pma

Grower, Packer, and Handler Self-Check Tool for SARS-CoV-2 Prevention and Protection

This informal guide was prepared in response to requests and contacts from PMA members and widely across the fresh produce supply chain to synthesize and consolidate the key expectations and actions being taken by growers, packers, and handlers during the current phases of the SARS-CoV-2 (Coronavirus 19; COVID 19) pandemic. The purpose of this self-assessment, or Self-Check, is to ensure awareness, preparedness, and assurances for the broad produce community to protect their workforce from introduction of COVID 19 within farms or into packing and handling facilities, to the extent possible. This Self-Check tool is also provided as guidance to minimize or prevent contamination and spread of the virus within a facility, from provided housing or lodging arrangements, the surrounding community and determine risk-based steps to take should this occur. The elements included in each section are based on the most current guidance and information issued by the CDC, FDA, WHO, OSHA, guidance assembled by PMA from these sources, and practical implementation information shared by leading members of the PMA Produce Safety volunteer community. Adherence to the measures and practices provided in this Self-Check matrix is also anticipated to assist suppliers in providing credible evidence and assurances to their workforce, to buyers, public health officials, and consumers.

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Color Key

This document uses green, yellow and red to notate the level of risk:

Standard Mitigation
No or very limited documented illness in the general area and neighboring communities.

Risk Reduction
Illness hot spots or clusters in the general area and a greater potential exists for exposure to your employees.

High Alert/Remediation
Confirmed symptomatic or asymptomatic illnesses is detected or known exposure to someone sick has been reported by your employees and has disrupted normal business.

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1. Management Responsibility

Mitigation Practice	Procedure	Verification	Current Status/Observations
Create a COVID-19 assessment and control plan.	The company shall have a written plan which determines individual roles and responsibilities and defines authority for carrying out COVID-19 mitigation practices established in the company's policies and procedures. This authority shall be communicated throughout the company. Resources shall be determined and supplied in a timely manner for implementation and maintenance of the company's COVID-19 mitigation practices. Senior management has reviewed and approved the control plan.	Observe that the COVID-19 plan has identified individual(s) for key COVID-19 activities. Verify that procedures include provisions for when the identified individual is not present. Observe that it is signed by senior management and that it has been communicated clearly to all in the company. Observes whether senior management has provided the resources needed to implement and maintain the COVID-19 plan.	
Current policies and procedures have been reviewed and updated to include emerging COVID-19 mitigation measures in alignment with public health official updates.	The company shall review policies and procedures at least monthly during the 2020 duration of the SARS-CoV-2 pandemic, or anytime an operational or physical facility change is made, is seasonally impacted, or increased risk of known community prevalence of illness may impact workers' exposure potential and safety. Such policies and procedures include but are not limited to worker health and hygiene, cleaning and disinfection, visitors and crisis management. Updates to policies and procedures shall be clearly communicated to all personnel.	Review the implementation of procedures to update COVID-19 policies since the last review. Verify that updates to these policies and procedures have been clearly communicated to all personnel.	
Determine and define customer and other external stakeholder expectations for COVID-19 mitigation measures.	The company shall investigate customer and external stakeholder expectations for COVID-19 mitigation measures. These expectations shall be reviewed and as appropriate included in the COVID-19 control plan.	Reviews the customer and external stake holder expectations assessment to ensure it has been completed and approved by management.	
A cross department internal self-check has been performed against COVID-19 mitigation policies and procedures and has been well documented.	The company shall perform internal self-checks at initiation, following training, and at minimum monthly during the 2020 duration of the SARS-CoV-2 pandemic by an assigned individual who is knowledgeable in the company's COVID-19 mitigation procedures, utilizing this standard to assist in the self-audit. All aspects of the operation's COVID-19 policies and procedures will be verified and a written record of required corrective action will be documented. Senior management will receive, review, and initial the full self-check report.	Reviews the customer and external stake holder expectations assessment to ensure it has been completed and approved by management.	

