



## **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. No-contact temperature taking is available at work but will not be required before entering the workplace. If temperature is 100.4 degrees F or higher, staff members will be asked to stay home until their temperature returns to normal and remains normal for 72 hours. Employees have paid time off available, and the farm will assist them in seeking COVID-19 testing, if needed.

### B. Staff Exposure

- If unvaccinated staff or staff not yet fully vaccinated are exposed to the virus (e.g., live with someone who has confirmed or presumptive COVID-19), they must quarantine for 10 days to ensure no symptoms before returning to work. If they want to shorten the quarantine period, they can take a COVID-19 PCR test on day 5 (or later) and if they receive a negative test result, can return to work after 7 days of quarantine provided no symptoms have developed. They should continue to monitor for symptoms for 14 days following exposure.
- Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low. Fully vaccinated people who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an exposure.

- For the purposes of this guidance, people are considered fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).
- If any staff experience symptoms, they should isolate themselves from others, and be clinically evaluated for COVID-19, including testing, before returning to work.

### 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:

- Working in the packing shed packing orders or CSA shares.
- Entering the kitchen for lunch service.
- Working at a CSA point, the on-farm store, and at the farmers market.
- Leaving a farm vehicle in public such as delivering an order or pumping gas, or having any face-to-face interaction with customers.
- Administering first aid.
- Working in the packing shed packing meats when more than one person is present in the area.

- Working in the packing shed washing, cleaning, and prepping items to fill orders when more than one person is present in the area.
- Working in the packing shed on joint projects around a computer, looking at a dry-erase board or list or order, or other close proximity situation.
- Meeting in the office area when more than one person is present in the area.

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. Cleaning

- Our daily chores include cleaning commonly used surfaces. Additional disinfection is done on an as-needed basis.
- As-needed disinfection will be performed using bleach at the CDC-recommended dilution rate.
- High-touch surfaces cleaned 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 is offering walk-up sales with a partition and distancing in place. Staff that are trained to wait on customers are using hands-free payment by debit/credit cards along

with no-touch transfer of products and orders to customers. Pre-order is encouraged but not required.

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 cleaning 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. 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>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>