

# Cal/OSHA COVID-19 General Checklist for Agricultural Employers

May 26, 2020

This checklist is intended to help agricultural employers implement their plan to prevent the spread of COVID-19 in the workplace. Refer to [Cal/OSHA's Safety and Health Guidance on COVID-19 Infection Prevention for Agricultural Employers and Employees](#) for additional information and guidance.

## Employee Training (Topics that should be covered)

- COVID-19 symptoms and when employees should seek medical help.
- How COVID-19 is spread.
- How an infected person can spread COVID-19 to others even when they are not sick
- The employer's plan for screening workers for COVID-19.
- How employees can protect themselves and prevent the spread of COVID-19.
- Wash hands and scrub with soap for at least 20 seconds:
  - When employees arrive and before they leave work.
  - Before and after eating or using the toilet.
  - After close interaction with other persons.
  - After contacting shared surfaces or tools.
  - Before and after wearing a mask or gloves.
  - After blowing nose, coughing or sneezing.
  - Explain that hand sanitizers are not as effective as hand-washing but can be used as an interim measure if a hand-washing station is not immediately available.
  - Time spent hand-washing is compensable as nonproductive time for piece-rate workers.
- Avoid social greetings with contact such as handshakes and hugs.
- How to properly use cloth face covers and what they do, including:
  - CDC guidelines** that everyone should use cloth face covers when around other persons.
  - Cloth face covers can help protect persons around the user of the cloth face cover when combined with physical distancing and frequent hand washing.
  - Cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
- Avoid touching eyes, nose and mouth.
- Cough and sneeze into their elbows or a tissue and immediately dispose of tissue.
- Safely use cleaners and disinfectants:
  - Carefully follow label directions.
  - Assess the hazards of all cleaners and disinfectants used.
  - Wear personal protective equipment (gloves, etc.)

*(continued on next page)*

- Ensure cleaners and disinfectants are used in a manner that does not endanger employees.
- Limit close contact with others, maintain at least six feet of separation.
- Remind employees not to come to work if they have frequent cough, fever or difficulty breathing, or if they live with or have had close contact with someone who does.
- Educate employees on paid sick leave benefits and other benefits offered, including supplemental paid sick leave under federal law and under **Executive Order N-51-20** and workers' compensation benefits under **Executive Order N-62-20**.
- Discuss the employer's plan and procedures to protect employees from COVID-19 illness.
  - Report to a supervisor when beginning to feel symptoms.

## **Procedures to Prevent the Spread of COVID-19**

- Screen employees for COVID-19 symptoms when they arrive at work, observe for symptoms throughout the day and immediately send workers home or to medical care if they have acute respiratory illness symptoms.
- Establish procedures to notify local health officials upon learning that someone has a COVID- 19 infection.
- Encourage workers to report their condition to their supervisor if they feel sick and ask them to stay home, and do not punish them for missing work due to an illness.
  - Advise employees about any available sick leave benefits for agricultural workers, including paid sick leave under the federal Families First Coronavirus Recovery Act (for agricultural employers with fewer than 500 employees) and Governor Newsom's Executive Order N-51-20 (for agricultural employers with 500 or more employees).
  - Educate eligible employees on other possible benefits.
- Provide face covers or encourage employees to use their own face covers, and ensure they are used in accordance with CDC guidelines.
- Establish procedures to more frequently clean and disinfect commonly touched surfaces and objects, including restrooms, door handles, tools and equipment, water jug spigots, benches, tables, trashcans, seat belts and insides of toilet facilities.
  - Use EPA-approved products according to the manufacturer's instructions when cleaning and disinfecting.
  - Provide employees with EPA-registered disposable wipes to sanitize commonly used surfaces before use.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
- Ensure adequate cleaning supplies are readily available.
- Ensure handwashing facilities, including soap and paper towels, are readily available.
- Frequently check supplies of soap and paper towels.
- Ensure restrooms are kept clean and sanitary.
- Ensure handwashing facilities are located at or near restrooms.
- Ensure additional handwashing facilities and supplies are placed as close to work areas as possible.
- Ensure employees are encouraged to frequently use washing facilities.
- Ensure employees are instructed to not share tools or equipment and/or to sanitize between uses.

## Procedures to Increase Physical Distancing

- Use a stick or tape measure to demonstrate six feet of distance (wherever it is practiced whether outdoors, in vehicles or in structures).
- Provide adequate time and space for workers to clock in and out at the beginning and end of the work shift without crowding.
- Adjust work practices, work stations, line speeds and other processes to enable employees to maintain safe physical distancing.
- Stagger breaks and lunch times.
- Limit crew sizes by staggering shifts or increasing the number of shifts.
- Provide additional seating and shade structures to allow employees to be at least six feet apart.
- Hold meetings and trainings in small groups so workers can maintain six feet of distance between each other.
- Discourage employees from large gatherings and encourage physical distancing during non- work hours.
- Encourage employer-housed workers to be proactive in physical distancing and take affirmative steps to quarantine any housed workers exhibiting symptoms.
- Establish locations for receiving regular deliveries away from on-farm high-traffic areas and housing.
- Create specific written instructions for deliveries.
- Provide signage that easily identifies drop-off points, including contact information.
- Place drop-boxes or drop-off locations near the road so vehicles do not need to enter the farm.



## Checklist Revision and Updates

- May 26, 2020: Added information on the government sponsored leave benefits and Governor's Executive Order 51 and 62.