2. Worker Health & Hygiene

Mitigation Practice	Procedure	Verification	Current Status/Observations
All personnel shall be able to understand and recognize the symptoms of COVID-19 and how to report illnesses to their supervisor.	The company shall have written policies and procedures to require and incentivize employees to report to their supervisor if they are feeling unwell or have any symptoms of COVID-19. The company will clearly communicate the policies and procedures to all personnel. The company will provide signs, posters, or other visual or graphic tools to promote symptom recognition where language or literacy may not be assured. The company will ensure privacy and maintain a confidential record of employee illnesses.	Determine the methods of communication to the workforce and visitors are in place and readily accessible by conducting random and brief interviews.	
Current policies and procedures shall support and incentivize employees to report symptoms and illness.	The company's illness reporting policies and procedures shall address workers' concerns and protections about pay, leave with pay, safety, health, and other issues that may arise during infectious disease pandemics. Reassure workers that they will be supported and paid for reporting illness and when remaining isolated from others, consistent with company policies. Management has a stated policy for giving advances on future sick leave and allow employees to donate sick leave to each other. Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work.	Reviews that policies and procedures regarding illness reporting incentivizes workers to report illness and remain isolated.	
Policies and procedures shall be in place to screen and test employees for COVID-19.	The company shall have written procedures to screen employees for COVID-19 symptoms. If testing for infection is not available in an area, management shall provide company-wide daily status reports of efforts to implement such testing.	Ensure the company's policies and procedures to screen employees exist and the resources and mechanisms for testing are in place or being adequately pursued.	
	Verbally screen employees in appropriate language(s) to determine whether workers have had a fever, felt feverish, or had chills, coughing, or difficulty breathing in the past 24 hours. Have employees take their temperature before coming to work and entering the facility or farm. Temperature should be less than 100.4°F (38°C)	Observe and evaluate if the company's screening policies, procedures, and training are being carried out appropriately.	
	Verbally screen and take employees temperatures by non-contact methods. By observation and verbal questions, confirm they are experiencing no other COVID-19 symptoms or have been exposed to others with COVID-19. Erect a glass or plastic barrier to protect the person administering temperature checks. The person administering the temperature checks should wear, at minimum, a cloth face covering and gloves. If available, they should also wear a face shield and a disposable gown.	Observe and evaluate if the company's screening policies and procedures are being carried out appropriately.	

2. Worker Health & Hygiene

Mitigation Practice	Procedure	Verification	Current Status/Observations
All personnel shall maintain social and physical distancing measures for COVID-19 in fields and facilities to minimize workers' potential exposure to respiratory droplets.	The company shall have written policies and procedures detailing social and physical distancing measures to reduce the spread of COVID-19 among all personnel and in the presence of essential visitors.	Review the company's policies and procedures and confirm that, at minimum, it has the recommended practices from CDC, FDA, and local health authorities.	
All personnel, when working in the field, including on mobile field-pack units, should implement physical distancing measures of at least 6-feet.	Maintain a minimum 6-foot distance between workers. Use painted markings or other visual guide to demonstrate the 6-foot distance. Limit physical contact and unnecessary and non-protected interactions of workers with each other. Do not hug or shake coworker's hands. As much as possible, stagger harvest workers over and within rows. Train and assign a leader to monitor workers for compliance.	Evaluate if social and physical distancing measures based on the company's written policies and procedures are understood and being carried out appropriately by observations or random interviews.	
All personnel, when working in a facility, should implement social and physical distancing measures of at least 6-feet.	The company should modify the alignment of workstations, including along grading and packing lines, so that workers are at least six feet apart in all directions (e.g., side-to-side and when facing one another). Modify the alignment of workstations so that workers do not face one another. Use markings and signs to remind workers to maintain their location at their station away from each other. Designate workers to monitor and facilitate distancing on packing floor lines. Use physical barriers, such as strip curtains, plexiglass, or other impermeable dividers or partitions, to separate workers from each other, if feasible.	Observes and Evaluates if social distancing measures based on the company's written policies and procedures are being carried out appropriately.	
Staggered shifts or crews shall be implemented to minimize the contact of workers between different groups.	Group workers together making sure that groups of workers are always assigned to the same shifts or crews with the same coworkers. Reduce the number of workers in a shift or crew. Reduce the number of hours in a shift and increase the number of shifts. Stagger workers' arrival and departure times to avoid congregations of workers in parking areas, locker rooms, and near time clocks.	Observe and evaluate if staggered shifts based on the company's written policies and procedures are being carried out appropriately. or that these suggested industry practices, drawn from COVID 19 response SOPs, are impractical and major revisions are needed.	
These suggested industry practices are drawn from CDC and OSHA COVID-19 guidance documents. Evaluate if staggered shifts or crews are impractical and if major revisions are needed.			
Staggered breaks times shall be implemented to minimize workers' contact between each other.	Stagger break times or provide temporary break areas and increased restrooms to avoid groups of workers during breaks. Workers should always maintain at least the 6-foot distance from each other, including on breaks. Remove or rearrange chairs and tables, or add partitions to tables, in break rooms and other areas workers may frequent to increase worker separation. Identify alternative areas to accommodate overflow volume such as training and conference rooms or use outside tents for break and lunch areas.	Observe and Evaluates if staggered breaks based on the company's written policies and procedures are being carried out appropriately.	

