



COVID-19 Guidance and Resources for Ag Operations

We're in unprecedented times as we all work to respond to the coronavirus (COVID-19) pandemic. Zenith has always been a long-term partner for our customers, and our thoughts and well wishes are with those affected. To help you address the unique needs specific to your agricultural operation, our Zenith experts have specifically selected the resources in this document to help you deliver information to your employees and help prevent the spread of illness while conducting essential business. We also offer simplified guidance to communicate, inform, and address needs within agriculture operations.

Our experts are available to help you find creative solutions to manage and educate personnel through these challenging times. Safety and HR experts are also ready, through [Zenith Solution Center](#)[®], to answer questions specific to your unique situation.

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1. COMMUNICATION

Effective communication and leadership support are essential to support your employees and maintain business continuity during this sensitive time. Here are some action points to get you started:

- **Promote accurate information:** Accuracy establishes credibility. Share information from the Centers for Disease Control & Prevention (CDC) about the [signs and symptoms](#) of COVID-19, [who is at risk](#), treatment and care options, when to [seek medical care](#), and [what to do if someone is sick](#).
- **Promote Action:** Provide employees with [expectations](#) that are immediately actionable. Keep [action messages](#) simple, short, and [easy to remember](#). Consider communication barriers such as limited English proficiency, and avoid limiting access to information.
- **Be Credible:** Acknowledge when you don't have enough information to answer a [question](#). Information about this disease increases and changes every day. Work with the appropriate experts to get an answer depending on the situation.
- **Express Empathy:** Disease outbreaks can cause fear and disrupt daily lives. Acknowledging employees' personal feelings, [family and daily life](#) concerns, and other challenges shows you are considering their perspective when addressing issues.
- **Communicate with respect:** Respectful communication is particularly important when people feel vulnerable. Actively listen to issues and solutions brought up by employees. Acknowledge different [cultural beliefs](#), and work with your team to adapt behaviors and promote understanding.
- **Look for new ways to communicate:** Text messaging may be the easiest way to reach a lot of employees quickly. Consider setting up a private social page or group where people can go for information and update regularly.
- **Focus on health and safety:** Let your team know you're putting extra precautions in place to keep your workplace safe. Encourage them to assist and let them know that not only does their work have value to you, but they as individuals have value, and that you want to ensure their well-being.

2. EMPLOYER RESPONSIBILITIES

As COVID-19 understanding increases, health officials are releasing guidelines for maintaining public health. As you implement new policies and expectations, you must clearly communicate these to your employees and confirm these are understood, including:

- Ensure special procedures are in place to meet orders issued by your local officials, including mandated "Shelter in Place" or "Stay at Home" orders.
- Provide travel certificates to help employees clarify to authorities their need to travel on food/Ag business ([travel certificate sample- employee](#) & [travel certificate sample](#) for transporting food/Ag supplies).
- Implement procedures and expectations to safely [clean and disinfect](#) frequently used surfaces.
- Determine if additional/[temporary hand wash stations](#) are needed.
- Provide adequate time and space for employees to clock in/out while maintaining a safe distance from each other.
- Provide training on COVID-19 [signs, symptoms](#), and [prevention](#). Ensure materials are available in languages employees can understand.
- Identify key processes, tasks, and products. Cross-train employees in order to fill backup positions in case key employees must stay home.
- Be responsive to the personal needs of each employee. Populations [at risk](#) include individuals over the age of 65, residents and farmworkers with underlying health issues, residential care patients, and those who care for these individuals.
- When feasible, encourage additional spacing of employees while harvesting and processing to support safe social distancing.
- Finding opportunities to pre-plan or perform activities ahead of time (e.g., pre-assembly of cartons, pre-staging of raw material, etc.) to help reduce personal interaction.
- Understand which of your employees can use alternative work options such as work from home (e.g., administrative staff).
- Be responsive to [state guidance](#) and respectful of [local authorities'](#) decisions related to that guidance.

