

**COVID-19**

**On-Farm Monitoring Plan**

HOPS

FARM NAME: <ENTER YOUR FARM NAME>

(update this plan according to your site)

***DISCLAIMER:*** *Every farm is different. What is practical and applicable for any one farm depends on your size, location and number of employees. To help producers cultivate a sound approach to their farm, Hop Growers of America is pleased to make this sample COVID-19 On-Farm Monitoring Plan available to hop producers. Neither HGA nor its members intend this document to be a definitive statement of the protocols and procedures that are applicable to each and every farm. Nor are we attempting to provide legal or other professional advice. This document should NOT be construed as legal advice or any other expression of the scope or nature of a producers legal obligation to provide a safe place of employment to its employees, particularly under the unprecedented circumstances that the COVID-19 outbreak has created. In addition, new and better information could well supersede the information included in this document. As the situation evolves, producers should continue to monitor their farm working environment, as well as respond accordingly to related developments and specific requirements in their State/County.*

This Plan was developed in accordance with the following: Washington State Department of Labor & Industries – Coronavirus (COVID-19) Prevention in Agriculture and Related Industries – F414-165-000 [04-2020], Washington State Department of Health – Public COVID-19 Guidance: Farm and Agricultural Workers in Washington State, The Center for Disease Control (CDC) – Agriculture Workers and Employers – Interim Guidance from CDC and the U.S. Department of Labor, and Washington State Governor Inslee’s Agricultural COVID-19 Requirements.

**This document was created by Nancy Rodriguez – Social Responsibility Manager at Roy Farms, Moxee, WA.** Hop Growers of America appreciates the willingness of Roy Farms to serve as a Case Study regarding the implementation of pandemic best practices implementation (to be completed following the 2020 harvest).

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**RESPONSIBILITIES**

**Who is Responsible for What?**

We will need everyone’s help and work as a team to keep you and our employees safe during this difficult time. This is the list of responsibilities during COVID-19.

|  |  |
| --- | --- |
| Who | Responsible For |
| Division Managers | * Supporting supervisors and crew bosses during COVID-19
* Adhere to COVID-19 rules set by the Farm
* No retaliation for workers who stop unsafe jobs or tasks due to COVID-19
* Stay 6 feet away from other employees
 |
| Supervisors | * Support crew bosses during COVID-19
* Ensure employees are following hand washing and hygiene procedures in the field
* Make sure employees are staying apart 6 feet or more
* Make sure common high touch areas are disinfected daily by the COVID-19 Monitors
* Make sure your drivers, if more than 1 employee in the vehicle are wearing face masks
* Provide PPE for employees as needed and replace as needed according to PPE procedures.
* No retaliation for workers who stop unsafe jobs or tasks due to COVID-19
* Stay 6 feet away from other employees
 |
| Crew Bosses | * Encourage employees to wash their hands and stay apart if seen together.
* Ensure employees are following hand washing and hygiene procedures in the field
* Make sure employees are staying apart 6 feet or more
* Make sure common high touch areas are disinfected daily by the COVID-19 Monitors
* Make sure your drivers, if more than 1 employee in the vehicle are wearing face masks
* Provide PPE for employees as needed and replace as needed according to PPE procedures.
* No retaliation for workers who stop unsafe jobs or tasks due to COVID-19
* Stay 6 feet away from other employees
 |
| COVID-19 Monitors | * Follow all policies and procedures related to COVID-19 monitoring
* Keep all records and interactions confidential
* Report any symptomatic employee to the Supervisor, HR and Safety Department
* Do daily temperature checks for all workers
* Self-screen including a temperature check and report to HR and Safety Department if feeling ill or symptomatic
* Follow all hygiene rules
* Disinfect common high touch areas in the field
* Fill out paperwork thoroughly and do not use white out
* Stay 6 feet away from other employees including when screening workers
 |
| Safety Department | * Buy COVID-19 PPE and keep it maintained as feasibly possible
* Keep up to date with latest rules from the CDC, L&I, DOH and Governor’s Policies
* Train employees in COVID-19
* Do risk assessments for the farm related to COVID-19
* Maintain and update the COVID-19 plan
* Check in with COVID-19 monitors daily on reports in the workplace
* Transport symptomatic employees to testing facilities as needed
* Isolate sick workers after notification at the isolation site for next steps
* Monitor social distancing randomly to evaluate the effectiveness of the program
* Train in the cleaning and disinfection of high touch areas and chemicals
* Provide SDS for all chemicals used onsite
* No retaliation for workers who stop unsafe jobs or tasks due to COVID-19
* Stay 6 feet away from other employees
 |

