



Coronavirus/COVID-19 Agricultural Worksite Checklist*

Maintain a Healthy Workforce

The most common symptoms of COVID-19 are **fever, cough, and shortness of breath**. Individuals infected with COVID-19 and those exhibiting any of these symptoms **should not work**. COVID-19 is primarily spread from person-to-person contact and is highly contagious.

- ☐ Create a plan for screening workers for COVID-19 symptoms when they arrive at work
 - Establish reasons for sending someone home (e.g. those with one, two, or three of the primary symptoms)
 - Identify who will be responsible for screening workers
 - Send workers home who exhibit COVID-19 symptoms or any other company-specific criteria
- ☐ Clearly communicate your plan and the symptoms you will be screening for to workers
 - Inform workers that they must stay home if they are suffering from these symptoms
 - Ask workers to inform their supervisor immediately if they begin to feel symptoms while at work
- ☐ Observe workers for symptoms as they arrive to work and throughout the day in the event symptoms emerge
- ☐ Send workers who have symptoms home and advise them to call their health care provider

Sanitation & Hygiene

Good sanitation and personal hygiene can help minimize exposure to COVID-19.

- ☐ Increase cleaning and sanitizing of restrooms, tools, equipment, and other frequently touched areas, including doorknobs/handles, water jug spigots, chairs, benches, tables, working surfaces, and trash cans
- ☐ Ensure adequate supplies of soap, water, and disposable towels for more frequent handwashing
- ☐ Make hand sanitizer stations available where needed
- ☐ Instruct workers on handwashing (20 seconds with soap and water)
- ☐ Allow time for handwashing throughout the day, including at the beginning, during, and the end of their shift, and before and after meal breaks
- ☐ Remind workers to cough and sneeze into their elbows and avoid touching their faces and eyes
- ☐ Instruct workers not to share tools and equipment and/or to sanitize them between uses

Social Distancing

It is critical to maintain adequate social distance (**six (6) feet**) to help minimize exposure for the safety of all.

- ☐ Use a tape measure or measuring stick to demonstrate the 6-foot distance
- ☐ Advise workers to avoid social greetings such as handshakes, hugs, and fist or elbow bumps; encourage waves and smiles instead
- ☐ Provide adequate time and space for workers to clock in at the beginning of their shift while maintaining a safe distance from each other
- ☐ Hold meetings and trainings in small groups so workers can maintain 6 feet of distance between each other and still hear the speaker
- ☐ When in fields, orchards, vineyards, or packing houses, each worker should maintain a minimum of 6 feet from each other at all times
 - Stagger workers over and within rows
 - Adjust product flow for adequate inspection or sorting with fewer workers on the line
- ☐ Provide space to allow workers to maintain a 6-foot distance from others during rest and meal periods
- ☐ Monitor and remind workers to maintain a 6-foot distance throughout their shift

