

Facility Resumption Plan – UVM Horticulture Research & Education Center (HREC) College of Agriculture and Life Sciences (CALs)

Overview

This is a plan for continuity of operations for the University of Vermont Horticulture Research & Education Center, located at 65 Green Mountain Drive, South Burlington, VT, 05405.

This document is written as guidance and general policy for operations during the State of Vermont COVID-19 state of emergency or any similar designation made by the University of Vermont.

These plans were submitted to CALs Facilities Manager Guy Roberts (guy.roberts@uvm.edu) for completeness review. Once finalized, it will be submitted to CALs Dean’s office for approval. From there, the VP of Research must approve and then Physical Plant gives final approval after ensuring that your workspace is ready to reoccupy. (remove after acceptance and prior to posting)

Facility: Horticulture Research & Education Center (Bradshaw)

Department: **Plant & Animal Biological Facilities; Plant & Soil Science**

**Indicate in the right-hand column whether lab personnel have completed UVM’s VOSHA training for Covid-19 Awareness (to find the training, log into Blackboard and do an Organization search for “VOSHA”):*

<i>Personnel:</i>		<i>Email Address:</i>	<i>VOSHA Cert. *</i>
PI:	Terence Bradshaw	tbradsha@uvm.edu	Y
Facility Safety Officer:	Terence Bradshaw		
Facility team:	Rachel Stievater	Rachel.stievater@uvm.edu	Y
	Andrew Bessette	Andrew.Bessette@uvm.edu	Y
	Jessica Foster	Jessica.Foster@uvm.edu	Y
	Ava Murphey	Ava.Murphey@uvm.edu	Y
	Jenna Hardesty	jkhardesty@gmail.com	Y

HREC Management and Staffing Structure *all phone numbers area code (802) unless otherwise noted*

- HREC Director is Terence Bradshaw (tbradsha@uvm.edu, 922-2591).
This is the primary contact for the farm.
- Operations Manager Andy Bessette (abessett@uvm.edu, 598-2476)
- CEF Production Manager Rachel Stievater (Rachel.stievater@uvm.edu, 279-2920)
- CALS Facilities manager is Guy Roberts (Guy.Roberts@uvm.edu, 825-8558)
- Chair of Plant and Soil Science Department Ernesto Mendez (emendez@uvm.edu, 999-5889)
- UVM Safety Lab Officer is Lee Diamond (lee.diamond@uvm.edu, 318-5570)

7. Director of UVM Farmer Training Program (FTP) is Rachel Stievater.
FTP activities report to PSS Department Chair, with Bradshaw providing administrative advisement.

Farm Users:

The HREC hosts multiple faculty, staff, student, and affiliate users who conduct numerous activities in support of their programs. **Each project Principal Investigator (PI) must complete their own program safety and operations review and submit a plan** to HREC Director Bradshaw and CALS Facilities Manager Guy Roberts. PIs should use the [CALs](#) or UVM [Risk Management](#) templates in developing their plans.

******There are components within this plan that PIs must include in their operations plans to be approved for continued work at the HREC.

Presently-approved PIs and their projects (these may change as new projects are approved / updated, and will be posted to the final version of this document at: <http://go.uvm.edu/hreccovid>):

Terence Bradshaw, PSS

tbradsha@uvm.edu

Apple, Grape Research

Catamount Educational Farm

American Chestnut Foundation

Alison Brody, BIO

akbrody@uvm.edu

Blueberry pollination

Vic Izzo, PSS

victor.izzo@uvm.edu

Scott Lewins, EXT

slewins@uvm.edu

Entomology

Stephen Keller, PBIO

srkeller@uvm.edu

Population genetics

Bruce Parker, PSS

bparker@uvm.edu

Margaret Skinner

mskinner@uvm.edu

Entomology

Saffron

Branch Out Burlington community tree

nursery (BOB)

Hayley Hornus

hayley.hornus@gmail.com

Kitty Werner

kwerner@wcvt.com

Friends of the Hort Farm (FHF)

Rationale for Returning to Campus:

The facility hosts food production (Catamount Educational Farm); multiple time-sensitive research programs (PIs Bradshaw; Brody; Izzo/Lewins; Keller; Skinner); and will be used in summer and fall courses and so HREC operations are necessary to continue. This plan is developed as a more complete operations policy, and the initial temporary policy of 3/24/2020) is no longer in effect.