**RESPONSIBILITIES (Cont.)**

**Who is Responsible for What?**

|  |  |
| --- | --- |
| Employees | * Adhere to all COVID-19 safety rules placed by the farm
* Have the right to not work in an area or job task where they feel they are unsafe due to COVID-19.
* Must wash hands before entering the workplace and when leaving the job, before and after rest breaks, before and after lunch break and after using the restroom
* Wear a face mask when riding in a company vehicle with more than one (1) person
* Wear a face mask when walking by employees – make sure you stay away 6 feet
* Stay 6 feet away from other employees
* Clean face mask daily and bring it to work daily, ask Supervisor for a replacement if lost, stolen or heavily soiled
* Do not come to work if you are sick or ill (Call in to Supervisor)
* Notify HR when someone in their household is positive with COVID-19
* Avoid carpooling to work if possible
 |
| Drivers and Equipment Operators | * No more than 2 employees per company vehicle
* If more than 1 person is in a company vehicle – Face Masks are required and must be worn
* Disinfect your company vehicle at the beginning of the work day and after using the vehicle if it is being shared.
* If you are going into Public areas (Stores, purchasing equipment/supplies, etc.) you MUST wear a face mask
* Self-Screen at the beginning of the day for COVID-19 symptoms and notify your Supervisor daily
 |

**SOCIAL DISTANCING**

**Keeping Employees Apart**

Social Distancing is the practice of keeping people 6 feet apart at all times to help reduce the spread of COVID-19.

Social distancing in the hop fields are as follows:

* Distance employees by 6 feet or more
* If working in close proximity to each other where 6 feet is not feasible – employees must wear a face mask and a face shield and/or a barrier.
* Encourage social distancing at all times; Supervisors/Crew bosses/Managers must practice it also.
* Prohibit group work – if group work of more than 3 people are needed and will be within 6 feet of each other, notify the Safety Department for extra steps of protection and construct a group plan.
* When punching into work – maintain 6 feet between workers

Social Distancing Ideas for Hop Field Work:

* Establish a COVID-19 monitor who monitors workers in the field to ensure that they are social distancing. \* Rather than hiring a new employee, you could use an existing employee and train them in the duties.
* Have a small group work one part of the hop field while another works at another side.
* Have employees separated in hop rows and spread out further.
* Break down crews into smaller crews and assign a crew boss to look after them and monitor them.
* Hold off on large group outdoor projects if possible
* Give more frequent breaks and water breaks if employees are using face masks in the heat.

**HAND WASHING AND TOILET/HAND WASHING FACILITIES**

* Employees must wash their hands frequently throughout the day.
* Employees must wash their hands for more than 20 seconds:
* Prior to the start of each workday
* Before rest breaks
* Before and after lunch break
* Before afternoon break
* Before leaving the worksite
* After using the restroom
* Hand washing stations must have soap, tepid water, disposable paper towels and a garbage receptacle. HAND SANITIZER IS NOT AN ADEQUATE SUBSTITUTE FOR A HAND WASHING STATION.
* Hand wash stations must be placed within “one-quarter mile of each employee’s worksite in the field”, additionally a hand washing station must be placed within one hundred and ten (110 yards or 330 feet) of employees at all times. \* To help with this – place an additional hand washing station near workers or assign an employee to always move the hand washing station nearby when workers move in the field.

Ensure employees are washing their hands in the field by:

* Posting hand washing signs or posters on toilets or hand washing facilities
* Employee training on hand washing procedures (20 seconds) and frequency of hand washing
* Prior to entering the worksite during employee screening
* Have the COVID-MONITORS monitor hand washing by workers

**Hand sanitizer must be provided at high-traffic areas and other strategic locations – for example - vehicles used to transport workers, where a handwashing station is impractical.**

**CLEANING & DISINFECTING**

**Cleaning Your Work Area**

Cleaning and disinfecting your work area is necessary to reduce exposure. We need your help in keeping your work area clean and safe.