2. Worker Health & Hygiene

Mitigation Practice	Procedure	Verification	Current Status/Observations
Traffic flow changes shall be implemented to minimize workers face-to-face or other close proximity near-contact with each other.	Establish single-file movement, and single direction traffic patterns as feasible, with a 6-foot distance between each worker through the facility, where possible.	Observe and Evaluate if the established traffic flow patterns are being carried out appropriately.	
All personnel shall be provided, and wear required personal protective equipment (PPE) to minimize the spread of COVID-19 between each other.	The company shall have written policies and procedures that detail which PPE is required to be worn, when it is required and how to correctly put it on, wear it, remove it, dispose of it, and post-removal hygiene/handwashing.	Review the company's policies and procedures and confirms that at minimum it has the recommended practices from CDC and local health authorities.	
All personnel when working in the facility shall wear a cloth face covering or mask.	A cloth face covering, or mask should completely cover the nose and mouth. It should fit securely against the wearer's face leaving no gaps. Change cloth face coverings throughout the day, as they become damp. Remove face coverings or masks without touching the front or inside. Place immediately with dirty laundry or stored in a plastic bag until they can be properly cleaned. Wash hands after handling a used face covering or use hand sanitizer if hand washing is not an option. If possible, wash your face after removing a face covering. To properly clean face coverings, wash with a common detergent at the hottest setting for the fabric, and dry thoroughly before the next use.	Observe and evaluate if workers are wearing face coverings appropriately based on the company's written policies and procedures.	
If gloves are used, the operation shall have a single-use or captive glove-use policy.	The company shall have a glove use policy that specifies how and when gloves are to be used and that only company provided gloves are allowed. For captive-glove programs, policies are in place to address distribution, collection, cleaning, storage, and replacement. Hands must be washed before putting on gloves. Gloves should be replaced between breaks, when they become damaged, unreasonably soiled (as per policy) or when potentially contaminated. Workers should immediately wash hands after removing gloves.	Review the company's policy and observe if workers are adhering to the glove policy correctly.	

Mitigation Practice	Procedure	Verification	Current Status/Observations
All personnel shall enact thorough handwashing and the use of hand sanitizer, if available. Personnel involved in handling food contact surfaces, common touch-point surfaces on equipment or control panels, or product shall perform frequent handwashing, per company policy.	Increase the amount of toilet and handwashing facilities on the worksite. Ensure adequate supplies of soap, water, and disposable towels for more frequent handwashing. Place hand sanitizing stations with at least 60% ethanol or 70% isopropanol in multiple locations to encourage hand hygiene. If possible, choose hand sanitizer stations that are touch-free. Build additional short breaks into staff schedules to increase how often staff can wash their hands with soap and water or use hand sanitizer, if hands are not visibly soiled. Provide tissues and no-touch trash receptacles for workers to use. Workers should avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing personal protective equipment (PPE). Always wash hands after removing PPE.	Observe and evaluate if workers are washing hands at a more frequent basis, and that the bathrooms, handwashing and hand sanitizing stations are well stocked and adequate in number.	
All personnel shall receive worker health and hygiene COVID-19 training, appropriate to their job responsibilities.	Employees shall be trained at in recognizing the symptoms of COVID-19, how the disease spreads and how to report illnesses to their supervisor. Training shall include employee screening procedures, social distancing measures, practices on staggered shifts and breaks, PPE use, traffic flow changes and proper technique and more frequent handwashing. Employees shall be trained at least annually, when the COVID-19 policies and procedures have been updated or workers have been observed out of compliance with the company's policies and procedures.	Review training materials against company's COVID-19 policies and procedures. Review employee training records and observes that employees are following company policies and procedures.	