3. EMPLOYEE RESPONSIBILITIES

Facts, education, and personal actions are key elements to slowing the spread of any disease. Set expectations for employees and ensure they:

- [Stay at home](#) if they are sick and avoid close contact with others.
- Refrain from shaking hands, hugging, or touching others.
- Clean [surfaces](#) before and after use in break rooms, common areas, and when using shared equipment.
- Avoid touching their mouth, nose, and eyes to avoid [transferring germs](#).
- [Cover their mouth](#) and nose with a tissue when coughing or sneezing (and immediately discard it). If no tissues are available, cover mouth with shoulder or elbow. Then wash hands.
- Wash/sanitize hands [multiple times](#) daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the bathroom.
- [Wash hands](#) with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, cups, gloves, etc.).
- Keep a minimum distance of 6 feet from others when possible, per CDC recommendations.
- Instruct employees that practicing good hygiene includes removing their work shoes before they enter their homes and quickly changing their clothes to reduce potential exposure inside their house.

4. SYMPTOMATIC AND SICK EMPLOYEES

Watch for symptoms among employees throughout the COVID-19 alert established by your city and health department. Employers should be prepared to respond when identifying sick employees. The following guidelines are a good starting point:

Set Expectations:

- Stress the importance for employees to not come to work if either they or anyone who lives with them are sick. [Postings](#) in key areas such as entrances, hallways, and bathrooms can help remind sick employees to stay home.
- Assign a point person to monitor employee attendance and watch for employees experiencing COVID-19 symptoms. Consult with a physician for proper and safe monitoring guidelines.
- Require employees to report if they have traveled to a high-risk area in the last 14 days or if they've been in contact with someone who has been diagnosed with COVID-19 or is experiencing COVID-19 symptoms.
- Employees who develop COVID-19 or other flu-like symptoms at work should be sent home immediately.

Employee Monitoring:

- Observe employees when they arrive at work.
- Establish a process to inquire if anyone has experienced fever, cough, or difficulty breathing.
 - If ill, the employee should be sent home immediately and instructed to contact a medical professional by phone before going to a medical facility. Another option is to contact a doctor who practices via telemedicine. Consider if your employee needs help or guidance to contact a medical professional, or getting information ([English](#) / [Español](#)).

If an employee tests positive for COVID-19 infection:

If an employee is diagnosed with COVID-19, your priority is to prevent further spread to other individuals.

- If the employee is at work, send them home.
- Contact your [local health department](#) and follow the protocols recommended.
- Clean and disinfect areas immediately using proper disinfection procedures and personal protective equipment.
- Document the infected employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently, times of travel, and the last day worked.
- Identify anyone who has had contact with the employee while symptomatic and contact them, but maintain confidentiality.
- Sick employees should follow the CDC's guidelines of what to do if they are sick with COVID-19 ([English](#) / [Español](#))

Employers should consult with your local health department for additional guidance.

5. VISITORS, CUSTOMERS, AND VENDORS

If government and/or officials have issued “shelter in place” or “stay at home” orders, you should limit access to only those employees necessary for the operation. Do not allow access to [visitors](#). Apply the following measures for vendors and other external individuals with a business need to access your property:

- Sick individuals should not be allowed to access your property. Place [notices](#) at facilities, offices, and other entrances.
- Vendors must be approved before arriving, and employees should keep 6 feet of separation from any vendor.
- Consider limiting interaction with customers to reduce employees’ exposure. If possible, emphasize online ordering for direct-to-consumer sales with outside pick-up or delivery options.
- Consider visitor policies for [farms and on-farm deliveries](#).
- Establish procedures to limit contact with public at food stands and [farmers markets](#).

6. GROUP GATHERINGS

Having procedures in place to maintain a distance of 6 feet between your employees will help you avoid spreading illness during work activities and breaks:

- Reduce meetings and group gatherings to essential communication only. Limit group size according to guidelines issued by your local health department.
- Limit personal contact and grouping in buildings and outdoor worksites.
- Limit the number of people using common areas (e.g., cafeterias, break areas, smoking areas, lobby, and main entrances).

7. WORKPLACE CLEANING

Ensure special procedures are in place to clean and disinfect the workplace:

- [Sanitize workspaces](#) throughout the day.
- Sanitize administrative, shipping/processing facilities, and other enclosed spaces multiple times throughout the day.
- Focus on [commonly touched areas](#) including door handles, light switches, bathroom areas, lunchroom tables and chairs, kitchen areas, shared space and facilities, time clock areas, shared computers, and tools.
- Sanitize workstations. If workstation is considered a direct produce contact surface, use [proper cleaning agents](#).
- Follow cleaning and sanitation procedures for shared vehicles and equipment (e.g., forklifts, golf carts, trucks, etc.).
- Ensure employees avoid sharing tools whenever possible. If tool sharing is needed, properly sanitize between use.
- [Sanitize](#) common areas multiple times daily, with special cleaning procedures during off hours, before, and after shifts.
- Use [sanitizer and/or disinfectant spray](#) to [deep clean](#) common areas with special focus on lunchrooms, meeting rooms, time clock areas, office, and all other common rooms and facilities.
- Ensure portable and permanent bathrooms are serviced and [disinfected](#) at regular intervals.