DURING THE COVID-19 STATE OF EMERGENCY, and pending future changes to this guidance, the following operations will continue to be conducted at HREC:

1. All activities essential to food production
2. All activities essential to facility operation. This include any work that will be conducted to repair

the main irrigation pond in spring 2021.

3. Any time-critical research activities that cannot be performed at another time and for which the PI has explicitly received approval from HREC Director.

Screening for Lab Worker Symptoms

Dr. Bradshaw or his designee will ensure that lab personnel have verified their lack of symptoms prior to entering the HREC for their workshift and maintain health status records as part of UVM's Case Tracking system.

- All personnel are required to conduct a daily temperature check before entering the worksite (e.g., at home before leaving for work).
 - *Farm users with a temperature above 100.4° F are required to stay at home.*
- Each farm worker or visitor is required to register their symptoms before entering the property
 - Personnel should register online before leaving their homes if possible.
<http://go.uvm.edu/hrecsignin>
 - The Health Status Register will be checked against the lab schedule (see below) on a daily basis by Dr. Bradshaw
- Dr. Bradshaw is monitoring the health status of personnel to reduce possibility of exposure to coronavirus and facilitate case tracking. The symptom monitoring sheet below is located in the following online location and is accessible to all members of the research group:
 - <http://go.uvm.edu/hrectrackingsheet>
- Signage ("Register your health status daily before entering the farm") shall be posted at the entrance of the farm and at all building entrances and typical check-in points.
- **Farm personnel either diagnosed with COVID-19 or who have symptoms of COVID-19 must stay home. Any lab personnel who develops symptoms during the workday shall return home immediately.**
 - ✓ All lab personnel must be made aware of and trained to use the online [COVID-19 Employee Tracking Form](#)
- Farm users with confirmed cases of COVID-19 shall notify Dr. Bradshaw as soon as possible.
 - ✓ Dr. Bradshaw will inform research group members of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - ✓ Dr. Bradshaw will also inform PSS Chair, Ernesto Mendez, CALS Dean's office, and Francis Churchill (University Designated Safety Officer) by email.

Physical/Social Distancing

- All personnel are required to read and follow the UVM Risk Management and Safety "*Lab Space*

Planning and Scheduling Guideline”:

[https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/LabSpacePlanning and DistancingGuideline 5 15 20.pdf](https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/LabSpacePlanning%20and%20DistancingGuideline%205%2015%2020.pdf)

- ✓ *All rooms shall be evaluated for 6’ physical distancing to determine a maximum staffing capacity (see table below)*
 - ✓ *Maximum room capacities will be posted on room doors.*
 - ✓ *All workspaces shall have a 6’ radius marked out with tape on benches and floors.*
- The HREC operations spaces includes:

Building /Room #	Room name/purpose	Max Staff #
Blasberg 102	Classroom, now distanced office space	8
Blasberg office 103	Office	2
Blasberg 101	Reception	1 (entry to bathrooms only)
Blasberg 104	Shop	4
Field lab	Packing vegetables	2
Each greenhouse	Crop production	2
Classroom tent	Classes	25*
In 2021, a classroom tent will be set up as was used in fall 2020 (see appendix). In 2020, the 20 x 40 tent was sized for 19 occupants. In 2021, that tent, plus a second, adjacent tent (not yet purchased) will be set up to accommodate a total of at least 30 occupants. This will be the primary classroom space for summer academic programs.		