Cleaning and Disinfecting in the hop fields are as follows:

* COVID-19 monitors will be hired in each field crew for cleaning and disinfecting of toilet and hand washing stations and shared tools.
* Toilets and Hand Wash Stations common contact areas to clean/disinfect:
* door handles
* dispensers (soap/sanitizer)
* knobs
* garbage can lids
* faucets
* drinking water dispensers
* paper towel dispensers
* trailer jack handles
* other high touch areas
* Shared Tools: Let the COVID-19 monitor know which shared tools need to be cleaned daily (shovels, gardening tools, twining punch guns, machetes, buckets, etc.) \*To help you out, provide each employee with their own tools if possible.
* Any employee using a disinfectant cleaner must be trained by the Safety Department prior to using for chemical safety and cleaning/disinfecting procedures.
* Disinfectant must be EPA-approved for Coronavirus COVID-19.
* Cleaning/Disinfecting must be done before the work shift starts, before/after 1st break, before/after lunch break, before/after 2nd break (7 times a day), or on the timetable required by your State/County.
* If an employee is positive or symptomatic, shutdown the work area and do a deep cleaning/disinfecting of the area/toilets/hand washing/tools before employees can enter or work again.
* Keep adequate cleaning/disinfecting supplies to meet the demands of the cleaning/disinfecting schedule. Accumulate items as needed and order when supplies are running low.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

What can employee’s wear for protection

**PPE = Personal Protective Equipment**

The Company will provide PPE free of cost as it is available for employees according to risk assessments.

|  |  |
| --- | --- |
| Jobs/Positions | PPE That Must be Worn |
| Outdoors in hop fields but working alone | None |
| Outdoors in the hop fields | Keep employees 6 feet apart or more, When passing by employees within 6 feet or less, they must wear * Face Mask
 |
| Outdoors in the hop fields | If working less than 3 feet apart for more than 10 minutes in an hour multiple times a day* N95 Mask or half mask with particulate filters
 |
| Drivers | * If more than 1 person is in a vehicle – Face Masks are required and must be worn
* Face masks must be used in public places during working hours
 |
| Mangers/Supervisors | * Face mask when passing by employees
* Face masks must be used when going to offices
* Face masks must be used in public places during working hours
 |
| Pesticide Applicators/Sprayers | * If working alone – no face masks is necessary
* Applicators still use PPE according to the pesticide label.
* Respirators or Dust Masks N95 for pesticides and chemicals according to the pesticide label
 |
| COVID-19 Monitors | During Temperature Checks:* Medical Mask or N95 (No Face Mask)
* Face Shield
* Nitrile Gloves

Cleaning/Disinfecting* Nitrile Gloves
* Splash Goggles
* Face shield when mixing chemicals
* \* Review the chemical labels for exact PPE.

When not doing Temperature checks or Disinfecting* Face mask when passing by employees (6 feet) or less.
* Face masks must be used when going to offices
 |

**Drivers That Drive Company Vehicles or Moving Equipment (Policy)**

Drivers are most likely to drive alone or with another person. However, due to Covid-19, drivers and equipment operators will have extra responsibilities.

•Vehicles/Moving Equipment that are under this policy: Company pickups, hop trucks, sanitation trucks, backhoes, forklifts, Semi Trucks, Man lifts, Telehandlers, etc.

• Vans – Need additional safety precautions and measures – Contact Safety Department before using.

Drivers must comply with the following during Covid-19:

* Wash your hands before the beginning of the work day, before/after rest breaks, before/after lunch breaks, and after using the restroom.
* You must self-screen for Coronavirus symptoms before the start of each work day and notify your Supervisor if you fail the screening questionnaire. (listed below)
* You must not come to work if you are feeling ill or have any symptoms. (listed below)
* If you drive alone in a company vehicle or equipment, you do not need to wear a face mask
* You cannot have more than 2 people per company vehicle or moving equipment (Man lift for example).
* If you have another person riding with you in a Company Vehicle or equipment, you both have to wear a face mask – no exceptions.
* If you lose a face mask, you must pick another one up at \_\_\_\_\_\_\_\_\_\_\_. located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* You must disinfect your vehicle/equipment at the beginning of each work day. If the vehicle or moving equipment is shared with other employees besides you, you must disinfect it after use.
* Door handles, steering wheel, radio/AC area, seatbelt, rear view mirror, all touch buttons, and glove department and other common touch areas.
* You must be trained on how to use the disinfectant. If you have not received training, contact the Safety Department.