8. EMPLOYEE HOUSING

It is appropriate and highly recommended to establish and define expectations for residents of [employee housing](#), including:

- Practice social distancing and, when required, follow “shelter in place” recommendations.
- Train residents on proper [household hygiene](#) and [housekeeping expectations](#).
- Establish regular [inspections](#) of premises to ensure residents follow housekeeping expectations.
- Have residents [conduct themselves](#) as if they are a risk to others. For example, wash hands frequently and disinfect all surfaces they have touched when sharing common areas.
- Create reminders for residents to avoid touching their faces and to cover coughs and sneezes.

- Instruct residents to wash their hands with soap and water for at least 20 seconds after entering residence and at regular intervals.
- Instruct residents to refrain from shaking hands, hugging, or touching others.
- Set expectations for residents to [disinfect](#) surfaces like doorknobs, tables, and other common surfaces regularly.
- Provide cleaning solutions and utensils to help residents follow these practices.
- Increase ventilation by opening windows or adjusting air conditioning.
- If possible, provide a protected space for higher risk residents.
- Limit sharing of food and utensils.
- Limit games, group fitness activities, parties, and other social gatherings that don't follow social distancing recommendations.
- Encourage residents to find other ways to be social that don't involve group gatherings.

9. EMPLOYEE TRANSPORTATION

It is appropriate and highly recommended to establish and define expectations for drivers and passengers using company vehicles or other forms of group transportation:

Drivers:

- Help drivers by establishing guidelines for how many passengers are allowed to ride in one vehicle.
- Expect drivers to be considerate of passengers' social distancing when transporting employees.
- Establish procedures to clean and [sanitize](#) transportation vehicles prior to and after use. This includes frequent contact areas such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner and radio buttons, glove box, mirrors, armrests, and vehicle keys.
- When possible, provide hand sanitizer in vehicles to disinfect hands.
- Instruct employees to use a disposable protective barrier like a paper towel, plastic bag, etc., when fueling vehicles, especially when touching the fuel pump, credit card station, and other surfaces. Once used, the barrier item should be disposed and the driver should then use hand sanitizer, or better yet, wash his/her hands.
- Instruct drivers to increase ventilation within vehicles, and when possible, keep the windows open.

Passengers:

- Instruct passengers to follow all [precautions](#) to avoid the spread of the virus (e.g., maintain social distancing, cover coughs and sneezes, wash/sanitize hands).
- Sick employees should not participate in group travel.
- Expect passengers to assist in cleaning vehicle surfaces they have touched.
- Passengers should refrain from eating, drinking, or sharing food in vehicles.

10. OPERATION-SPECIFIC GUIDELINES

The following resources provide operation-specific information and guidelines:

DAIRIES

- [COVID-19 Coronavirus and your Dairy \(PPT\)](#)
- What You Need to Know About COVID-19 in Your Dairy ([English/ Español](#))
- [Animals and Coronavirus Disease](#)

GROWING

- [Safety Guidance for Agricultural Operations During COVID-19 Outbreak](#)
- [Advisory for Agricultural Worker Protection During COVID-19 Crisis of the Central Coast of California](#)
- [Considerations for Fruit and Vegetable Growers Related to Coronavirus & COVID-19 University of Vermont](#)

FOOD PROCESSING AND PACKING

- Food Facility COVID-19 Strategy Checklist ([English/Español](#))
- [Retail & Food Manufacturing Procedures for Sanitization and Diagnosed Employees](#)

HORTICULTURE

- [Interim Guidance for Horticulture](#)

FARMERS MARKETS

- [COVID-19 Guidance for Farmers Markets](#)

SWINE

- [Practical Biosecurity Recommendations to Prevent COVID-19 in Farm Workers](#)
- [Farms and On-Farm Deliveries](#)

11. DEFINITIONS

Congregate settings: Crowded public places where close contact with others may occur, including shopping centers, movie theaters, and stadiums.

