

# COVID-19 General Checklist for Agriculture and Livestock Employers

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This checklist is intended to help agriculture and livestock employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Agriculture and Livestock Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- 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.
- Update the plan as necessary to prevent further cases.



## Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.



## Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms to stay home.
- Frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, task such as handling commonly touched items, or conducting symptom screening.
- Strongly recommend cloth face covers when employees are not required to wear respirators for other hazards and are in the vicinity of others.
- Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.



## Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable working surfaces between shifts or between users, whichever is more frequent.
- Ensure delivery vehicles, vehicle cabs, and equipment are cleaned before and after delivery routes and carry additional sanitation materials during deliveries.
- Avoid sharing phones, other work tools, or equipment wherever possible.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Stagger breaks if feasible to ensure physical distancing.
- Clean restrooms frequently.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before, during, and after shifts; consider hiring third-party cleaning companies.
- Consider upgrades to improve air filtration and ventilation.



## Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize exposure between workers where physical distancing cannot be maintained, using barrier such as Plexiglas. Where barriers are not feasible, employees should wear face covers.
- Adjust safety meetings to ensure physical distancing and use smaller individual safety meetings at the workplace to maintain physical distancing.

- Utilize work practices if needed and feasible to limit the number of workers and maintain physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Consider providing individual water bottles instead of water containers and cups.
- Designate drop-off locations to receive deliveries away from on-farm high traffic areas.