**Self-Screen Questionnaire**

**(DO THIS DAILY & COMMUNICATE VIA PHONE TO YOUR SUPERVISOR)**

Since your last day of work, have you had any of these symptoms that is not attributable to another condition?

* Cough
* Shortness of breath or difficulty breathing
* Or at least two (2) of these symptoms?
* Fever
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell

If the answer is **YES** to any of these questions :

**• IF YOU ARE NOT AT WORK - NOTIFY YOUR SUPERVISOR AND HR VIA PHONE AND DO NOT COME TO WORK. • IF YOU ARE AT WORK ALREADY - NOTIFY YOUR SUPERVISOR VIA PHONE – YOU WILL BE ISOLATED AT \_\_\_\_\_\_(Isolation Site)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AND GIVEN FURTHER INSTRUCTIONS.**

**EMPLOYEE SCREENING & TEMPERATURE CHECKS**

**Screen workers for COVID-19 symptoms and a temperature check before they enter the work site**

We will provide Covid-19 monitors on each work crew to screen employees before entering the work site. These monitors are there to help and assist with symptomatic employees and screening, including cleaning/disinfecting certain areas.

COVID-19 Monitor Responsibilities:

* Follow all policies and procedures that have to do with COVID-19 monitoring
* Keep all records and interactions confidential
* Report any symptomatic employee to the Supervisor, HR and the Safety Department.
* Perform daily temperature checks and screening for all workers at the beginning of the work day, before employees enter the work site.
* Self-screen and self-temperature check and report to Safety Department if feeling ill or symptomatic
* Follow all hygiene rules
* Disinfect common high touch areas in the field
* Fill out paperwork thoroughly and do not use white out.
* Stay 6 feet away from other employees
* Have a hand wash station nearby the screening point

COVID-19 Screening Procedure & Temperature Checks

COVID-19 Monitors on the work crew will do the following screening procedure daily at the beginning of the work day, before employees enter the work site.

1. COVID-19 Monitor must place and pick a screening point for the field daily. Work with the Supervisor for the best possible location.
2. Place a hand washing station near the screening point to visually inspect hand washing is being done before employees enter the site.
3. Vehicles will pull up to the screening point and employees will remain in their vehicle during the screening.
4. COVID-19 monitor will take employee’s temperature using a non-touch thermometer. If an employee’s temperature is at 100.4 degrees or above, they will be sent to isolation at \_\_\_\_\_\_\_\_\_\_\_\_.
5. COVID-19 monitor will ask the following screening questions to employees:

Since your last day of work, have you had any of these symptoms that is not attributable to another condition?

* + - Cough
		- Shortness of breath or difficulty breathing
		- Or at least two (2) of these symptoms?
		- Fever
		- Chills
		- Repeated shaking with chills
		- Muscle pain
		- Headache
		- Sore throat
		- New loss of taste or smell

If yes to any of the questions above – They must notify the Supervisor and the Safety Department, then send the symptomatic employee to the isolation site at \_\_\_\_\_\_\_\_\_\_\_\_\_ for further instructions.

1. Results will be recorded by the COVID-19 Monitor by how many employees were screened and if any said ‘Yes’ to the screening questions or had a fever.
2. If employees say No to all questions and they do not appear ill, they will pass onto the site and wash their hands at the Hand wash station before entering work.

**EMPLOYEES WHO BECOME ILL DURING WORK, ARE SYMPTOMATIC OR FAIL A SCREEN**

In the case of an employee who appears ill, becomes ill or symptomatic during the work day or during the screening process – you must do the following:

**IF AN EMPLOYEE FAILS THE SCREENING PROCESS:**

1. Note the failed screening on the monitor report. Note if there are any other employees in the vehicle as well and take names and phone numbers.
2. Call the Supervisor of the crew and HR of the failed screening.
3. Send the employee (employees inside the vehicle or riding together) to the isolation area at \_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Employees will be given further instructions by the Safety Department and HR
5. Disinfect the thermometer after a failed screening if used.