Critical Infrastructure: Body of systems, networks, and assets that are so essential their continued operation is required to ensure security, the economy, and the public's health and safety. Food and Agriculture is a critical infrastructure sector.

Shelter In Place: To seek safety within the building one already occupies, rather than evacuate the area or seek a community emergency shelter.

Social Distancing: Remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet) from others when possible. With COVID-19, the goal of social distancing right now is to slow the outbreak, reduce the chance of infection among [high-risk populations](#), and reduce the burden on health care systems.

Travel Certificate: Document to help employers and their employees prove they are allowed to travel within the United States, despite other travel bans. Various associations provide [travel certificate samples](#) to food and Ag employers that can be customized for employee travel. There is also a [travel certificate sample](#) for transporting food/Ag supplies.

12. RESOURCES


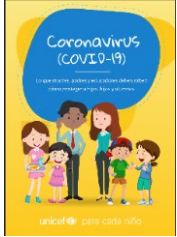
GENERAL

[Essential Critical Infrastructure Workers](#)
[OSHA Fact Sheet](#)
[OSHA Guidance on Preparing Workplaces for COVID-19](#)
[CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(Covid-19\)](#)
[U.S. Department Of Labor Guidance Explaining Paid Sick Leave And Expanded Family and Medical Leave Under The Families First Coronavirus Response Act](#)
[Federal Employee Rights Under The Families First Coronavirus Response Act – Department of Labor](#)
[Food Industry Recommended Protocols When Employee/Customer Tests Positive for COVID- 19](#)
[Coronavirus Relief Resources for US Business Owners](#)
[Coronavirus Emergency Loans: Small Business Checklist](#)
California Corona Virus Response [Toolkit](#)
Travel Certificate Sample – [Employees](#), [Transportation of Ag Related Goods](#)
Essential Worker Card – [Sample](#)

COVID-19 SIGNS AND SYMPTOMS

- 1) **Print Resources:** The CDC has available documents, including posters and handouts on the following topics in a variety of languages:
 - 15 Days to Slow the Spread – Handout ([English](#) / [Español](#))
 - What You Need to Know – Handout ([English](#) / [Español](#))
 - Share Facts About COVID-19 – Handout ([English](#) / [Español](#))
 - Symptoms of Coronavirus Disease – Poster ([English](#) / [Español](#))
- 2) **Videos and Audio Resources:** Various Sources
 - Signs and Symptoms (Washington Post) – Video ([English](#))
 - Signs and Symptoms (Gobierno de Salud, Perú) – Video ([Español](#))
 - Signs and Symptoms (Radio Indígena) – Audio Resource ([Mixtec](#))
- 3) Symptom comparison: COVID-19 vs. Cold vs. Flu vs. Allergies (English)
- 4) [Treatment and Care Options](#) (English)



