

Examples and Considerations to Assist Farms with Preparing “NY Forward Business Safety Plans”- Direct Market Supplement

The state’s [NY Forward Plan](#) requires each agricultural business to have a written safety plan in place appropriate to their business. This safety plan details how your business will provide employees and customers protection as New York re-opens for business by region across the state during the COVID-19 pandemic. Both essential agricultural businesses that have remained open and those non-food related agricultural businesses who will re-open must have a safety plan. This document provides examples, discussion, and links to resources that can help farms as they complete their plans.

Refer to documents from New York State for official guidance, including:

- [New York Forward](#)
- [Interim Guidance for Prevention and Response of COVID-19 at Farms](#)

How to Use This Document

This document follows the format of the “NY Forward Business Re-Opening Safety Plan Template.” You can use the template or your own format to complete your plan for your business.

Red text in this document indicates discussion and helpful resources prepared by Cornell Cooperative Extension experts. Text inserted in gray boxes includes examples and suggestions for you to consider as you prepare your own COVID-19 safety plan.

Note: this document covers the customer facing concerns of agricultural businesses. You must also be sure to review the COMMERCIAL AGRICULTURE COVID-19 SAFETY PLAN and complete the applicable sections for employees and or other farm operations.

Every farm business is different so you must customize your plan for your needs.

COMMERCIAL AGRICULTURE COVID-19 SAFETY PLAN

DIRECT MARKET SUPPLEMENT

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to New York State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

If your business is complex- consider creating an introduction to your business with information that may be needed beyond the basics below. Including owners or key managers, separate locations, or other key facts that will ultimately aid in understanding the interactions between people and common areas which will prevent confusion should NYS need to review the farm’s documented plan in the event of illness.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Currently NYS requires both employees and customers in retail settings to wear face masks when 6’ of social distancing cannot be maintained. Farms may want to consider additional protections for employees who will be in continuous proximity to customers in retail environments, like cashiers, and move more vulnerable employees away from higher risk positions such as those that have frequent, direct customer contact.

- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

Stockrooms and coolers, loading, unloading and transporting produce for markets, especially from the farm to off-site markets, and bagging or boxing produce for customers are possible confined places in farm retail operations where employees may find it challenging to maintain a physical distance from other employees. In the retail venue, the number of customers allowed into retail spaces will need to be managed to maintain 50% capacity limits of buildings. A rule of thumb is to allocate 10'x10' of space per person. In a PYO, the total number of customers that can be picking at any one time will be limited by the number rows that can be used while maintaining a 6-foot physical distance to other customers. For strawberries or vegetables, this will likely be ½ of the total number rows. For raspberries or blueberries, this will likely be equal to the number of rows available for picking. Crowding at market entrances, narrow aisles and rows and crowding at exits/check-out can make 6' of physical distancing between customers and between customers and employees challenging to maintain. Steps to reduce pinch points in retail environments (pre-bagged produce, reducing the need for produce to be weighed for purchase, advance orders and payments, clear entrances and exits and designated flow patterns in stores and in PYO fields) can help. Finally, at PYOs, avoid moving people with vehicles (e.g. wagons, golf carts) since it will be difficult to maintain 6-foot distance, consider allowing people to park closer to the field or providing transportation of produce-only back to check-out for customers.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. at check-out locations, pick-up lines, entrances and exits)

Social distancing markers might include but are not limited to tape stuck or fastened to the floor or vertical signposts with appropriate descriptive language that delineates 6'. Entrances to farm markets and PYOs should also reinforce the need for customers to socially distance both in the market but also outside.

- Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Customers can be encouraged to order remotely, and the farm will package food for quick pick-up. Farms could move check-in and check-out to a tent outdoors to increase ventilation. Farms could also reduce the amount of time customers spend inside retail buildings develop outside market displays. Finally, consider eliminating picnic areas, tastings, entertainment, and other gathering points.

- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Reducing the amount of time customers spend selecting farm products and paying for products can reduce risk of COVID-19 exposure. Farm markets, CSAs, and PYOs may want to increase pre-ordering and pre-payment of produce and improve flow through pick-up and drop-off sites to reduce customer contact with staff. Adopting electronic payment methods could further reduce contact time between staff and customers.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Refer to [“New York’s Interim Guidance for Prevention and Response of COVID-19 at Farms.”](#)

Consider the following approaches to ensuring the safety of your employees in your direct market (PYO, CSA, farm market, farmers market), each farm situation will be different:

- Employees are required to wear a mask and customers will always be required to wear masks or face covering in the market. A stock of disposable masks will be maintained and will be available for customers and employees who do not have a mask or face covering.
- Where possible, employees will not travel in the same vehicle to off-farm markets. Masks will be worn when traveling together is necessary and vehicles will be cleaned as outlined in the cleaning section.
- Only one employee at a time will enter trucks, coolers, stock-rooms, bathrooms, and other confined places in the market. Jobs will be planned to limit situations where social distancing cannot be maintained.
- When possible, set up packing lines for packing bagged and pre-ordered produce, to keep employees 6’ apart.
- When possible, set up bagging lines in an area with good ventilation.
- When possible, assign high risk employees to tasks that minimize their contact with customers.
- To the extent possible, customers will be held at a safe 6’ distance from each other and from farm employees
 - Create chalk/tape markers on the ground to indicate 6’ distances.
 - Markings on pavement will show a 6-foot distance for the line waiting for a turn to enter the market.
 - We will encourage customers to wait in their cars until it is their turn to enter or their purchase is ready.
 - We will make a 6’ distance barrier between customers and employees for customers to wait when checking in (to PYO, CSA) or waiting to check out/pay.
 - Construct a plexiglass barrier between cashier’s and customers.
 - We will provide containers to customers. Customers will take their own containers from the distribution point to minimize contact with employees.
- Amount of time of contact between employees and customers at payment will be reduced.
 - Customers will be encouraged to pre-order and pre-pay online or by phone.
 - We will charge per container or by unit rather than by weight.
 - Cash: Minimize handling by altering pricing for even dollar amount transactions.
 - Cash: Do not take cash directly from customer, exchange through a pass-through basket or some similar fashion.
 - Credit/Debit: Have customers swipe their own cards when making payment. Consider eliminating the signature requirement.
- Control number of customers shopping in the market at a given time.
 - We will discourage customers bringing more than one family member to shop.
 - We will limit the number of customers in the market to 50% of capacity in indoor markets. In outdoor markets we will limit customers to a number that would be about 1 person per 10’x10’ area. In a PYO it will depend on the size of the field and crop.
 - Limit specific shopping hours to at-risk customers

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Consider the following approaches to communicating with customers in your direct market (PYO, CSA, farm market, farmers market), each farm situation will be different:

- Communicate information about social distancing policies to customers on website and social media:
“To maintain a 6-foot physical distance during your visit to our farm this season: There is a new flow for customers to enter and exit field. Only a certain number of groups will be allowed to pick at any one time. Families, including children must stay close together. There will be no entertainment or picnicking on the farm.”
- Employees at the market/PYO should be trained to encourage customers to practice social distancing and to ensure that masks or face coverings are worn in the market.
- Post signs at check-out to emphasize physical distancing while waiting (e.g. flags or tape at 6-foot intervals).
- Post signs encouraging one family member to check out while others proceed to their vehicle.
- Encourage customers on the website and in social media and advertising to pre-order to minimize their time in the market.
- Recommend and encourage curbside pickup in our outreach to customers.
- Schedule appointments and timed entry to help manage numbers in the market.
- Use signage to instruct customers to not handle products for sale in the market. Instead, employees can serve the customers with their purchase requests.
- Directional flow through the market should be laid out visually to guide customers.
- Hand sanitizer or hand washing stations will be available for customers at entry and exit and signage will remind them about handwashing.
- Trash receptacles for PPE should be available for customers at entry and exit with signage to remind them about disposal.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Consider the following approaches to maintain social distancing specifically at direct markets (PYO, CSA, farm market, farmers market), each farm situation will be different:

