areas (e.g. lunch room, break room)?**

*Some examples might include:*

1. *We will have employees eat lunch in shifts to reduce the number of people in the kitchen.*
2. *We will provide the bottle of surface disinfectant in the kitchen so that employees can sanitize high-touch surfaces such as fridge and microwave handles, tables, etc. after use.*

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## Section 3: Maintaining essential operations in case of illness

**Examples are provided for each prompt; delete those that do not apply, edit suggestions as you see fit, and add additional ideas.**

List your essential functions and people who are trained to complete each function. Do you need to train back-up people? Consider parts of your operation that may not be “essential” during this time. If you have a reduced crew, what pieces of your operation can be put on hold?

**Function People trained Back-ups needed?**

*Driving the tractor Person X Yes - need to train person y + z*

*Hardening off seedlings Person X Yes - need to train person z.*

*Monitoring greenhouse vents Person Z Yes - need to train person w + y.*

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**Regular functions that can be put on hold until further notice**

*Some examples might include:*

*1. We will suspend lunch time together and encourage everyone to eat alone.*

*2. We will suspend the U-pick portion of our farm until further notice, and opt to pre-package produce.*

*3. We will cancel all events and ask volunteers to stay home.*

*4.*

*5.*

*...*

## Section 4: Who is allowed on the farm

Reducing the overall number of people on the farm can help to promote physical distancing, the most important step you can take to reduce the transmission of the disease on your farm. Developing training resources and policies for visitors and communicating those policies regularly will help you to reduce risk to yourself, your employees, and your customers.

**Examples are provided for each prompt; delete those that do not apply, edit suggestions as you see fit, and add additional ideas.**

1. **Who are your essential workers?** To minimize risk, consider only allowing essential staff on to the farm. List the individuals who will be allowed on the farm during this period of heightened precaution. (See section 3 for a worksheet on brainstorming essential tasks and operations).

1.

2.

3.

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1. **Will customers be allowed to the farm? If so, what are your risk-reduction measures?**

*Some examples might include:*

1. *We will use a pick-up time scheduler to reduce the number of people present at once.*
2. *We will ask customers to send only one member of their household to the farm.*
3. *We will prepack shares / orders to make pick up quick and simple.*
4. *We will section off the part of the farm where customers are allowed.*
5. *We will place flags every 6’ apart (at least) to help customers maintain physical distance.*
6. *We will hang posters to remind customers of precautions they must take.*
7. *We will require customers to stay home if they have symptoms associated with COVID-19, including cough, fever, or difficulty breathing.*
8. *We will make hand washing stations readily available.*

**3. Will visitors (customers, consultants, etc.) be required to screen themselves by taking their temperatures or otherwise before coming to the farm?** If so, note how you will gather and document this information, and communicate it to your visitors.

**4. How will you educate visitors on your risk-reduction measures?**

*Some examples might include:*

1. *We will share weekly updates with customers via social media and our newsletter, which will include our COVID-19 policies.*
2. *We will post all customer-facing policies on our website.*

**5. Will visitors be required to complete training? What materials will you include in your training?** (See end of document for a compilation of resources). There is no officially recommended series of training resources. In general, it is important to include an overview of symptoms of the disease and your farm’s required protocols to reduce spread of the virus, including hand washing and physical distancing. Another idea is to have a sign with primary safety concerns for visitors, and to post it around the farm. Training for visitors is not mandated, but is recommended to ensure that everyone understands your policies.

**6. How will you handle deliveries of supplies?**

*Some examples might include:*

1. *We will set up a designated delivery drop-off site [state location] where drivers and farm staff will not be present at the same time.*
2. *We will wash our hands immediately after handling packages.*
3. *We will attempt to minimize delivery of supplies and consolidate delivery dates.*

**7. U-Picks: What special precautions will you have in place if you have a U-pick operation?**

Some examples might include:

1. *Will will close all customer seating intended for consuming food, and any self-service of unpackaged food.*
2. *We will make our U-pick rows one-way: customers will enter one end and exit the other. Customers will enter every other row from opposite sides of the field to avoid picking in tight quarters. Once a customer enters the field, they will work one-way, entering the field on one end and exiting the other.*
3. *We will place a hand washing station at the entrance and exit points of the U-pick area, and require customers to wash hands upon entering and exiting.*
4. *We will discourage customers from eating while they pick, and will place reminder signs throughout the U-pick area.*
5. *We will only allow a certain number of people in the U-pick area at a time [state the number].*
6. *We will place a flag in the ground every 6’ (at least) between rows to help people maintain and identify proper physical distance.*
7. *We will pre-harvest and pack everything and close the U-pick area until further notice*
8. *We will implement an app-based payment option such as Paypal to reduce payment interaction (see more suggestions for contactless payment in section 6)*

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## Section 5: Cleaning and Sanitizing

Develop and follow a schedule of cleaning and sanitizing your farm's tools, equipment, food contact surfaces and high-touch surfaces to minimize the spread of the virus via these surfaces. While surface transmission is not the *primary* way that the virus spread from person to person, it is possible for the virus to transfer from a contaminated surface via hands.