Scheduling Staff to Support Physical Distancing:

- Facility personnel are required to read and follow the UVM Risk Management and Safety “**Lab Space Planning and Scheduling Guideline”**
 - ✓ Dr. Bradshaw will work with the research group to determine whether a lab schedule is needed to avoid exceeding a lab room’s capacity.
 - ✓ Room capacity will be posted on room doors.
 - ✓ Visitors are required to provide advanced notice (1-2 days) to enter research spaces. All HREC personnel will be notified by email of approved visits.
 - ✓ Lab visitors (approved vendors or contractors) must also observe room capacities.
- On a frequent basis, Dr. Bradshaw will discuss and review with the facility team emerging pandemic policies, regulations, and compliance. When new guidance or critical information is

discussed, the PI will distribute a sign-off sheet to verify that lab members have received and understand this new information.

Other Social Distancing Measures:

(PIs, please adapt to your particular laboratory activities)

- Personnel who can work from home should continue to work remotely.
- Farm personnel must maintain a distance of 6 feet from other individuals throughout UVM facilities.
- Farm meetings will be scheduled as virtual events (MS Teams), or held outdoors if the weather permits.
- While in Blasberg, congregation of farm personnel is not permitted.
- During weekly lab meetings, the needs of lab usage will be assessed and discussed to observe room capacities.
 - ✓ Lab documents will be posted online with access to all lab personnel via MS Teams.

Facility Housekeeping/Cleaning, PPE and Hygiene

Cleaning and Disinfection of Laboratory Workspaces

- All Lab personnel are required to read and follow the UVM Risk Management and Safety “Disinfection Guidance for Laboratories and Research Spaces”:
https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Disinfection_Guidance_for_Laboratories_and_Research_Spaces_5.15.20.pdf
- Lab personnel must clean and disinfect their work surfaces before and after use:
 - ✓ First, clean surfaces using a detergent-containing cleaner.
 - ✓ Second, swab down surfaces with a 70% alcohol-containing solution* and keep dampened for at least 1 minute to ensure anti-viral effectiveness.
 - * Such as the WHO ethanol-based disinfectant:
<https://www.ncbi.nlm.nih.gov/books/NBK144054/>

Cleaning and Disinfection of Shared Spaces

- Lab personnel must clean and disinfect commonly contacted areas/surfaces:
Including:
 - ✓ Bench space around common equipment,
 - ✓ Tabletops, chairs and other frequently touched surfaces,
 - ✓ trash receptacle lids/handles,
 - ✓ door handles,

- ✓ keypads, tool handles, knobs, switches,
 - ✓ telephones,
 - ✓ other shared equipment
- Shared equipment including shovels, hoes, tractor controls, etc will be cleaned and disinfected before, during and after use.

PPE and Hygiene

Face Coverings:

- All Lab personnel are required to read and follow the “**University of Vermont Guidance on Face Coverings**”:
https://www.uvm.edu/sites/default/files/Physical-Plant-Department/UVM_Guidance_on_Face_Coverings_4.27.2020.pdf
 - All lab personnel must wear a cloth face covering to cover mouth and nose while:
 - ✓ in the halls, rest rooms, and other common rooms within Blasberg and research lab
 - ✓ in the presence of other people when working in the building.
- Personnel may provide their own two-ply cloth face coverings. Single use, disposable face coverings will be made available next to the north and south entrances to Blasberg.
- **Cloth face coverings must be laundered daily.**
- All lab members shall follow good respiratory etiquette, including covering coughs and sneezes.

Gloves:

- Farm personnel will continue to wear appropriate gloves in their workspace, as specified in the farm’s Chemical Use Planning Forms; these should reflect the required controls to be used based on a risk assessment, however:
 - ✓ *Gloves may be a vector for spread of Covid-19 unless used properly and are not recommended as a defense against Covid-19.*
 - ✓ Gloves must be removed when leaving laboratories and work areas.

Hand Washing / Hand Sanitizers:

- Facility personnel are required to engage in frequent hand washing with lathering soap and water or hand sanitizer with a minimum of 60% alcohol for 20 seconds, as recommended by the CDC.
 - ✓ Hand washing is required upon entering and leaving the facility (every time). Presently, handwashing facilities are located in Blasberg building next to the back door in the shop area and in the bathrooms in the front reception area (through north door). We will provide a handwashing facility at the tent entrance shortly.
 - ✓ Lab personnel will have access to soap and water and an anti-microbial hand sanitizer throughout the workday.