- Create clear entry and exit points for market flow.
- Designate a one-way aisle to enter the check-in area and post signs and markers to encourage 6-foot separation while waiting.
- Create a one-direction foot-traffic pattern for customers to walk and then return to the payment/check-out area.
- If the market or PYO field is full, or the order isn't ready, we will encourage customers to wait in their cars.
- Eliminate eating areas, seating, tables, all community and children activities, cooking/nutrition/ag education, and any areas or activities where people can congregate, including employee break areas.
- In PYOs it's recommended to number rows, and assign customers to specific rows, emphasizing the importance of staying in their row.
 - For strawberries and vegetables, assign to every other row.
 - For raspberries, blueberries and trellised crops, assign to every row.
 - Emphasize that family groups should stay close to each other, including children.
 - In PYOs provide each customer with a wire flag that is left where they finish picking. The next customer can start picking from this flag. Remove and sanitize flags for reuse.

Consider the following approaches to maintain social distancing specifically at direct markets (PYO, CSA, farm market, farmers market), each farm situation will be different:

- Give CSA customers specific times to pick up their produce. Produce should be pre-bagged to reduce time spent at pick-up.
- Provide at-home delivery of bagged produce if possible
- (In outside farmers markets) develop linear vendor displays to prevent customers from entering the booth.
- Designate some employees to only handle payments and others to wait on customers to help move customers quickly through check-out.
- (PYO) Allow people to drive to the field and locate check-in there.
- (PYO) In transportation to the field, limit the number of people on the vehicle to maintain at least 6-foot between family groups. Require everyone to wear a mask
- (PYO) Use vehicles to transport fruit from the field, not people.
- (PYO) Limit rides to and from the field to those with physical challenges.
- (PYO) Place an employee in the field to monitor physical distancing and provide new containers in the field so that customers can stay where they are picking.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

See CDC Guidance on face coverings. [NYS Executive Order No. 202.17](#)

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

Consider the following approach, each farm will be different:

- Keep a supply of disposable masks available for customers who do not have a mask or face-covering, but we will encourage customers to bring their own.
- Provide employees with a clean, disposable mask at the start of each shift (consistent with the farm policy).

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

Brief description of face mask policy including where replacement masks can be found and when they should be replaced. [CDC Cloth Face Coverings](#)

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Consider the following PPE policies:

- Lined trash cans for customers and employees to dispose of PPE will be stationed at exits to the market. The trash cans will be emptied when filled or when the market closes.
- Employees will otherwise follow farm PPE guidance

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

This does not need to be an exhaustive list. Briefly describe how items previously shared will be prevented from sharing (ex. separate tail paint instruments for each employee responsible to do that task). Describe instances when gloves will be required (ex. handling medicine bottles) and when washing and sanitizing will be required (ex. after using a table)

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

A list of common objects that are likely to be shared between employees or used by customers:

- Tools and equipment used during the day (bins, picking containers, flags)
- Market surfaces
- Vehicle surfaces
- Bathrooms

Consider these measures to ensure the safety of employees when using these objects:

- When possible, limit sharing of vehicles, equipment, and tools – vehicles, equipment, and tools assigned to employees for exclusive use.
- Hand hygiene stations in locations where common objects are likely to be shared so that hands are sanitized or washed before and after contact.
- Create a cleaning checklist of all surfaces and objects likely to be shared between employees or where customers will come in regular contact.
- Require employees will wear gloves when using shared objects, or sanitize or wash hands before and after contact, for example bins used by customers to pick fruit.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Name of person who will monitor that cleaning protocols are being followed including a daily check on cleaning logs. Logs should be conveniently located where frequent cleaning is scheduled to occur. After completing the cleaning protocol, the individual can initial and enter date/time. The log could include a check off indicating adequate cleaning suppl and PPE availability or that supplies are getting low. [Cleaning vs. Sanitizing fact sheet, by the Produce Safety Alliance](#)