You might already have a robust cleaning and sanitizing routine for your farm’s food contact surfaces like tools, totes and tables. Sanitizing for COVID-19 might not be significantly different from those current procedures, with the addition of more attention to the "high-touch" areas.

**Examples are provided for each prompt; delete those that do not apply, edit suggestions as you see fit, and add additional ideas.**

1. **What surfaces will you sanitize, and how often?**

Focus your sanitizing efforts for COVID-19 on “high-touch” surfaces on the farm that are often touched by many people a day. Some examples of these surfaces might include:

1. *Field: vehicle door handles, steering wheels, stick shifts, PTO handles, shared tools*
2. *Pack shed: dolly handles, cooler handles, door handles, light switches, scale buttons*
3. *Greenhouse: watering wand, germination chamber handles, door handles, vent openers*
4. *Office: keyboard, mouse, iPad, phones, chair armrests*
5. *Restrooms: toilet handles and seats, faucet handles, door handles*
6. *Tools and equipment: Sorting tables, harvest totes and buckets, scales, clippers, knives*
7. *Other: buttons, pads and touch screens used by staff or volunteers*

The frequency that you sanitize these surfaces depends on how often they are touched, and the number of people you have on your farm. Best practice would be to sanitize these “high-touch” surfaces daily when there are workers present and when tools and equipment are in use.

**2. How will you clean and sanitize surfaces?**

Before a surface can be sanitized, it must be cleaned. Sanitizer is meant to be the **last step** in the process. If sprayed on a dirty surface, the active ingredient in the disinfectant binds up with the organic matter and it will not work. If there is no visible dirt, like on a doorknob or handle, you can likely just spray with the sanitizer or wipe with a disinfecting wipe. *Here is an example of steps for cleaning and sanitizing surfaces with visible dirt:*

1. *Remove all visible debris from a surface with a broom or hose*
2. *Scrub surface with a detergent like Dawn or another product to break down fats and carbohydrates that might be present*
3. *Rinse with potable water*
4. *Spray with a sanitizing agent (letting it sit for as long as indicated on the label)*
5. *Air dry*

**3. What sanitizers can be used, and at what rate?**

There are not yet any sanitizing products specifically labeled for use on the SARS-CoV-2 virus, though many are currently being researched for effectiveness. The EPA  ["List N"](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) is the list of approximately 370 disinfectants that are approved for use against SARS-CoV-2 virus because they are effective against other human coronaviruses or harder to kill organisms. The best way to use this tool is to search the EPA registration number on a label, since products go by many names in the marketplace. You can also search by active ingredients.

Some options for sanitizing and disinfecting hard surfaces for coronavirus include:

**Household bleach:** [Ultra Chlorox Regular Brand bleach](https://www3.epa.gov/pesticides/chem_search/ppls/005813-00050-20110303.pdf) (6.0% sodium hypochlorite product) can be used as an inexpensive sanitizer for all hard surfaces on the farm. Mix at a rate of about 1 T per gallon, or no more than 200 ppm, which is the sanitizing rate for food contact surfaces listed on the label. Test the ppm with tester strips to ensure proper mixing. [These free-chlorine tester strips](https://www.zoro.com/micro-essential-test-strips-detects-free-chlorine-14-w-ch-1000/i/G4431100/) have a range from 1-1000.

Note: The [CDC disinfection recommendations](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html) state a rate of 5 T per gallon, or 1000 ppm should be used on all surfaces if there is a known COVID-19 case on the farm. If this higher rate is used on food contact surfaces it must be followed by a fresh water rinse.

**Sanidate 5.0:** [Sanidate 5.0](https://biosafesystems.com/product/sanidate-5/) (5.3% peroxyacetic acid and 23.0% hydrogen peroxide product) is a OMRI-approved disinfectant product made by BioSafe Systems. BioSafe recently released a press release stating that Sanidate 5.0 has now been tested and shown to be effective against human coronaviruses at a rate of 1 Fl oz per gallon, or about 400-450 ppm with a 10 minute wet contact time. The company is currently applying for a supplemental label to include the efficacy on human coronaviruses, but it is not yet on the List N.