**IF AN EMPLOYEE GETS ILL DURING WORK OR ARE SYMPTOMATIC**

1. Call the Safety Department and HR and let them know of the symptomatic employee.
2. Do not get close to the symptomatic employee (10 feet apart) and wear a medical mask.
3. Send the employee (employees inside the vehicle or riding together) to the isolation area at \_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Employees will be given further instructions by the Safety Department and HR
5. **Shutdown** the work area and have the COVID-monitor disinfect the work area the symptomatic employee was in, including tools used or vehicle/moving equipment.
6. Worksite will not start up until disinfection and cleaning is done.

**What happens to someone with a failed screen, becomes ill or symptomatic?**

* The employee will be sent home and encouraged to get testing at a free testing facility
* If employee does not have transportation to a testing facility – provide them with a ride to one. Look up free testing locations:

<https://www.yakimacounty.us/2401/Yakima-County-COVID-19-Testing-Sites>

* If providing the employee transportation, the following is required:
* The employee that is going to be tested and the driver that will drive the employee must wear – Medical Mask or N95 mask, face shield, nitrile gloves, and have the windows rolled down in the vehicle for ventilation.

**EMPLOYEE TRAINING**

* All employees including new hired employees must go through Coronavirus COVID-19 safety training.
* All full-time workers and new hires will be trained by either the Safety Department or Human Resource coordinators.
* If an employee says they have not gone through training, notify the Safety Department to setup a training date.
* In trainings – all employees must wear face masks and go through COVID-19 screening and temperature checks and separated by 6 feet or more. Trainings are encouraged outdoors. If indoors, make sure there is adequate ventilation.
* All employees must comply with all safety rules, policies and procedures.

Training Topics to Cover:

1. What coronavirus is
2. The symptoms and when to seek medical attention
3. How the virus spreads
4. Prevention points
5. When to wash your hands
6. Hand wash procedure
7. What is Social distancing
8. PPE maintenance and use instructions (cleaning, replacement, etc.)
9. Driver rules
10. Cleaning/Disinfection in the workplace
11. COVID-19 plan and its contents
12. Lunch/Break Times – encourage social distancing
13. Safety measures taken at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
14. Temperature checks and screening
15. Benefits – State benefits
16. Employee emergency contacts
17. Phone number to make complaints to DOSH

**EMPLOYEE RIGHTS**

An employee has the right to refuse to perform unsafe work, including work made unsafe by COVID-19 hazards.

* Employee’s must report to their Supervisor (train them on this) if a job task is unsafe due to COVID-19.
* Never retaliate if an employee raises a safety concern or refuses to work due to COVID-19

If an employee refused to work due to COVID-19 in the field, follow these steps:

* Take down the employee’s complaint or concern.
* Review the risk assessment or conduct a risk assessment of the task. Usually done by task steps, each step’s potential hazards, and means of engineering controls or PPE to control the potential hazards.
* If the job can be modified to allow social distancing, cleaning/disinfecting and PPE, let the employee know that you have conducted a risk analysis and it is safe to work with set protocols in place (hand washing station, PPE, social distancing or barriers, etc.) \*Most times, employees want clarification or want to see what is being done for their safety. Sharing your risk analysis or having input from them is beneficial. Always maintain a safe social distance to employees when conducting job hazard analysis.
* If the job is deemed unsafe where social distancing is not feasible or engineering controls, cancel the job task until safety measure are in place. (Social distancing/barriers/PPE/Minimizing Workers on the projects as safely allowed)
* If employee still refuse, direct them to HR for next steps.

**EMERGENCY CONTACTS**

PPE/SAFETY CONCERNS/EMPLOYEE CONCERNS

|  |  |
| --- | --- |
| (Name)  | (phone number) |
| (Name)  | (phone number) |

HR CONCERNS/BENEFITS /SYMPTOMATIC EMPLOYEES

|  |  |
| --- | --- |
| (Name)  | (phone number) |
| (Name)  | (phone number) |

**FORM A – SAMPLE COVID-19 MONITOR RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY****LOGO** | **Form** | Form No. | (\_\_) |
| COVID-19 Monitor – Monitoring Record | Rev No. | (\_\_) |
| COVID-19 Plan | Rev Date | (\_\_) |

|  |  |  |
| --- | --- | --- |
| Monitor Name: | Date: | Time of Screening: |
| Thermometer #: | Location/Field #: | Supervisor Name of Crew: |

