



COVID-19 Guidance:

FARMS AND ON-FARM DELIVERIES AND PICK-UPS

The following guidance and recommendations for farms has been developed to assist farms in limiting exposure and risk related to COVID-19 (novel coronavirus). As always, it is critical to practice biosecurity for the safety of animals, workers and the public. It is now critical to also consider ways to limit person-to-person contact and if necessary -congregating safely while maintaining social distance.

COVID-19 Planning & Procedures

- 1. Identify a drop-off location for regular deliveries or pick-ups away from on-farm high traffic areas and housing.**
 - Drop-boxes are recommended to be placed near the road, before on-farm entry.
 - If a drop-box is unavailable, designate a drop-off location on-site.
- 2. Create specific instructions for drop-off deliveries or pick-ups.**
 - Provide the location and all procedures needed at the drop-off/pick-up point.
 - Create signage to easily identify drop-off/pick up points. Ensure signage is translated to languages of employees.
 - List all point of contacts with contact information to assist with questions leading up to delivery/pick-up and upon arrival.
 - Practice distancing with delivery/pick up drivers. Wear a mask and where practical keep a recommended distance of at least six feet. Avoiding personal interaction is best.
 - Prevent workers and visitors from gathering around vehicles, parking areas, housing and high on-farm traffic areas.
- 3. Create specific instructions (translated) for deliveries or pick-ups that must be conducted at a certain area on the farm and may require assistance from farm workers (ex. Loading docks for bulk produce, grain elevators, equipment loading/unloading, etc.)**
 - Provide the location and all procedures needed at the drop-off/pick-up point.
 - Create signage to easily identify the drop-off/pick-up location.
 - List all point of contacts with contact information to assist with questions leading up to delivery/pick-up and upon arrival.
 - Workers not needed to assist with delivery/pick-up should leave the area.
 - Drivers and workers should practice six-foot distancing where possible; wear masks; and wash and sanitize their hands frequently.
 - Provide handwashing and sanitizing stations close to loading docks with high traffic.
 - Clean and disinfect all commonly contacted surfaces after each delivery/pick-up where practicable. Commonly contacted surfaces in high traffic delivery/pick-up locations should be cleaned and disinfected frequently throughout the day.
 - Designate one worker for equipment (ex. Fork lifts) used in deliver/pick-up locations.
- 4. Log all deliveries/pick-ups and on-farm entries.**
 - Utilize a visitor's log for everyone entering the farm.
 - Monitor personal travel with a personal travel log.
- 5. Prepare on-farm workforce for deliveries/pick-ups.**
 - Make sure guidance to employees involved in deliveries/pick-ups is available and communicated in their native language.
 - Include specific instructions for minimizing the use of shared equipment.
 - Include specific instructions for maintaining six-foot distancing where practicable.
 - Include specific instructions for wearing masks, handwashing, cleaning and disinfecting commonly contacted surfaces.
 - Inform employees where they can find handwashing facilities and sanitizing materials throughout on-farm contact points.
- 6. Sanitize/disinfect contact surfaces.**
 - Disinfect contact surfaces on equipment in between use by different employees.
 - Disinfect all door handles and knobs, floor mats, drop boxes, steering wheels and other commonly contacted surfaces on shared equipment frequently throughout the day.
 - Sanitize offices, restrooms and other areas commonly entered by delivery/pick-up visitors to your farm.
- 7. Provide all persons entering your farm to pick-up or make deliveries with your requirements and policies.**
 - The attached guidance: COVID-19 GUIDANCE: Recommendations for Deliveries and Pick-ups can be used for this purpose or to develop your own requirements and policies.



Additional FDA and CDC COVID-19 Guidance: FARMS AND ON-FARM DELIVERIES AND PICK-UPS

On-Farm Delivery guidance should be followed by all essential businesses that provide deliveries or pick-up throughout the supply chain.

Planning & Procedures

1. Contact the location prior to delivery or pick-up.

- Ask for drop-off/pick-up point and delivery instructions.
- Create a contact list for each delivery/pick-up site.
- For reoccurring deliveries/pick-ups, confirm drop-off/pick-up locations in case they have been relocated.
- Confirm there is translated signage on the property to identify the drop-off/pick-up location.
- If needed, notify the on-farm contact once the delivery/pick-up is completed.

2. Log all deliveries/pick-ups and on-farm entries.

- Monitor personal travel with a personal travel log.
- Confirm deliveries by taking a photo of completed on-site drop-off.

3. Sanitize before and after every delivery.

- Wear a mask.
- Wash vehicle in and out of every location and use rubber floor mats.
- Disinfect all footwear, floor mats, steering wheel, door handles, etc.
- Wear and discard disposable gloves at each drop-off/pick-up location.
- Carry additional sanitation materials for on-site delivery.
 - Wipe down any drop-box and drop-off location contact points.
- Wash your hands with warm water and soap for at least 20 seconds when available.
Use hand sanitizer in cases where hand washing stations are not available.

4. Avoid on-farm contact.

- Drivers should practice six-foot distancing where possible; wear masks; and wash and sanitize their hands frequently.
- Avoiding personal interaction is best.

5. Park away from housing & high on-farm traffic areas to prevent congregating and enhance physical distancing.

- Drop-boxes assist in eliminating vehicles from entering high-traffic and housing areas. When these are not available, scope the property and avoid parking near high traffic areas whenever possible.
- Maintain distance from other drivers at high volume delivery/pick-up loading docks or other locations.

Agricultural specific resources provided by CDC:

CDC Agricultural Community Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-agricultural-workers.html>

CDC Toolkit and Resources (Multiple Languages)

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/communication-toolkit.html?deliveryName=USCDC_2067-DM30162

CDC Print Resources, Signage and Infographics

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

CDC Agricultural Employer Assessment and Control Checklist

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Agricultural-Employer-checklist.pdf>