Note: for more information on cleaning and sanitizing, see our [accompanying FAQ](https://docs.google.com/document/d/14bk7QiKmecysrlksh2j_ElPbdGOqFL_Y28jJSZZR0K8/edit)

**4. How will you ensure that all cleaning and sanitizing is completed? How will you ensure you have adequate cleaning supplies? Who will be assigned to this task?**

It might be helpful to create a Standard Operating Procedure that describes your cleaning and sanitizing steps and a log sheet to keep track of your actions. This will help you and your crew to remember to sanitize regularly, and will help to reduce the risk of errors such as running out of materials.

*Some examples might include:*

1. *We have a SOP that describes what surfaces we clean and sanitize each day.*
2. *We have a log sheet that lists all surfaces that we sanitize daily and employees sign with their initials to indicate the sanitizing is complete.*
3. *We will check bathrooms each morning to ensure that there is sufficient soap and disposable towels for the day.*
4. *We will check our supply room weekly to ensure that we have enough cleaning and sanitizing supplies for at least 2 weeks.*

## 

## Section 6: Delivery / sales / off-farm task best practices

There are many situations where employees need to leave the farm for work-related tasks. Use the following prompts to develop plans and protocols to reduce off-farm exposure risks.

**Examples are provided for each prompt; delete those that do not apply, edit suggestions as you see fit, and add additional ideas.**

1. **How will you help employees making deliveries to reduce their risks while traveling?**

*Some examples might include:*

1. *We will include disposable gloves, a face mask and hand sanitizer in each vehicle in case employees need to get gas, use the restroom, etc.*
2. *We will require employees to pack their own food so that they do not need to make extra stops.*
3. *We will try to minimize and consolidate errands to reduce the number of trips we take.*

**2. How will you minimize contact between delivery drivers and customers (CSA customers, docking staff, etc.)?**

*Some examples might include:*

1. *Drivers will not go into customers’ homes.*
2. *We will communicate our policies to customers**(via social media, newsletters, emails).*
3. *Drivers will wear a mask and disposable gloves if they need to interact with someone during a drop-off, and will maintain at least 6’ distance.*
4. *Drivers will deliver produce in bags that do not need to be returned.*

**3. How will you minimize customer contact and risk at drop-off sites CSAs)**

*Some examples might include:*

1. *We will only allow one person at a time in the pickup space; others will wait outside.*
2. *We will use digital invoices.*
3. *We will put tape on the floors of each site to indicate at least 6’ distance.*
4. *We will develop a schedule to assign pick-up times.*
5. *We will use plastic liners in our boxes and tell customers to leave their reusable bags at home for the time being.*
6. *We will lay out boxes in a single layer to reduce the need for customers to touch boxes that are not their own.*
7. *We will organize customized boxes alphabetically to make them easy to find and minimize the time each customer spends in the pickup space.*
8. *We will make hand sanitizer and gloves available to customers at all sites and encourage customers to use sanitizer and put on new disposable gloves when they enter the site.*
9. *We will hang signs at all sites indicating our policies and expectations, including to not linger or talk near the box pick - up area.*

**4. How will you practice physical distancing and risk-reduction at the farmers’ market?**

This will likely vary depending on the market manager and more comprehensive market policies; check with your farmers’ market manager for more information.

*Some examples might include:*

1. *We will use online pre-ordering.*
2. *We will not offer samples of our products to customers.*
3. *We will ensure only one-way traffic through our stand.*
4. *We will install a rope at least 6-feet from farm staff behind the table and customers in front of the stand, customers will have to stay behind the rope.*
5. *We will mark the ground at (at least) 6-foot intervals to show customers where to stand to encourage sufficient physical distance between one another.*
6. *We will ask customers not to touch the food and will provide extra staff to handle and bag all customer purchases.*
7. *We will pre-weigh and pre-bag as many items as possible to reduce direct customer contact with produce.*
8. *Farm staff touching produce will not take payments and vice-versa.*
9. *All farm staff will be provided with masks and gloves to wear at the market and instruction on how to use them properly.*
10. *We will provide a portable hand washing station and regular breaks for staff.*
11. *We will post our safety measures and customer “rules” at our stand.*

**5. How will you reduce risk of contact when taking payments in person?**

*Some examples might include:*

1. *Farm staff will bag all produce and place it on a payment table at the end of the stall*
2. *We will have dedicated staff whose only job is taking payment. Those staff will be provided with masks, gloves, instruction on how to use them properly, and regular hand-washing breaks*
3. *We will install a barrier between farm staff and customers at the payment table. (For instance, a clear shower curtain hung from the tent or a plexiglass stand secured on the sale table)*
4. *We will encourage contactless payment options such as Paypal and Square gift cards.*
5. *When taking credit cards, farm staff will hold the machine, the customer will swipe the card without touching the machine, and we will not require a signature.*
6. *When taking cash, staff will wash hands or use sanitizer regularly.*

