



## **Elmwood Stock Farm**

### **Standard Operating Procedures Under COVID-19**

All staff are required to read and follow these guidelines, in addition to the USDA GAP and FSMA food-safety protocols already in place.

#### **I. Summary of practices**

Elmwood Stock Farm has held national, third-party food-safety certification through the US Department of Agriculture Good Agricultural Practices program for several years. As the COVID-19 pandemic developed, Elmwood Stock Farm implemented additional food- and employee-safety protocols per CDC and OSHA recommendations. These are outlined in this document.

Our family farm business is dedicated to the safety of our employees while providing essential services to our community. In summary, Elmwood Stock Farm is implementing the following practices:

- We are requiring that employees who feel ill do not come to work.
- We are providing paid time off per our own employee handbook and the Families First Coronavirus Response Act.
- We are ensuring administrative employees are able to work remotely.
- We are asking that all employees wash their hands thoroughly and follow CDC guidelines to prevent illness.
- We are practicing social distancing as possible given the nature of our work and wearing masks when working in proximity to one another.
- We are ensuring our office, post-harvest handling, order fulfillment and other work spaces are regularly cleaned and sanitized.

## II. Staff Health

### A. Health Checks

- All employees are asked to self-screen at least once every 24 hours and report unusual results to their manager. Self-screening includes the questions:
  - Have you had any of the CDC-recognized COVID-19 symptoms since your last day at work?
  - Is there anyone in your household who is showing COVID-19 symptoms or who has been diagnosed with COVID-19?
  - Have you been in close contact with anyone exhibiting signs or symptoms of fever, persistent cough or shortness of breath consistent with COVID-19 who has not been tested or is still awaiting testing?
- Employees' daily health checks also ensure employees do not have a fever. They are asked to take their temperature at least once every 24 hours, ideally just before going to work, and are required to have a no-contact temperature check immediately upon arriving on the farm. The on-farm temperature check must be verified by another staff member. If temperature is 100.4 degrees F or higher, staff member will be asked to stay home until their temperature returns to normal and remains normal for 72 hours. This is paid time off, and the farm will assist them in seeking COVID-19 testing, if needed.

### B. Staff Exposure

If staff are exposed to the virus (e.g., live with someone who has confirmed or presumptive COVID-19 or receives a contact tracing call), they must self-isolate for 14 days after exposure to ensure no symptoms develop before returning to work.

### C. Illness Reporting

If an employee tests positive for COVID-19, Elmwood Stock Farm will notify the Scott County Health Department and all other members of staff and will cooperate with public health officials.

D. Employees missing work due to illness from or exposure to COVID-19 will receive paid time off per the [Families First Coronavirus Response Act](#) and additional sick leave as outlined in Elmwood Stock Farm's employee handbook. The Families First Coronavirus Response Act provides paid sick leave and expanded family and medical leave for employees needing to care for children and others related to the virus. (See the *Families First Coronavirus Response Act: Employee Paid Leave Rights* document attached to this SOP.)

### III. Personal Hygiene

A. Following food-safety protocols, staff continue to practice proper [hand hygiene](#), per CDC guidelines.

- Everyone washes their hands each time they enter the main farm building; before and after eating; after using the restroom; after blowing their nose; after coughing or sneezing into their hands; and as needed throughout the day.
- Hand-washing sinks and hand sanitizers are provided.
- Staff making deliveries will use hand sanitizer in between stops.

B. Staff are asked to avoid touching their eyes, nose and mouth throughout the day.

C. Employees are asked to monitor their health. Sick employees must stay home. Paid sick leave is provided.

### IV. Personal Protective Equipment

A. Masks (cloth or disposable) will be worn in the following situations when social distancing is difficult:

- Working in the packing shed with more than 1 person
- Working or meeting in the office area
- Harvesting in smaller or confined areas with more than 1 person – e.g. tunnels
- Sitting side by side on the back of the transplanter
- Working at a CSA point, the on-farm store and farmers market; having face-to-face interaction with customers; or making deliveries
- Hooking up tractor implements in a team
- Administering first aid

B. All staff members are provided with at least one cloth face mask for every two days worked per week so they have time to launder the masks between uses. Disposable masks are available, as needed.

### V. Disinfection

- Our daily chores include disinfecting commonly used surfaces. Additional disinfection is done on an as-needed basis.
- Disinfection will be performed using bleach at the [CDC-recommended dilution rate](#).

- High-touch surfaces disinfected include but are not limited to:
  - Light switches
  - Door handles
  - Lock box keypad
  - Work tables
  - Carts
  - Refrigerator, cooler and freezer handles
  - Cabinet door handles
  - Desktop and desk-drawer handles
  - Sink/faucet handles
  - Water hydrant handles
  - Hose nozzles
  - On/off switches on brush washer, salad spinner and power washer on harvest and packing days
  - Cooler handles
  - Harvest totes on harvest days
  - Lids of salad spinners on harvest and packing days
  - Scales on harvest and packing days
  - Knives, sheaths, pruners, and other harvest tools on harvest days
- After using a shared vehicle, each employee is asked to wipe down surfaces with disinfectant, including:
  - Door handles
  - Window handles
  - Steering wheel
  - Console/controls
  - Seat, when possible
- After using a restroom, each employee is asked to wipe down surfaces with disinfectant.