EMPLOYEE HYGIENE	<ol style="list-style-type: none"> 1) CDC Resources include posters and handouts in Spanish, English, and other languages: <ul style="list-style-type: none"> • Stop the Spread of Germs Poster (English / Español) • Wash Your Hands Poster (English / Español) • Stay Home When You Are Sick – Poster (English) • What to Do if You Are Sick – Poster (English / Español) • What You Need to Know About Handwashing – Video (English / Español) 2) UMASH – Don't Spread Germs – Wash Your Hands – Poster (English / Español) 3) CDPH Resources: Do I Need to Get Tested for COVID-19? – Poster (English) 4) California Strawberry Commission – Available in Mixtec <ul style="list-style-type: none"> • Hand Hygiene Guidance – Video (English, Español, Mixtec) • Prevent Spreading Disease by Not Coming to Work – Video (English, Español, Mixtec) • Entry Poster for Employees – Stay Home – Poster 5) Employee Expectations – Gobierno de México (Español) 	 <p>A poster titled "STOP THE SPREAD OF GERMS" with the subtitle "Help prevent the spread of respiratory diseases like COVID-19". It features six panels with icons and text: 1. "Don't cough or sneeze into your hands." 2. "Don't touch your face with your hands." 3. "Avoid close contact with people who are sick." 4. "Avoid crowded places and indoor spaces with poor ventilation." 5. "Don't share items like cups, food, and toothbrushes." 6. "Wash your hands often with soap and water for at least 20 seconds." The poster includes the CDC logo and the URL "cdc.gov/COVID19".</p>
VISITORS	Entry Poster for Visitors - Office Doors Farms and On-Farm Deliveries	
WORKPLACE CLEANING AND DISINFECTION	CDC Cleaning and Disinfection Guidelines OSHA Disinfection Decontamination Facts (English / Español) List of Products Meeting Criteria for Use Against COVID-19 Comparison of Sanitizers Adequate For Food Contact Surfaces List of Frequently Touched Surfaces (English / Español) Cleaning vs. Sanitizing Work Surfaces – AgSafe – Video (English / Español) Instructions to Build Temporary Hand Washing Station	
EMPLOYEE TRANSPORTATION	Group and Public Transportation (Spanish only)	
EMPLOYEE HOUSING	Important Information for Migrant Labor Housing and Coronavirus (English / Español) Labor Housing General Guidelines (English / Español) Orientation Guide for Occupants of Farm Housing Housing Quality Checklist Disinfecting Your Facility if Someone Is Sick (English Only) Preveniendo la Transmisión de Enfermedades Respiratorias en el Hogar (Spanish Only)	
WELLNESS & FAMILY	How Should I Explain What Is Happening to My Children? Helping Children Cope with Coronavirus Response CDC Resources if You Are Sick or Caring for Someone SARS-CoV-2 and Domestic Animals Including Pets Guidance for Pet Owners Healthy Habits for Immune Support	 <p>A poster titled "Coronavirus (COVID-19)" with a blue background and a yellow circle containing the text "Coronavirus (COVID-19)". Below the circle is a cartoon illustration of a family (two adults and three children) standing together. At the bottom, it says "unicef para covid-19".</p>
ANSWERS TO FREQUENTLY ASKED QUESTIONS	University of California Davis Western Center For Agricultural Health and Safety FDA Coronavirus Disease 2019 (COVID-19) FAQ (English / Español) Institute of Food Safety at Cornell University FAQs for H-2A Employers Regarding COVID-19 KPA FAQ: How to Manage COVID-19 Anxiety & Safety at Work Families First Coronavirus Response Act: Questions and Answers	

<p>MYTHS AND EXPLANATIONS</p>	<p>WHY USE PREVENTIVE MEASURES / LOS PORQUE DE LAS MEDIDAS DE PREVENCIÓN (These resources were developed by Secretaria de Salud, Gobierno de Mexico and unfortunately are not available in English)</p> <p>Why should I wash my hands? (Español) Why should I go to the doctor? (Español) Why should I cover my mouth when sneezing? (Español) Why should I maintain proper hygiene in my surroundings? (Español) Why should I refrain from spitting on the floor? (Español) Why should I refrain from touching my face? (Español) Why should I shelter in place? (Español)</p> <p>MYTH BUSTERS/CLARIFICACION A MITOS Y CREENCIAS</p> <p>The World Health Organization has developed myth busters in English to address emerging questions in the US related to COVID-19 (new myths added frequently).</p> <p>The Secretaria de Salud, Gobierno de Mexico has developed myth busters in Spanish to address emerging questions among Latino populations related to COVID-19 (new myths added frequently).</p> <div data-bbox="404 730 935 1037" data-label="Image"> <p>The infographic explains that thermal scanners are effective at detecting people with a fever, but cannot detect those who are infected but not yet sick. It notes that it takes 2 to 10 days for infected individuals to become sick and develop a fever. The image includes a person with a suitcase and a thermometer.</p> </div> <div data-bbox="959 730 1500 1037" data-label="Image"> <p>The infographic addresses the myth that garlic can prevent COVID-19 infection. It states that while garlic is a healthy food, there is no evidence that eating it protects against the virus. The image shows a smiling garlic character.</p> </div>
<p>PUBLIC HEALTH DEPARTMENT LINKS</p>	<p>DATABASE ALL STATES</p>
<p>NEED MORE HELP?</p>	<p>Zenith Solution Center – <i>Ask the Safety Expert</i> and <i>Ask the HR Expert</i></p>

This document includes various reference sources and is designed to give employers with general information and guidance. The content should not be construed as legal advice or be considered as a substitute for legal advice. Zenith Insurance Company (Zenith) makes no representations or warranties, express or implied, guarantees or conditions of compliance with applicable laws or regulations and such compliance is ultimately the responsibility of the employer. Zenith assumes no liability for consequential or other damages attendant to the use of any materials referenced here.