## 

## Additional resources

Sample templates from two Wisconsin Farms:

[Lovefood Farm Case Study](https://fyi.extension.wisc.edu/danecountyag/files/2020/08/Lovefood-Farm-COVID-19-Case-Study.pdf)

[PrairiErth Farm Case Study](https://fyi.extension.wisc.edu/danecountyag/files/2020/08/PrairiErth-Farm-COVID-19-Case-Study.pdf)

COVID-19 plan updates, June 2020:

[Executive Order 20-74](https://mn.gov/governor/assets/EO%2020-74%20Final_tcm1055-437539.pdf), enacted in June 2020 in Minnesota required that all citicial businesses, including farms and farmers’ markets have a COVID-19 preparedness plan by June 29, 2020.

The Minnesota Department of Labor and Industry (DLI) has created a [preparedness plan template](https://www.dli.mn.gov/updates) that includes all required plan components. Your farm may use other templates, such as this template if all components outlined in the DLI template are addressed.

* For more detailed COVID-19 guidance for specific industries, see [the Stay Safe MN Industry Guidance page.](https://staysafe.mn.gov/industry-guidance/index.jsp)
* Minnesota Institute for Sustainable Agriculture [COVID 19 Preparedness Plan page](https://www.misa.umn.edu/covid-19/preparedness-plan)
* Minnesota Farmers' Market Association [COVID-19 page](https://www.mfma.org/COVID-19/)
* DLI -<https://www.dli.mn.gov/updates>
* MDH - [https://www.health.state.mn.us/diseases/coronavirus/](http://www.health.state.mn.us/diseases/coronavirus/)
* MDA - <https://www.mda.state.mn.us/covid-19-agriculture>

### Basics of COVID-19

[CDC COVID-19 homepage](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

[Posters in many languages with basic COVID-19 info](https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html)

[CDC COVID-19 Youtube channel](https://www.youtube.com/playlist?list=PLvrp9iOILTQaJa78zFQ0QgvShQ2HEwHxP)

[CDC COVID-19 YouTube channel en español](https://www.youtube.com/playlist?list=PLvrp9iOILTQZdKZTcAaYdyu4wKmhGCJNc)

[Information for fruit and vegetable producers during the COVID-19 pandemic: What we know](https://blog-fruit-vegetable-ipm.extension.umn.edu/2020/03/guidance-for-fruit-and-vegetable.html)

### OSHA Guidance

[OSHA COVID 19 guidance](https://www.osha.gov/Publications/OSHA3990.pdf)

[MNOSHA COVID-19 guidance](https://www.dli.mn.gov/sites/default/files/pdf/COVID-19_s-h_guidelines_ers_and_ees.pdf)

### Legal and financial resources

[Farmers Legal Action Group Guide to COVID-19 Relief](http://www.flaginc.org/wp-content/uploads/2020/04/Updated-Farmers-Guide-to-COVID-19-Relief-April-27-2020.pdf)

[Farm Commons Podcast Series](https://podcasts.apple.com/us/podcast/farm-commons/id1022476437)

[Farm Commons Payroll Protection Program webinar](https://farmcommons.app.box.com/s/cv7nnxx4pg5vdhqbqesufvutdwtglgzz)

[CDC tips for small businesses to prepare for COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-small-business.pdf?deliveryName=USCDC_10_4-DM25645)

### Tools for farms to adapt

[Local Foods College COVID-19 sessions](https://extension.umn.edu/courses-and-events/local-foods-college)

[UMN Extension Food Safety Fact Sheets](https://sites.google.com/umn.edu/food-safety-fact-sheets/home)

[Planning for COVID-19 on your farm: logistics, communication, and preparedness](https://blog-fruit-vegetable-ipm.extension.umn.edu/2020/03/planning-for-covid-19-on-your-farm.html)

[Oregon Tilth webinar about online sales platforms](https://tilth.org/education/resources/online-sales-platforms-for-farmers/)

[Young Farmers Coalition guide to direct sales software platforms](https://www.youngfarmers.org/wp-content/uploads/2020/04/Farmers-Guide-to-Direct-Sales-Software-Platforms.pdf)

### Cleaning and sanitizing shared facilities (e.g. worker housing)

[CDC guidance on cleaning and disinfecting shared facilities](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

[CDC guidance on cleaning and sanitizing your home](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[Wisconsin mandate on shared living spaces](https://evers.wi.gov/Documents/COVID19/EMO25-DWDMigrantLaborCamps.pdf)

### Sample COVID-19 plans from other farms

[New Entry Farming Project](https://content.govdelivery.com/attachments/MNMDA/2020/04/06/file_attachments/1419987/New%20Entry%20Farmer%20Training%20Program%20COVID-19%20Response%20Plan.pdf)

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