## VI. Social Distancing in Day-to-Day Operations

A. The farm crew is split into independent crews: harvest, post-harvest handling, order fulfillment, field work

B. Staff will self-direct with social distancing when working in the fields. This includes:

- Harvesting 6 feet apart in the field and not directly across from or next to another person
- Giving 6 feet of space when carrying bins to the wagon

C. Staff will self-direct with social distancing when working in the packing shed. This includes:

- Giving 6 feet of space when bringing bins into packing shed
- Carrying one's own bins into the shed
- Giving 6 feet of space when cleaning and processing vegetables
- No more than one person using the salad spinner at a time
- Bins will only be filled as heavy as the staff member can carry on one's own

D. Protocols when using farm vehicles, tractors, and implements include:

- Giving 6 feet of space when more than 1 person is present
- Cleaning and disinfecting all high-touch surfaces after use of vehicle (See above.)

E. Lunch continues to be provided on the farm, offering staff a healthful, nutritious, home-cooked meal each workday.

- Everyone washes their hands immediately before going to lunch.
- The chef, one of the farm managers and staff members working with value-added products are the only people allowed in the food-preparation area.
- Lunch times are staggered so staff can remain at least 6 feet apart while eating.

## VII. CSA Pickup, On-Farm Store and Farmers Markets

A. Elmwood Stock Farm encourages preorder sales for the on-farm store and farmers markets.

B. On the farm, designated pickup areas are marked outdoors in a covered area. No one other than farm staff and family enter farm buildings.

C. Customers do not have access to produce belonging to others. Each order is bagged and labeled separately by farm staff.

D. During all face-to-face interactions, staff will follow PPE and disinfection guidelines outlined above.

E. Customers are asked to remain at least 6 feet from one another and from Elmwood Stock Farm staff.

F. CSA shareholders are asked to follow guidelines regarding social distancing, mask wearing and personal health at all CSA pickup points.

G. Tablecloths will not be used, and all tables will be disinfected prior to use.

H. Hand sanitizer will be made available for customer use, as needed.

#### VIII. USDA GAP Food-Safety Certification

As a holder of USDA Good Agricultural Practices certification, Elmwood Stock Farm follows a 19-page food safety manual, submits annual updates, maintains records and undergoes inspections by a third-party auditor. The food safety manual is reviewed by the management team each winter and updated as necessary. All staff who handle fresh produce undergo food safety training as part of their orientation and as necessary throughout the year. All employees, company-wide, are encouraged and empowered to notify their supervisor with any potential food-safety risk they see. Using the food safety manual as our baseline of hygienic and food-safety practices, we developed the additional SOPs under COVID-19 outlined in this document.

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## Helpful Resources

<https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>

<https://www.fda.gov/media/136811/download>

<https://www.rocksteadyfarm.com/news/covid-19>

<https://www.agriculture.pa.gov/Documents/Farms%20and%20On-Farm%20Deliveries.pdf>

<https://www.caff.org/new-caff-resource-how-to-run-csa-pick-up-sites-during-covid-19/>

<https://files.constantcontact.com/19aaf549001/4a786f13-0982-4238-afd5-38c167d1d451.pdf>

<https://www.globus.co.uk/how-to-safely-remove-disposable-gloves>

[https://www.cfbf.com/wp-content/uploads/2020/03/UC.Davis\\_COVID-19-Employer-Checklist\\_English\\_3.30.2020.pdf](https://www.cfbf.com/wp-content/uploads/2020/03/UC.Davis_COVID-19-Employer-Checklist_English_3.30.2020.pdf)

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.kyagr.com/communications/documents/KFB-COVID19.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>



# FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE RIGHTS

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Covered Employers:** The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.<sup>[1]</sup> Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

**Eligible Employees:** All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. <sup>[2]</sup>

**Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

## ► Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

<sup>[1]</sup> Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

<sup>[2]</sup> Under the Act, special rules apply for Health Care Providers and Emergency Responders.



## ► DURATION OF LEAVE

**For reasons (1)-(4) and (6):** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

## ► CALCULATION OF PAY <sup>[3]</sup>

**For leave reasons (1), (2), or (3):** employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave are entitled to pay at  $\frac{3}{4}$  their regular rate or  $\frac{3}{4}$  the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave are entitled to pay at  $\frac{3}{4}$  their regular rate or  $\frac{3}{4}$  the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). <sup>[4]</sup>

## ► RESOURCES

For additional information or to file a complaint:

1-866-487-9243 | TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)

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[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.