**Employee Commitments as Part of Our Farm’s COVID-19 Response**

The pandemic situation evolves daily so we will update practices as needed. We welcome your ideas and suggestions as we work together to maintain the safety of our staff and customers.

Monitor for Symptoms

* Monitor health closely looking for symptoms
* Inform supervisor and stay home for 2 weeks if you or anyone in your household, significant other, or others in close contact with you have any symptoms (raised temperature, dry cough, shortness of breath).
* We provide 5 days of paid sick leave for full-time staff, 3 for part-time staff

Social Distancing

* Commit to social distancing outside of your household/significant others, frequent handwashing, and sanitization practices outside of work
* Social distancing means:
* Maintaining 6’ distance from all other people in every setting outside of immediate household
* Limiting contact with others, including household visitors, and maintaining 6’ from anyone you are in contact with
* Limiting trips outside of the home and work to essential activities only (grocery shopping, appointments, banking, etc.)
* All employees must stay at least 6’ apart throughout the work day, and specifically:

During break and lunch (one person at a time getting coffee/tea, using microwave, or bathroom); When getting tools/materials

* Set up workstations at least 6’ apart
* Be conscious of touching your face/mouth when sharing supplies with co-workers

Personal Hygiene

* Wash hands with soap and water for at least 20 seconds:
* When arriving to work
* Before/after break
* Before/after lunch
* Before touching microwave, airport, or other shared food-related objects
* After receiving a delivery or handling anything from “outside world”
* Sanitize hands (or wash if preferred): anytime you feel you need to and are not near sink; Before putting on gloves; Before entering a new work space; After touching your face
* Use personal cooler for food and personal mug at break time
* Cough/sneeze into elbow and face away from others & away from surfaces, wash/sanitize hands after
* Eat during break and lunch only; if you need to eat mid-shift, pause and wash hands before/after eating.
* Take care when drinking water/beverages to not touch the mouthpiece with your hands, or sanitize before/after

Daily Sanitization

* We sanitize all surfaces, door handles, light switches, cart handles, watering tools, walkie-talkies and any other objects that were frequently handled each day
* Use easily sanitizable surface materials as much as possible (plastic, metal)

Food-Handling

* Wear pair of clean disposable gloves when harvesting
* Refresh to new pair of clean disposable gloves when washing/packing
* All surfaces (harvest bins, knives, wash tables & sinks) sanitized before & after use
* No touching face, mouth, and no eating/drinking when handling produce
* Wash/sanitize hands after eating/drinking or touching face

Retail and Customer Service

* Encourage online and pre-ordered delivery & curbside pick-up
* Hands-free shopping in greenhouses & farm stand:
* Hand-washing station at farm stand for customers to use when they arrive
* Employee wearing gloves works with each customer, remaining 6’ apart, to put together their order
* Employee enters order into iPad, if customer needs to sign or enter pin, employee sanitizes iPad after exchange
* Employees wear clean pair disposable gloves when handling any customer product
* Sanitize greenhouse & farm stand surfaces and door handles frequently, at least every hour

*I have read and understand this policy and agree to follow the practices described.*

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Employee Name (print)

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Employee Signature Date