- Handwashing signs (reminders) will be posted in the lab and on lab doors.
- Avoid sharing personal office items, phones, computers, or desks.

Ramp-down to Essential Activities

- All staff are required to read and follow the UVM Risk Management and Safety **“Guidelines for Ramping Down Lab Work”**:
https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/guidelines_for_ramping_down_lab_work.pdf

- The following activities would continue to be supported if required to ramp down due to a subsequent outbreak:

1. Maintenance of the integrity of the core facilities, including buildings, infrastructure, and equipment.
2. Safe production of food on cropped farmland.
3. Continuity of research projects unless deemed unnecessary by the Project Investigator or their supervisor. HREC Director, in consultation with the CALS Deans’ Office and Risk Management, will be the final arbiter of whether projects are deemed *essential*.

Workers who are deemed responsible for essential tasks must assess their comfort with this and should discuss any issues with their supervisor. Worker safety is more important than farm or research operations.

- The following lab personnel are required to support essential activities:

Essential Staff (Last name, First name)		Email Address	Schedule
Bradshaw	Terence	tbradsha@uvm.edu	M,W,R 4 hr; as needed
Stievater	Rachel	Rachel.stievater@uvm.edu	M-W, F 8 hr
Bessette	Andrew	Andrew.Bessette@uvm.edu	M-F 8 hr
Murphey	Ava	Ava.Murphey@uvm.edu	M, W, F 8 hr
Hardesty	Jenna	jkhardesty@gmail.com	M, T, R 8 hr

PRE-SCREENING HEALTH SURVEY FOR EMPLOYEES OR VISITORS ENTERING ANY UVM FACILITY DURING COVID-19 PANDEMIC



ALL HREC visitors must sign in each day they visit the facility, whether they enter a building or not. Upon reviewing the questions, please sign in and affirm at: <http://go.uvm.edu/hrecsignin> or use this QR code and your smartphone camera to go straight to the form:

Below is a tool to be used by Supervisors to pre-screen employees who enter their lab or facility. If the answer to one (1) of the questions is YES, or if you have a fever, the associated employee or visitor is required to leave the facility immediately. Employees who do not pass the screening protocol are required to contact their Supervisor for additional guidance. Anyone who refuses to comply with the screening, should not be allowed to enter the facility.

In the past 14 days have you had *close contact* with a person confirmed to have COVID-19?	Yes	No
Today, or in the past 24 hours, have you had any of the following symptoms?		
Cough	Yes	No
Shortness of breath or difficulty breathing, not related to a pre-existing condition	Yes	No
Fever (> 100.4°F / 38°C) or felt feverish	Yes	No
Chills	Yes	No
Unexplained muscle pain	Yes	No
Sore throat	Yes	No
New loss of taste or smell	Yes	No

* Close contact: Recent prolonged exposure where someone has spent at least 10 minutes within 6 feet of a known COVID- 19 infected individual in the past 14 days

Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.uvm.edu/riskmanagement/covid-19-laboratory-information>

COVID-19 Volunteer Policies and Procedures at UVM Horticulture Research and Education Center (HREC)

Volunteers are important to the overall operations of the UVM HREC, and we value all of the efforts that help to maintain the facilities and programs. In light of the COVID-19 public health crisis, the following policies must be followed by all volunteers and volunteer coordinators until further notice. Failure to comply may result in disallowance of program operations on the property.

All volunteers must operate under a UVM faculty or staff volunteer coordinator. Each project which has been given express permission to operate on the property during the state of emergency will assign one coordinator who will manage volunteer operations. All UVM faculty and staff involved in programs hosted at the HREC must themselves be compliant with UVM COVID-19 and the HREC-specific Operations Plans.