**Screening**

Explain to the employee that you will take their temperature and ask some screening questions.

|  |
| --- |
| 1. Take the employee’s temperature:

An employee with a temperature of 100.4 degrees and above needs to be isolated – Mark them as a **YES** below.Do not touch the forehead with the thermometer. If you accidently touch the forehead, disinfect it before the next screening.1. Ask Employee:

Since your last day of work, have you had any of these symptoms that is not attributable to another condition? * Cough
* Shortness of breath or difficulty breathing
* Or at least two (2) of these symptoms?
* Fever
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell

If the answer is **YES** to any of these questions: **STOP AND ISOLATE THE EMPLOYEE – CALL THE SUPERVISOR, AND HR ISOLATION STEPS. THEY MUST GO TO THE ISOLATION AREA AT \_\_\_\_\_\_\_\_\_\_\_.**1. Place a **🗸** check mark for either a passed or failed screening below
 |

**Screening Results**

**PASSED SCREENINGS**

If an employee passed the screening temperature and the screening questions, place a 🗸 below in box. Add up the total amount of passed screenings in the total box.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PASSED** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**FAILED SCREENINGS**

If an employee failed the screening temperature or the screening questions, place a 🗸 below in box. Add up the total amount of failed screenings in the total box.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FAILED** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| END SCREENING TIME:  | THERMOMETER DISINFECTED AFTER USE? YES NO |
| MONITOR SIGNATURE:  |

**END SCREENING TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**THERMOMETER DISINFECTED AFTER USE? YES NO**

**MONITOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORM B – SAMPLE CLEANING/DISINFECTING RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY****LOGO** | **Form** | Form No. | (\_\_) |
| Cleaning and Disinfecting – Hop Fields | Rev No. | (\_\_) |
| COVID-19 Plan | Rev Date | (\_\_) |

|  |  |  |
| --- | --- | --- |
| **Cleaner Name:** | **Date:** | **Location/Field #:** |
| **Supervisor Name of Crew:** |

**Cleaning & Disinfecting Record**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 🗸 Check mark boxes after (C) cleaning and (D) disinfection is done | Before the Shift Starts | Before 1st Break | After 1st Break | Before Lunch Break | After Lunch Break | Before 2nd Break | After 2nd Break |
| **Clean & Disinfect 🡻** | **C** | **D** | **C** | **D** | **C** | **D** | **C** | **D** | **C** | **D** | **C** | **D** | **C** | **D** |
| Toilet #1 - Toilet # \_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toilet #2 - Toilet # \_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toilet #3 - Toilet # \_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toilet #4 - Toilet # \_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toilet #5 - Toilet # \_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Wash Station #1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Wash Station #2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Wash Station #3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Wash Station #4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Wash Station #5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eyewash/Shower Station #1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eyewash/Shower Station #2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eyewash/Shower Station #3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eyewash/Shower Station #4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eyewash/Shower Station #5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tools: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tools: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tools: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tools: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Comments:** |

**CLEANER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SAMPLE PROCEDURE FOR SCREENING WORKERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY****LOGO** | **PROCEDURE** | Procedure No. | (\_\_) |
| COVID-19 Monitor – Screening Employees in the Field | Rev No. | (\_\_) |
| COVID-19 Plan | Rev Date | (\_\_) |

|  |  |
| --- | --- |
| **Responsibility:** | COVID-19 Monitor |
| **Reports to:** | Supervisor |
| **Frequency:** | Daily, before employees enter the site |
| **PPE:** | Medical Mask, Face Shield, & Nitrile Gloves, Safety Vest  |
| **Equipment** | Infrared Non-Touch Thermometer, PPE |

1. **PREPARING THE SITE**
2. Pick an easy access entry way where vehicles can safely line up for screening.
3. Place a hand wash station further down from the screening point where it is visible to monitor.
4. Make sure you have done the cleaning and disinfecting of the hand wash station prior to screening.
5. Have your PPE ready and make sure it is clean and in good working condition. (No rips, tears, holes, etc.) Replace if needed.
6. **SCREENING EMPLOYEES**
7. Have the vehicles line up single file at the screening point.
8. Let the employee know you are going to take their temperature and ask screening questions.
9. Take the non-touch thermometer and take the temperature aiming at the forehead. (If the temperature is at 100.4 degrees and above – skip to step C below. Record it on the COVID-19 Monitor Record)
10. Ask the following screening questions in order and have the employee say **Yes** or **No** answers only