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Consider the following approach to your cleaning log policy:

- A cleaning log kept at (each location at which cleaning is performed).
- [Employee Name] will be responsible for maintaining a cleaning log.
- Follow farm guidance for cleaning logs.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Identify general work areas where hand washing will be required including sink location. Identify situations when washing is not practical and how hand sanitizing will be required. Include how hand sanitizer will be provided. [CDC Hand Washing Recommendations](#) [UMN Inexpensive field hand washing station directions](#) [Proper glove use](#)

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Consider providing hand hygiene stations at the following locations:

- Market entrance
- Market exit
- Bathrooms
- In the field (PYO)

Consider these approaches to promote good hand hygiene:

- Educating employees on the importance of good hand hygiene to prevent the spread of COVID-19.
- Posting posters about hand hygiene practices and policies at hand hygiene stations.
- Locating hand hygiene stations at each location where good hand hygiene practices are needed.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

Reference additional cleaning and disinfection protocols instituted. Instead of detailed descriptions, it is ok to refer to your farm's protocol/SOP book or employee manual provided employees are aware of its location and have been trained on how to use it. [CDC Sanitizing Recommendations](#) [CDC Guidance on Cleaning Community Surfaces](#) [Interim Guidance for Cleaning and Disinfection of Food Manufacturing Facilities or Food Retail Stores for COVID-19](#)

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using **products** identified as effective against COVID-19?

[Here is a plan to build a handwashing station](#) [New York State Registered Disinfectants Based on EPA List](#)

Consider these cleaning and disinfection policies:

- Establish a cleaning and sanitizing standard operating procedure (SOP) for frequently touched surfaces, such as tables, scale platforms, registers, other electronics, chairs, cash boxes, hand rails and port-a-john handles. Write these down and implement them daily. For an example SOP that you can adapt to your farm, see the Sanitation and Postharvest Handling Decision Tree: <https://bit.ly/3eMw7ic>.
- Provide training to employees on sanitation SOPs for the PYO
- Sanitation at Check-in/Check-out Process and Containers
 - Provide hand washing stations (soap, water, single use towels) or hand sanitizer (60% ethanol or 70% isopropyl) for customers as they enter the check-in area.
 - Requiring employees to wear gloves and change them frequently hand sanitizers and handwashing stations will be made available to all employees, all work stations will include hand sanitizers for employee use.
 - Instruct employees to sanitize/disinfect all surfaces within their work stations anytime they are touched by others.
 - Use non-porous tables and/or plastic table cloths on wooden tables for check-in and check-out, since these surfaces are easier to clean and sanitize.
 - Provide containers (bags, quart containers or buckets) for to eliminate the need for sanitizing scales and hands between customers at check-in. Reusable containers should be cleaned with soap and water and sanitized between customers.

(If you choose to allow customers to use their own containers that are weighed rather than use per-unit pricing)

- At the weighing station, employees remain 6 feet from customers.
- Have customers place their container on the scale and step back.
- The staff can tape the weight on the container.
- The customer will be instructed to remove their own container from the scale.
- Staff then sanitizes scale platform between customers.
- The customer can then take their produce to the payment area.
- The staff can wash or sanitize their hands between transactions (see below for instructions on glove use).

Sales Area

- Clean and sanitize the credit card units and sales equipment twice daily. (Options to consider) use protective plastic coverings to support ease of cleaning or use 70% isopropyl alcohol wipes.
 - Provide hand sanitizer at exit.

(If you use a vehicle to transport customers or fruit)

- Provide hand sanitizer on the vehicle.
- Sanitize handrails and surfaces between trips.