- All volunteers must view the VOSHA COVID-19 safety training (<https://labor.vermont.gov/vosha>) before beginning activities.
- All volunteers and employees must sign in to the farm each time they arrive to the farm for the day. Sign in may be completed on the form located in the vestibule of the north entrance of the farm or (preferred) online at <http://go.uvm.edu/hrecsignin>. This QR code will also bring users to the form by selecting it in the camera app of a smartphone:
- All farm users must answer the mandatory COVID symptoms questions included on the sign-in sheet. This will require that each visitor take their temperature prior to coming to the farm. Anyone with a temperature greater than 100.4°F is not allowed on the farm until symptoms subside for greater than 24 hours or a negative COVID test can be provided to the HREC director.
- A representative from each program that will be using volunteers must submit to HREC Director Terence Bradshaw a detailed plan that indicates when volunteers may be used, what activities they may perform, and how their time and attendance will be managed. All farm users are encouraged to stagger attendance and group personnel into smaller units with minimal overlap to reduce That previously-identified and approved representative is responsible for ensuring that all persons present at the facility have reviewed and answered the symptoms questionnaire and signed in to the HREC attendance sheet.
- Volunteers calls will be made for specific program activities- there will be no 'open' calls for volunteers. Each program must designate specific time slots when volunteer activities will occur. Volunteers must sign up for time slots prior to beginning activities each day.

REQUIRED PRACTICES FOR VOLUNTEER OPERATIONS

1. All volunteers will sign in each day they are present on the property. Sign in will occur at <https://go.uvm.edu/hrecsignin>, accessible by entering the url given or scanning this QR code:
2. All volunteers will complete VOSHA COVID-19 safety training and certify completion at daily sign-in.
3. No one who has experienced potential COVID-19 symptoms in the past 24 hours, including: Cough; Shortness of breath or difficulty breathing, not related to a pre-existing condition; Fever (>

100.4°F / 38°C) or felt feverish; Chills; Unexplained muscle pain; Sore throat; New loss of taste or smell; Close contact with person with confirmed positive diagnosis of COVID-19..

4. In accordance with Executive Order guidance, volunteers must wear cloth face coverings over their nose and mouth any time they are in proximity to others from outside their households. HREC will provide surgical face masks if volunteers do not bring their own.

5. All volunteers must wash hands thoroughly with lathering soap for a minimum of 20 seconds or use approved hand sanitizer with at least 60% alcohol content between tasks and before and after breaks.

6. All volunteer activities are to be performed outdoors or in open, ventilated hoop houses. Work in hoop houses must be distanced. A maximum of five persons may be present in any hoop house at any time, and must maintain appropriate distancing of a minimum of six feet between persons.

7. Limited Outdoor Interaction. HREC will admit no more than one volunteer per 200 square feet of the space that is available for field work. All employees and volunteers in the harvest area must practice social distancing and follow all related safety requirements.

8. Social Distancing and Volunteer Flow. Project coordinators must manage volunteer flow to ensure a distance of at least 6 feet between all employees and volunteers at all times, including ensuring that all volunteers either wait in their vehicles or remain at least 6 feet apart while awaiting entry to any farm area.

9. Sharing of tools is strongly discouraged. Volunteers should bring their own tools for any appropriate jobs that they may complete. All tools or other devices that volunteers may share must be thoroughly cleaned and disinfected by employees before each use using the procedures indicated below.

10. To limit in-person contact and the risk of contamination, the on-site shared consumption of food—including crops being picked—is not allowed. In addition, volunteers are not permitted to congregate on site before, during, or after completing activities.

11. Blasberg building access will only be allowed for emergency bathroom visits through the north door (on the left facing the building from the road. Anyone who uses the bathrooms must use the supplied alcohol sanitizer and disposable towels to clean all surfaces before and after bathroom use.

HREC staff are charged with ensuring compliance with these policies, and may revoke facility access at any time.



Catamount Educational Farm Volunteer Policy (Sample, to be used by each Project leader)

Project PI: Terence Bradshaw Terence.Bradshaw@uvm.edu, (802)922-2591
Volunteer coordinator: Rachel Stievater (RS) Rachel.stievater@uvm.edu (802)279-2920
Safety officer: Terence Bradshaw or designee

Volunteer activities performed: Farm volunteers may perform field-based tasks including planting, weeding, light (hand tool) cultivation, crop harvest, CSA packaging and distribution.