•If there is more than one employee inside the vehicle, they must go through the complete screening:

|  |
| --- |
| Since your last day of work, have you had any of these symptoms that is not attributable to another condition?* Cough
* Shortness of breath or difficulty breathing
* Or at least two (2) of these symptoms?
* Fever
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell

If the answer is **YES** to any of these questions : **STOP AND JUMP TO STEP C.** |

1. Direct the employee to drive up to the hand wash station and wash their hands for 20 seconds with soap and water before entering the worksite.
2. Record the total # of Yes and No’s on the COVID-19 Monitor Record.
3. Disinfect the thermometer and clean your PPE before storing it.
4. **FAILED SCREENS AND EMPLOYEES THAT APPEAR ILL**
5. Let the employee know that you are going to isolate them for a failed screen.
6. Direct them out of the screening line and send them to the Isolation Site \_\_\_\_\_\_\_\_\_\_\_ for further information.
7. Call your Supervisor and HR
8. Record the finding on the COVID-19 Monitor Report
9. Disinfect the thermometer after a failed screen
10. **RECORDS**
11. Keep all results confidential except when sharing with the Supervisor, and HR
12. Maintain records and Safety Department will collect all records on a weekly basis or as needed

**SAMPLE PROCEDURE FOR CLEANING AND DISINFECTING**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY****LOGO** | **PROCEDURE** | Procedure No. | (\_\_) |
| Cleaning & Disinfecting – Outdoors/Field | Rev No. | (\_\_) |
| COVID-19 Plan | Rev Date | (\_\_) |

|  |  |
| --- | --- |
| **Responsibility:** | COVID-19 Monitor |
| **Reports to:** | Supervisor |
| **Frequency:** | Daily, before employees enter the site, before/after morning and evening rest breaks, before and after lunch break = 7 times/day |
| **Chemicals:** | ADD THE NAME OF THE DISINFECTANT AND CLEANER |
| **Mixing Instructions:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Hazards:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PPE:** | Splash goggles, nitrile gloves. READ THE LABEL FOR PPE REQUIREMENTS |
| **Equipment** | Cleaner, disinfectant, hand scrubber, paper towels |

1. **PREPARING THE SITE**
2. Have your PPE ready and make sure it is clean and in good working condition. (No rips, tears, holes, etc.) Replace if needed.
3. Have the chemicals ready and if running low – Call the Safety Department for replacements.
4. **FREQUENCY**
5. Cleaning must be done on the following schedule:
* Before the shift/work day starts. (1)

(Monitors must start 30 minutes before the work day to disinfect high touch-areas.

* Before and After 1st Break (2)(3)
* Before and After Lunch Break (4)(5)
* Before and After 2nd Break (6)(7)
1. **CLEANING**
2. Clean all high touched surface areas in the field with soap and water solution. This includes – all portable toilets in your crew, shared tools, and hand washing stations.
3. Remove all dirt and debris before applying disinfectant
4. On toilets clean – high contact areas include: door hand handles, and trailer jack handle.
5. On hand washing stations clean – high contact areas include: all faucet buttons, soap dispensers, paper towel dispenser, trash can lid (plastic), drinking cup holder, eye wash holder.
6. Eyewash/Shower Station on toilets if applicable clean – high contact areas – shower pull handle, eyewash handle.
7. Shared Tools: Ask the Supervisor if there are any shared tools that need to be disinfected
8. **DISINFECTING**
9. Using the disinfectant – spray all high contact surface areas with the areas listed in section C.
10. Leave the disinfectant on the surfaces for 10 minutes. Allow it to air dry. READ LABEL FOR DIRECTIONS
11. **ONCE CLEANING/DISINFECTION IS DONE**
12. Clean and disinfect any items used to clean high contact surfaces – hand scrubbers, sponges, etc.
13. Put the chemicals in an area that is secure from other employees grabbing it.