3. Cleaning & Disinfecting

Mitigation Practice	Procedure	Verification	Current Status/Observations
All cleaning and disinfecting chemicals shall be approved for their intended use.	Use EPA approved disinfectants for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for approved surfaces, concentration, dilution, application method, contact time and proper PPE to wear when applying.	Review cleaning and disinfecting chemicals purchasing practices or procedures, storage area, and uses observations to verify compliance.	
Establish a chemical inventory plan to determine frequency of supply replenishment and alternative back up plans for chemical supply disruptions	The company shall establish a chemical inventory that lists approved chemicals for cleaning and disinfecting and tracks the frequency of use. The company will have a written plan that defines alternative chemicals as a back-up for possible supply shortages.	Review chemical inventory and alternative back up plans.	
Equipment and tools shall be maintained shall be routinely cleaned and disinfected.	Equipment and tools are regularly cleaned and disinfected, including at least as often as workers change workstations or move to a new set of tools. When possible, do not share tools between workers.	Observe that employees are following company policies and procedures for equipment and tool usage.	
Handwashing stations, bathrooms & break areas shall be maintained in a clean and sanitary condition and shall be routinely cleaned and disinfected.	Handwashing stations, bathrooms and break areas should be cleaned and disinfected regularly at least twice per day (e.g., in the morning and evening or after times of heavy use such as a shift change or break). Keep bathrooms well stocked with soap and paper towels or automated hand dryers. Provide alcohol-based hand sanitizers that contain at least 60% ethanol or 70% isopropanol alcohol. Empty trash cans regularly. Post signs for proper handwashing.	Observe and evaluate that handwashing stations, bathrooms and break areas are maintained in sanitary condition and are cleaned and disinfected according to company policy.	
High touch areas shall be routinely cleaned and disinfected.	High touch areas such as required water dispensers in the field, sorting and grading tables, doorknobs, light switches, countertops, handles, lift truck controls and steering, desks, phones, keyboards, toilets, faucets and sinks, control panels, and touch screens, shall be cleaned and disinfected at least daily.	Observe and evaluate that high touch areas are routinely cleaned and disinfected according to company policy.	
High touch areas shall be frequently cleaned and disinfected.	More frequent cleaning and disinfection may be required based on level of use. Define a policy for cleaning and disinfecting after each use or hourly, as specific to the risk and location. Define a policy for conducting EMP screening of High Touch surfaces to monitor potential prevalence in the facility due to the High Alert / Remediation condition.	Observe and evaluate high touch areas are frequently cleaned and disinfected according to company policy. All COVID 19 screening test results are completed and reviewed by management. Appropriate actions and corrective actions were taken.	

It is important to note that the purpose of EMP screening for SARS-CoV-2 of High Touch surfaces is to monitor for the spread of coronavirus from workers onto equipment. It is one way in which a company might monitor their workforce for infections, rather than testing individual workers. This EMP program's purpose is NOT to verify cleaning and disinfection methods.

3. Cleaning & Disinfecting

Mitigation Practice	Procedure	Verification	Current Status/Observations
Vehicles shall be routinely cleaned and disinfected.	Vehicles such as buses, tractors, and forklifts are regularly cleaned and disinfected, at least as often as workers leave the vehicle.	Observe and evaluate that vehicles are cleaned and disinfected according to company policy.	
All personnel shall receive cleaning and disinfecting COVID-19 training, appropriate to their job responsibilities.	Employees shall be trained on the company's policies and procedures for COVID-19 cleaning and disinfecting. Employees shall be informed and re-trained, when the COVID-19 cleaning and disinfecting policies and procedures have been updated or workers have been observed out of compliance with the company's policies and procedures.	Review training materials against company's COVID-19 policies and procedures. Review employee training records and observes that employees are following company policies and procedures.	