Volunteer roster: RS will maintain a roster of interested volunteers who will be invited to work in specific time slots as needed to maintain farm operations. Interested volunteers include former Farmer Training Programs and UVM students, current students, UVM staff, farm CSA members, and staff acquaintances.

Volunteers will be used on an as-needed basis, and not invited through an open farm policy. When appropriate RS may designate another staff member to manage day-to-day volunteer activities. At no time will greater than six volunteers be utilized on the farm at any one time.

REQUIRED PRACTICES FOR VOLUNTEER OPERATIONS

1. All volunteers will sign in each day they are present on the property. Sign in will occur at go.uvm.edu/hrecsignin, accessible by entering the url given or scanning this QR code:
2. All volunteers will complete VOSHA COVID-19 safety training and certify completion at daily sign-in.
3. No one who has experienced potential COVID-19 symptoms in the past 24 hours, including: *Cough; Shortness of breath or difficulty breathing, not related to a pre-existing condition; Fever (> 100.4°F / 38°C) or felt feverish; Chills; Unexplained muscle pain; Sore throat; New loss of taste or smell; Close contact with person with confirmed positive diagnosis of COVID-19.*
4. In accordance with Executive Order guidance, volunteers must wear cloth face coverings over their nose and mouth any time they are in proximity to others from outside their households. HREC will provide surgical face masks if volunteers do not bring their own.
5. All volunteers must wash hands thoroughly with lathering soap for a minimum of 20 seconds or use approved hand sanitizer with at least 60% alcohol content between tasks and before and after breaks.
6. All volunteer activities are to be performed outdoors or in open, ventilated hoop houses. Work in hoop houses must be distanced. A maximum of five persons may be present in any hoop house at any time, and must maintain appropriate distancing of a minimum of six feet between persons.
7. Limited Outdoor Interaction. HREC will admit no more than one volunteer per 200 square feet of the space that is available for field work. All employees and volunteers in the harvest area must practice social distancing and follow all related safety requirements.
8. Social Distancing and Volunteer Flow. Project coordinators must manage volunteer flow to ensure a distance of at least 6 feet between all employees and volunteers at all times, including ensuring



that all volunteers either wait in their vehicles or remain at least 6 feet apart while awaiting entry to any farm area.

9. Sharing of tools is strongly discouraged. Volunteers should bring their own tools for any appropriate jobs that they may complete. All tools or other devices that volunteers may share must be thoroughly cleaned and disinfected by employees before each use using the procedures indicated below.
10. To limit in-person contact and the risk of contamination, the on-site shared consumption of food—including crops being picked—is not allowed. In addition, volunteers are not permitted to congregate on site before, during, or after completing activities.
11. Blasberg building access will only be allowed for emergency bathroom visits through the north door (on the left facing the building from the road. Anyone who uses the bathrooms must use the supplied alcohol sanitizer and disposable towels to clean all surfaces before and after bathroom use.

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COVID-19 Policies and Procedures at UVM Horticulture Research and Education Center (HREC) for Branch Out Burlington! Volunteers

June 12, 2020

Volunteers are important to the overall operations of the UVM HREC, and Branch Out Burlington! (BOB!) Tree Nursery. We value all of the efforts that help to maintain the facilities and programs. In light of the COVID-19 public health crisis, the following policies must be followed by all BOB! volunteers until further notice. All volunteers must operate under the authority of the designated volunteer coordinator (Margaret Skinner; miskinner@uvm.edu Tel: 802-656-5440). BOB! has been given permission to operate on the property during the state of emergency as long as we follow the procedures listed below.