Servicing Toilets

- Post signs emphasizing importance of handwashing after using facilities.
- Provide soap, water and single use paper towels for handwashing, and provide hand sanitizer.
- Provide a garbage can lined with a trash bag for used paper towels. (Make sure these are anchored and have foot operated lid, if possible, to minimize litter.) We will replace these liners daily or as needed.
- Cleaning products effective against COVID-19 are on the **New York State Registered Disinfectants Based on EPA List- link above.**
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Consider the following approach to your log policy:

- [Employee Names] will be in charge of maintaining a log of each person (except for customers) that enters the site.
- The log will be kept at a centralized location
- Ask customers at the market to provide cell phone or e-mail contact information in a daily log the log book will be available on a table outside the market
- Check in CSA pick-ups and keep a seasonal log
- Check in PYO groups and get a contact cell or email from a member of the party
- The farms log practice will be followed

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

See these resources: [COVID-19 Decision Tree for Food Industry](#) [CDC Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

[Find your County Health Department](#)

Consider the following policies notification:

- [Employee Name] will be responsible for notifying state and local health departments (usual options would be the business owner or a designated COVID-19 point contact person).

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

An adequate health screening questionnaire could be the three questions outlined above. Important considerations include that self-evaluation/reporting by employees does not seem to be preferred per the language here. In addition, you may have employees that are not proficiently literate or proficient in the language these documents are printed in. In your farm's outreach materials to the public you can encourage customers to not visit if they answer yes to the three questions.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Consider the following:

We will have a sign at the entrance to our market indicating that customers should not enter if they say yes to any of the three questions. We will also indicate this on our market website and in our outreach materials.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

Consider PPE practices such as:

- Questionnaire will be administered outside the farm office, at six foot distance. Both the screener and the employee will wear a face covering.
- [Additional option] Temperature check will be conducted with an infrared thermometer. Screener and employee will be closer than six feet and will wear face coverings.
- Face coverings will be supplied by the business to employees.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
Farms should plan as much as possible (schedules permitting) to use one of the approved cleaning products from the CDC [CDC Sanitizing Recommendations](#) [CDC Guidance on Cleaning Community Surfaces](#) [Interim Guidance for Cleaning and Disinfection of Food Manufacturing Facilities or Food Retail Stores for COVID-19](#)

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

[“Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020”](#) [cleaning and disinfection recommendations](#) [products that meet EPA criteria for use against SARS-Cov-2](#), [“Cleaning and Disinfection for Community Facilities”](#)

Consider cleaning practices such as:

In the case of an employee testing positive for COVID-19, we will clean the contaminated areas according to the instruction provided by CDC Guidance.

The following section of the document provides instructions for cleaning and disinfecting areas contaminated by an employee testing positive for COVID-19:

- **Take action if an employee is suspected or confirmed to have COVID-19 infection:** In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.
- Additional CDC cleaning and disinfection recommendations are available at the CDC’s site [“Cleaning and Disinfection for Community Facilities”](#)

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Consider tracing practices such as:

Employer will cooperate with the local health department to trace all contacts in the workplace and notify the health department of all workers and visitors who entered the farm dating back 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Following are additional actions and resources for you to consider in your plan:

[CDC Additional posters and other languages and sizes](#)

Action to take when an employee has symptoms or tests positive:

According to the instruction provided by CDC Guidance ["Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020"](#)

Actively encourage sick employees to stay home:

- Employees who have [symptoms](#) should notify their supervisor and stay home.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

Separate sick employees:

- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
- Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

Considerations for high risk employees:

- Adjusting work times or shifts to reduce contact with others
- Moving work location to an isolated area
- Additional PPE or other adjusted work procedures to reduce risk of exposure to the virus

Additional guidance for policies are available here:

[Interim Guidance for Prevention and Response of COVID-19 at Farms](#)

[DEC NY Hygiene](#)

[Emergency Prevention Measures for Social Distancing in Food Manufacturing Facilities as Related to COVID-19, Cornell Institute of Food Safety Cleaning Farm Equipment](#)

[NY Forward Industry Guidance NY Coronavirus Guidance](#)

[CDC Coronavirus guidelines](#)

[CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)

[CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#)

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.