Mitigation Practice	Procedure	Verification	Current Status/Observations
Limit exposure of workers to the neighboring community.	Isolate workers, as much as possible, from the general community. If it isn't possible to keep workers from entering the community for essential trips such as medical appointments or essential supplies, ensure that workers use company approved transportation, practice social distancing, wear face coverings, and immediately wash hands upon return.	Review policies and procedures regarding worker community exposure and observe supervisors and workers for compliance.	
Access to housing shall be limited to only assigned residents and essential personnel, such as maintenance and custodial staff.	Restrict visitors to ensure that non-essential personnel remain excluded from the housing facility. Use virtual communications and check ins (phone or video chat), as appropriate. Have custodial and maintenance staff perform their duties when workers are not present. If custodial and maintenance staff need access to housing when workers are present, they must wear face coverings, gloves and practice the company's social distancing measures.	Review policies and procedures regarding worker housing assignments and visitor restrictions. Observe the movement of workers for compliance.	
Conduct a worker needs assessment, to evaluate essential products and services necessary to address workers' needs.	Identify essential items such as groceries, personal products and medications and the frequency of which workers will need to replenish these items. Provide these necessities to your workers to reduce the need for workers to enter the community on their own.	Review and evaluate the workers' needs assessment. Interview workers to determine the effectiveness of the assessment.	
Decentralize the workforce to small contained groups and reduce the interaction between groups.	Have workers that live together and use shared common areas together assigned to the same shifts or crews with the same coworkers. Ensure they ride together on company provided transportation. Keep groups separate to reduce intermingling among workers.	Review crew assignments and observe workers for compliance.	
Establish frequent cleaning and disinfecting in shared living spaces.	Clean and disinfect shared areas such as laundry facilities, kitchens, dining rooms, bathrooms, entertainment spaces at a minimum once a day. Clean and disinfect high touch surfaces such as phones, remote controls, counters, tabletops, doorknobs, keyboards, tablets and bedside tables more than once a day.	Observe and evaluate that shared living spaces are cleaned and disinfect according to company policy.	
Conduct thorough cleaning and disinfecting methods if a resident becomes ill with COVID-19 in their residence and shared living spaces.	Close off affected areas used by the person who is sick. Open outside doors and windows to increase air circulation in the area. Wait, if possible, for 24 hours before you clean or disinfect. Clean and disinfect all areas used by the person who is sick, such as bedrooms, bathrooms, common areas, shared high touch areas like phones, remote controls, counters, tabletops, doorknobs, keyboards, tablets and bedside tables. Once area has been appropriately disinfected, it can be opened for use.	Observe and evaluate that shared living spaces are cleaned and disinfect according to company policy.	

Mitigation Practice	Procedure	Verification	Current Status/Observations
Establish frequent cleaning and disinfecting of shared bathrooms.	Shared bathrooms should be cleaned regularly at least twice per day (e.g., in the morning and evening or after times of heavy use). Keep bathrooms well stocked with soap and paper towels or automated hand dryers. Provide alcohol-based hand sanitizers that contain at least 60% ethanol or 70% isopropyl alcohol. Empty trash cans regularly. Post signs for proper handwashing. Residents should avoid placing toothbrushes directly on the counters.	Observe and evaluate that bathrooms are cleaned and disinfect according to company policy.	
Establish social distancing measures in shared living spaces.	Restrict the number of people allowed in shared spaces, such as laundry facilities, kitchens, dining rooms, entertainment spaces at one time so that everyone can stay at least 6 feet apart from one another and wear cloth face coverings. No parties or other social events should be permitted, other than for single dwelling-unit families or persons within a consistent co-habitation group. Instead, consider providing items such as televisions, laptops, tablets, and phones that can be used individually for entertainment or social contacts. Alter schedules to reduce mixing and close contact, such as staggering meal and activity times. Workers should not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher.	Observes workers using shared living spaces for compliance with social distancing measures.	
Identify and secure arrangements for temporary alternative accommodation facilities for workers who must self-isolate due to being sick with COVID-19 or have been exposed to someone who is suspected or diagnosed with COVID-19.	Secure specific housing units or rooms that are isolated from the rest of the workforce such as hotel rooms in the neighboring community. Use a separate bedroom and bathroom. Have the person who is sick stay in their own "sick room" or area and away from others. Have the person who is sick use a separate bathroom and eat in their room.	Review temporary alternative facilities for isolated workers for compliance against company policy.	