- All volunteers must complete the VOSHA COVID-19 safety training (<https://labor.vermont.gov/vosha>) and fill out the certificate of completion. The certificate must be sent to Margaret Skinner before taking part in any nursery activities. A copy of these certificates will be sent to the HREC director.
- All volunteers must notify the coordinator (Margaret Skinner) what date and time they intend to come to the Nursery. They must sign in via the online form: <http://go.uvm.edu/hrecsignin> each time they arrive to the farm.
- All farm users must answer the mandatory COVID symptoms questions included on the sign-in sheet. This requires that each visitor take their temperature before coming to the farm. Anyone with a temperature greater than 100.4°F is not allowed to enter until symptoms subside for greater than 24 hours or proof of a negative COVID test can be provided to the volunteer coordinator.
- BOB! volunteers must work only in the vicinity of the Community Tree Nursery, and not visit other areas of the HREC. They will not enter the main office building. No bathroom facilities will be available.
- The volunteer coordinator will coordinate any group activities at the nursery. No more than 20 people will be permitted to take part in a volunteer activity. The HREC director will be notified of any group events and will provide him with a list of the attendees. Attendees will also complete the on-line sign-in form.
- No volunteer will enter the HREC who has experienced potential COVID-19 symptoms in the past 24 hours, including: Cough; Shortness of breath or difficulty breathing, not related to a pre-existing condition; Fever (> 100.4°F/38°C) or felt feverish; Chills; Unexplained muscle pain; Sore throat; New loss of taste or smell; Close contact with anyone with confirmed positive diagnosis of COVID-19.
- In accordance with Executive Order guidance, volunteers must wear cloth face coverings over their nose and mouth any time they are in proximity to others from outside their households. Volunteers are expected to bring their own face masks.
- All volunteers must wash hands thoroughly with lathering soap for at least 20 seconds or use approved hand sanitizer with at least 60% alcohol content between tasks and before and after breaks. A hand washing station will be available at the Nursery shed.

- All activities must be performed at a distance of at least six feet between persons. Social Distancing and Volunteer Flow will be managed by the program coordinator to ensure a distance of at least 6 feet between all volunteers at all times.
- Volunteers will generally bring their own tools for weeding, etc. Lawn mowing will be done with the mower on site. All tools or other devices that volunteers use/share must be thoroughly cleaned and disinfected using 75% alcohol. A spray bottle of alcohol will be available on site.
- No shared consumption of food will be permitted. Volunteers will not congregate on site before, during, or after completing work.

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Community Supported Agriculture (CSA) Share Pick-Up COVID-19 Procedures

The following procedures will be in-place for distribution of CSA shares to customers under the State of Vermont and UVM COVID-19 Mandates or until further notice:

- These procedures follow Vermont Agency of Agriculture, Food, and Markets Farmers Market Guidance (<https://agriculture.vermont.gov/sites/agriculture/files/Farmers%20Market%20Guidance%2005.05.20.pdf>)
- All CSA pickups must be made at the HREC facility located at 65 Green Mountain Drive, South Burlington, VT until further notice.
- CSA pickups will occur on Thursdays from 3:00 PM – 7:00 PM beginning in June, 2021.
- CSA customers will be asked to not come to the farm if they re sick, have a cough, fever, shortness of breath, loss of taste or smell, or other symptoms common to COVID-19¹
- CSA members will be directed around the back of the main Blasberg building following the one-way arrows to the farm lab / farmstand building in back. Shares will be loaded by farm staff from the farmstand building to customers' vehicles.
- CSA customers will not be allowed to leave their cars to interact with staff or others during pick up.
- Customers, and the public in general, are required to wear cloth face coverings any time they are interacting with others from outside their household.
- Farm staff will be checking members off of a pre-printed roster. If persons pick up for another member, they will be asked to give their name as well as that of the member for whom they are picking up.
- CSA shares will be packed into a non-reusable brown paper shopping bag. Bags will not be labeled with member names, just the share size. Farm staff will not handle bags that members bring to the farm.
- CSA members will be required to exit the property immediately upon receiving their farm share.
- Members will receive a weekly newsletter (via email) on the morning of pick-up outlining the share contents and any pertinent information.
- There will be no pick-your-own on the farm in 2020.
- Farm staff follow a strict food safety plan when harvesting, washing, and packing CSA shares. Farm food safety plan is accredited by Vermont CAPS food safety program, and by UVM Sodexo dining services.

