**CSA Farm Staff Practices Concerning COVID-19**

**Farm Name: Updated by: Date:**

This document explains our practice as of the date above. Given the speed at which mitigation recommendations from health authorities are changing, please check with other staff to make sure that this still reflects current practice, if there is any doubt. It’s hard to keep up!

Our response to the COVID-19 pandemic has changed how we operate, and the need to protect and preserve the health of staff and members is still paramount. It will take a substantial extra effort from all of us to get through our usual operational chores with all the additional COVID-19 modifications, but eventually we will all get to the other side of the outbreak. Here’s hoping that it mostly winds down before summer shares begin in June!

General things it is useful to know:

* Very little has been established concerning the coronavirus and fresh produce as a vector of transmission. Most of our practices and modifications are conjecture based on a combination of general food safety practices that help reduce many foodborne illnesses, and some specific things that are known about coronavirus transmission. Information from the Vermont Department of Health, the US Centers for Disease Control, and UVM Extension’s Produce Safety Program have all contributed to our approach.
* If you acquire COVID-19 during your employment at ICF, ICF will do all that we can to support you.
  + You will be provided leave from your job here, and your job will be available for you to return to once you have recovered.
  + While you are out sick with COVID-19, you will receive compensation for no less than 2 weeks of your regular work schedule. Payment beyond 2 weeks’ absence may be available.
  + We will work with you as much as possible to help navigate any government funded or directed programs for employee assistance, whether relating to health care costs or wages. This may include supporting employment claims for expanded workers’ compensation coverage, verifying employment and illness info for health claims, etc.
  + Food! You may send a non-quarantined helper to gather the produce you want from the farm, or someone will happily deliver

General practices:

* Farm staff must remain at home and should notify managers if you have any symptoms of COVID-19 including, fever, cough, or difficulty breathing. If this occurs, you will be expected to follow through with the testing procedures and self-quarantine practices recommended by health authorities at the time you become ill.
* Staff must wash hands frequently, including when arriving at the farm, prior to handling produce, prior to working pick-up, prior to donning disposable gloves, after eating, and other times as prudent.
* Designated staff will spray sanitize doorknobs, commonly used door edges, and other surfaces (?) daily, or more often, if needed.
* Communicate and share! We all do and see slightly different things around the farm, the media, and other sources and some of us probably will learn useful information we could all benefit from.

Pre CSA Share pick-up jobs and practices

* Sanitize plastic tablecloths and surfaces, doorknobs, cooler door handles.
* Attach water hose, drain line, and water heater electric to sink.
* Restock soap and paper towels at handwash sink, place trash can with sufficient capacity.
* Set-up pickup line to facilitate rapid pick-up and unidirectional human flow.

During CSA Share Pick-up jobs and practices

* Al staff will use disposable gloves at pickup, and change these if their sanitation is in question.
* Limit number of members at a time in the WS room to 4 people.
* WS person door will remain open; bay door will be opened when conditions permit.
* Direct people to hand-wash sink on entry.
* Verbally check people in from >6’ apart.
* After handwashing, remind people to remain 6’+ apart and to minimize touching produce that they do not take.
* Explain that we have eliminated peck baskets for now, people should estimate roots, based on their own experience and the samples we have on site.
* Each member will be issued clean and sanitized tongs.
* Members will be reminded to avoid touching any more than their own produce, wherever possible.
* Knives and cutting boards will be absent; staff will cut cabbage (or other things) as requested.
* Lettuce, spinach, and other greens will be bagged by staff using roll bags and closures.
* Staff will aim to keep stocking rates low to reduce cross-contamination potential.
* Cash payments are temporary suspended, in favor of adding to member account or checks.
* Return leftover produce in boxes that were displayed or stocked at winter share to a specific pallet in the cooler and leave undisturbed until the following week, enough time for any virus present to degrade.