Mitigation Practice	Procedure	Verification	Current Status/Observations
Identify specific personnel and procedures to clean temporary isolated facilities for workers who must self-isolate due to being sick with COVID-19 or have been exposed to someone who is suspected or diagnosed with COVID-19.	The personnel assigned to clean the temporary isolated facilities must not be at high risk for COVID-19. Cleaning personnel shall remain isolated from other facilities and perform their cleaning duties in the isolated areas only. They shall only clean the area around the person who is sick when needed, such as when the area is soiled. This will help limit the contact with the sick person. If they feel up to it, the person who is sick can clean their own space. Give the person who is sick personal cleaning supplies such as tissues, paper towels, cleaners, and EPA-registered disinfectants. Personnel must wear a face covering and gloves when entering the quarters, and if the sick individual is in the room, they must wear a face covering, as well. After cleaning, place gloves and other contaminated items in a lined trash can, dispose of trash and wash hands afterwards. Monitor cleaning personnel closely for symptoms of COVID-19 and test, as available.	Review and evaluate assigned cleaning personnel to temporary alternative facilities to ensure they are not at high risk for COVID-19. Observe personnel when cleaning and disinfecting for compliance.	
All personnel who live and work in employee provided housing shall be trained in COVID-19 mitigation measures regarding employee provided worker housing.	Workers shall be trained on the company's worker housing policies and procedures for COVID-19. Employees shall be informed and trained when the COVID-19 worker housing policies and procedures have been updated or workers have been observed out of compliance with the company's policies and procedures. Signage in applicable languages and/or pictures shall be posted to clearly communicate requirements to employees.	Review training materials against company's COVID-19 policies and procedures. Review employee training records and observe that employees are following company policies and procedures. Observe signage is posted and evaluate as an effective form of communication.	

Mitigation Practice	Procedure	Verification	Current Status/Observations
Visitor policies and procedures shall be updated to limit nonessential visitors into the facility or on the farm.	The company's visitor policy and procedures shall be updated to define COVID-19 mitigation measures. Limit visitors' access in the facility. When possible isolate visitors in a designated location to conduct business. If visitors must be admitted into the facility to perform their job duties, such as contracted personnel, truck drivers, inspectors, etc. COVID-19 procedures for illness screening, social distancing measures, and handwashing shall be outlined and clearly communicated.	Review company visitor policy and procedures and observes visitors and personnel for compliance.	
Policies and procedures shall be in place to screen visitors for COVID-19.	Verbally screen visitors in appropriate language(s) to determine whether visitors have had a fever, felt feverish, or had chills, coughing, or difficulty breathing in the past 24 hours or been exposed to someone who has. Take visitors' temperatures using non-contact methods. Erect a glass or plastic barrier to protect the person administering temperature checks. The person administering the temperature checks should wear at minimum a cloth face covering and gloves. If available, they should also wear a face shield and a disposable gown.	Observe and evaluate if the company's screening policies and procedures are being carried out appropriately.	
Contracted personnel are held to the relevant worker health and hygiene measures as they would be as employees.	Contracted personnel shall be made aware and implement company COVID-19 mitigation policies and procedures for worker screening, illness reporting, social distancing measures, and hand washing.	Observe contracted labor for compliance with COVID-19 mitigation policies and procedures.	
All personnel shall receive visitor training, appropriate to their job responsibilities.	Employees shall be trained on the company's visitor policies and procedures. Employees shall be trained at least annually, when the visitor policies and procedures have been updated or workers have been observed out of compliance with the company's policies and procedures.	Review training materials against company's visitor policies and procedures. Review employee training records and observe that employees are following company policies and procedures.	