¹ Fever (> 100.4°F / 38°C) or felt feverish; Chills; Unexplained muscle pain; Sore throat; New loss of taste or smell; Close contact with person with confirmed positive diagnosis of COVID-19

Farm Market

The on-farm farm market is operated in the classroom tent (see layout at end of this document) from August-November each year.

General Guidance Applicable to all Business, Nonprofit and Government Operations

- Employees shall not report to, or be allowed to remain at work or a job site if sick or symptomatic (with fever, cough, and/or shortness of breath). Please also be aware of the updated symptoms published by the Vermont Department of Health at the following link: <https://www.healthvermont.gov/response/coronavirus-covid-19>
- All employees must observe strict social distancing of 6 feet while on the job, unless noted, and should refrain from touching their faces.
- Employees must wear face coverings over their nose and mouth when in the presence of others.
- Employees must wash or sanitize hands during the duration of their work including, before entering and leaving job sites and workstations.
- All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected at the beginning, middle and end of each shift *and*, when possible, prior to transfer from one person to another. *See cleaning regime at end of document.*
- When working inside, doors and windows should be opened to promote air flow to the greatest extent possible and the number of people occupying a single indoor space will be limited.
- No more than 3 people shall occupy one vehicle when conducting work.

Customer & General Public Mask Use

- Customers, and the public in general, are required to wear cloth face coverings any time they are interacting with others from outside their household.

General Farm Market Operations

- Terence Bradshaw will serve as health and safety officer to ensure compliance with all health and safety requirements.
- All food and beverage available at the market shall be prepared and packaged for take away and consumption off-site.
- The on-premise consumption of food or drink, including all types of sampling (food and all other products) is prohibited.
- Customers will be encouraged to use electronic/touchless/cashless payment when in-person shopping whenever possible and make every effort to eliminate the need for change to be made.
- The market shall ensure flow in a single direction from entry to exit and post guidance to maintain 6 feet distance throughout the market area to ensure adequate social distancing and prevent congregation.
- All staff must wear masks/face coverings while packaging orders and serving customers.
- Hand sanitizer and a hand washing station must be available at entry and exit points.
- Prohibit staff/vendors/customers from attending if they are sick or if they have been exposed to someone who is.
- Prohibit on-premise consumption of food or drink, including all types of sampling and consumption of prepared food, except for in an outdoor dining area as described below.

- Loose produce must only be handled after hand washing / sanitizing

Implement Social Distancing Requirements

- Vendors shall maintain at least a 6-foot buffer between booths to ensure adequate distancing between customers and other vendors at all times. If the 6-foot booth distance does not provide sufficient space for vendors and customers to always remain at least 6 feet apart, booths shall be spaced far enough apart to ensure that appropriate social distancing is constantly maintained.
- Physical barriers or markings are required to ensure spacing between vendor booths and customers.
- Rope off market premises and limit access to a single direction of travel with designated entry and exit point.
- Strongly encourage online/electronic/touchless payment whenever possible (e.g. Venmo or PayPal) and exact change for cash payments to eliminate the need for change to be made. EBT transactions must be allowed by markets equipped to accept EBT.
- Encourage shoppers to come to the market alone whenever possible to reduce the number of people in the market area, and strictly prohibit unleashed or unrestrained pets from the market area. Service animals are allowed. While all pets are discouraged, a pet may enter the market area if it is leashed or restrained and maintains at least 6 feet of separation from other customers and vendors.

Utilize Proper Cleaning and Sanitary Protocols

- Employees must engage in good hygiene practices, including regular and thorough handwashing. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- The number of surfaces must be limited in the market area.
- Regularly clean AND disinfect frequently touched objects and surfaces such as produce bins, tabletops, handles.

Prepare and Increase Clear Communication Strategy

- Post signage instructing vendors and customers to frequently wash hands and provide hand washing instructions.
- Post signage prohibiting vendors and customers from congregating or lingering and reminding all to abide by 6-foot social distancing guidelines.
- Prepare customers in advance to support new requirements by posting them on social media, websites and in newsletters.
- Post signage prohibiting people who are sick or those who have been exposed to people diagnosed with COVID-19 or who display any related symptoms.

