

Worksite Specific COVID-19 Prevention Plan

COVID-19 General Checklist Items	Procedure (write a short statement on how to address checklist item)	Frequency	Resources Needed (gloves, signage, barriers etc.)
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Worksite Plan			
1	Person(s) responsible for implementing the plan.		
2	A risk assessment and the measures that will be taken to prevent the spread of the virus.		
3	Training and communication with employees.		
4	Process to check for compliance and to document and correct deficiencies.		
5	A process to investigate COVID cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.		
6	Update the plan as necessary to prevent further cases.		

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Employee Training				
1	Information on COVID-19, preventing spread, and who is especially vulnerable.	Addressed in training	Initial and as needed	PowerPoint
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	Addressed in training	Initial and as needed	PowerPoint
3	The importance of not coming to work if any symptoms are present, or if someone you live with has been diagnosed with COVID-19.	Addressed in training	Initial and as needed	PowerPoint
4	When to seek medical attention.	Addressed in training	Initial and as needed	PowerPoint
5	The importance of hand washing.	Addressed in training	Initial and as needed	PowerPoint
6	The importance of physical distancing, both at work and off work time.	Addressed in training	Initial and as needed	PowerPoint
7	Proper use of cloth face covers.	Addressed in training	Initial and as needed	PowerPoint

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Individual Control Measures & Screening			
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1	Symptom screenings and/or temperature checks.			
2	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.			
3	Frequent handwashing and use of hand sanitizer.			
4	Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such and handline commonly touched items or conducting symptom screening.			
5	Wear cloth face covers when employees are not required to wear respirators for other hazards and are in the vicinity of others.			
6	Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.			

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Cleaning & Disinfecting Protocols			
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1	Perform thorough cleaning in high traffic areas.			
2	Frequently disinfect commonly used surfaces.			
3	Clean and sanitize shared equipment between each use.			
4	Clean touchable surfaces between shifts or between users, whichever is more frequent.			
5	Ensure delivery vehicles, vehicle cabs and equipment are cleaned before and after delivery routes and carry additional sanitation materials during deliveries.			
6	Avoid sharing phones, other work tools or equipment wherever possible.			

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7	Ensure that sanitary facilities stay operational and are stocked at all times.		
8	Stagger breaks if feasible to ensure physical distancing.		
9	Clean restrooms frequently.		
10	Use products approved for use against COVID-19 on the EPA-approved list and follow product instructions and Cal/OSHA requirements.		
11	Provide time for workers to implement cleaning practices before, during, and after shifts; consider hiring third-party cleaning companies.		
12	Consider upgrades to improved air filtration and ventilation.		

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Physical Distancing Guidelines			
1	Implement measure to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g. floor marking, colored tape, or signs to indicate two where workers should stand).		
2	Minimize exposure between workers where physical distancing cannot be maintained, using barrier such as Plexiglas. Where barriers are not feasible, employee should wear face covers.		
3	Adjust safety meetings to ensure physical distancing and use smaller individual safety meetings at the workplace to maintain physical distance.		
4	Utilize work practices if needed and feasible to limit the number of workers and maintain physical distancing.		
5	Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.		
6	Consider providing individual water bottles instead of water containers and cups.		
7	Designate drop-off locations to receive deliveries away from on-farm high traffic areas.		