6. Illness Self-Isolation Management

Mitigation Practice	Procedure	Verification	Current Status/Observations
Policies and procedures (IIPP) shall have mandatory self-isolation for workers who have or have been exposed to COVID-19.	The company shall have written policies and procedures for employees who show symptoms for COVID-19, have confirmed positive test for COVID-19 or had exposure to someone confirmed with COVID-19. These documents shall define self-isolation measures, duration, and fit-for-duty requirements.	Review company self-isolation policies and procedures and observe employees for compliance.	
All personnel who experience presumptive COVID-19 symptoms but have no access to testing shall follow policies and procedures for self-isolation and participate in contact tracing interviews	If the employee becomes sick at work during the day, they should be sent home or to the designated temporary isolated housing facility immediately and seek medical attention. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled and remain confidential as required by the Americans with Disabilities Act (ADA). Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.	Observes and evaluate if the company's self-isolation policies and procedures are being carried out appropriately. Review that information has been collected on employees who have had contact with the ill employee.	
All personnel who have had a confirmed positive COVID-19 test shall follow policies and procedures for self-isolation.	Employees with a confirmed positive test for COVID-19 shall immediately inform their supervisor, self-isolate, provide full contact tracing information, and if necessary, seek medical attention, even if these workers are not experiencing any symptoms. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled and remain confidential as required by the Americans with Disabilities Act (ADA). Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.	Observe and evaluate if the company's self-isolation policies and procedures are being carried out appropriately. Review that information has been collected on employees who have had contact with the ill employee.	
All personnel who have had exposure to persons confirmed positive for COVID-19 and areas frequented by these persons shall adhere to company policies and procedures to mitigate the spread of COVID-19.	Critical workers who have had an exposure to COVID-19 but remain asymptomatic should adhere to the company's guidelines for illness reporting, employee screening, social distancing measures, and handwashing practices prior to and during their work shift. These workers shall be monitored closely for appearance of COVID-19 symptoms.	Observe and evaluate if the company's self-isolation policies and procedures to mitigate the spread of COVID-19, are being carried out appropriately.	

6. Illness Self-Isolation Management

Mitigation Practice	Procedure	Verification	Current Status/Observations
All personnel shall follow policies and procedures for returning to work after self-isolating due to illness from COVID-19.	If testing is available, fit-for-duty and return to work will follow these three elements: You no longer have a fever (without the use of medicine that reduces fevers) other symptoms have improved (for example, when your cough or shortness of breath have improved) and you received two negative tests in a row, at least 24 hours apart. If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened: You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), other symptoms have improved (for example, when your cough or shortness of breath have improved) and at least 10 days have passed since your symptoms first appeared.	Observe and evaluate if the company's self-isolation policies and procedures are being carried out appropriately. The auditor reviews records which demonstrate that ill employees meet the company criteria to return to work.	
All personnel, appropriate to their job responsibilities, shall be trained in self-isolation policies and procedures regarding workers who have or have been exposed to COVID-19.	Employees shall be trained on the company's self-isolation policies and procedures regarding workers who have or have been exposed to COVID-19. Employees shall be trained at least annually or when the visitor policies and procedures have been updated.	Review training materials against company's self-isolation policies and procedures. Review employee training records and observe that employees are following company policies and procedures or interview employees for knowledge and understanding of the policies and procedures.	

Mitigation Practice	Procedure	Verification	Current Status/Observations
Create a plan that details steps for when the operation temporarily closes due to elevated risk of illness in the community due to the SARS-CoV-2 pandemic or detection of illness among the workforce.	The company shall work with local health authorities to determine when a partial or full closure of the operation is necessary due to detection of multiple illnesses or asymptomatic SARS-CoV-2 positives in the workforce. The advanced contingency plan shall include self-determination for closure due to excessive absenteeism and outline specific conditions and steps describing the key decision-tree and responsibilities necessary to close and reopen the operation. Closure preparedness, self-quarantine, medical support services, and income-security policies and procedures shall be communicated to all personnel.	Review and evaluate that the temporary closure plan details the steps necessary to terminate harvest operations or close packing and shipping facilities. Management teams develop and communicate the decision process which establishes when closures are necessary and when conditions for re-opening would be possible. Verify that procedures have been communicated to all staff.	
Use a phased approach, based on risk, to reopen operations.	Reopen with a phased approach based on up-to-date data and readiness which mitigates the risk of resurgence. Cleaning and disinfecting, worker health and hygiene, social and physical distancing measures, and employee screening measures shall be included in the plan. Phase 1 representing high risk of transmission, Phase 2 representing intermediate risk, Phase 3 low risk and Phase 4 resuming normal operations.	Post-Phase 4 would bring the farming or packing facility back into the green sections detailed above	
Develop a specific "fit for work" checklist for returning employees and new hires using most current information on screening	Customize CDC and OSHA, or equivalent country and state, standards and guidance for Administrative and Engineering Controls to re-open a facility impacted by SARS-CoV-2	As practical for the operation, convene a cross-operational team to review the re-opening plan and checklist. Ensure the most recent guidance from FDA, CDC, and local agencies on known symptoms, safe post-exposure intervals, and screening or testing for asymptomatic but infected individuals.	