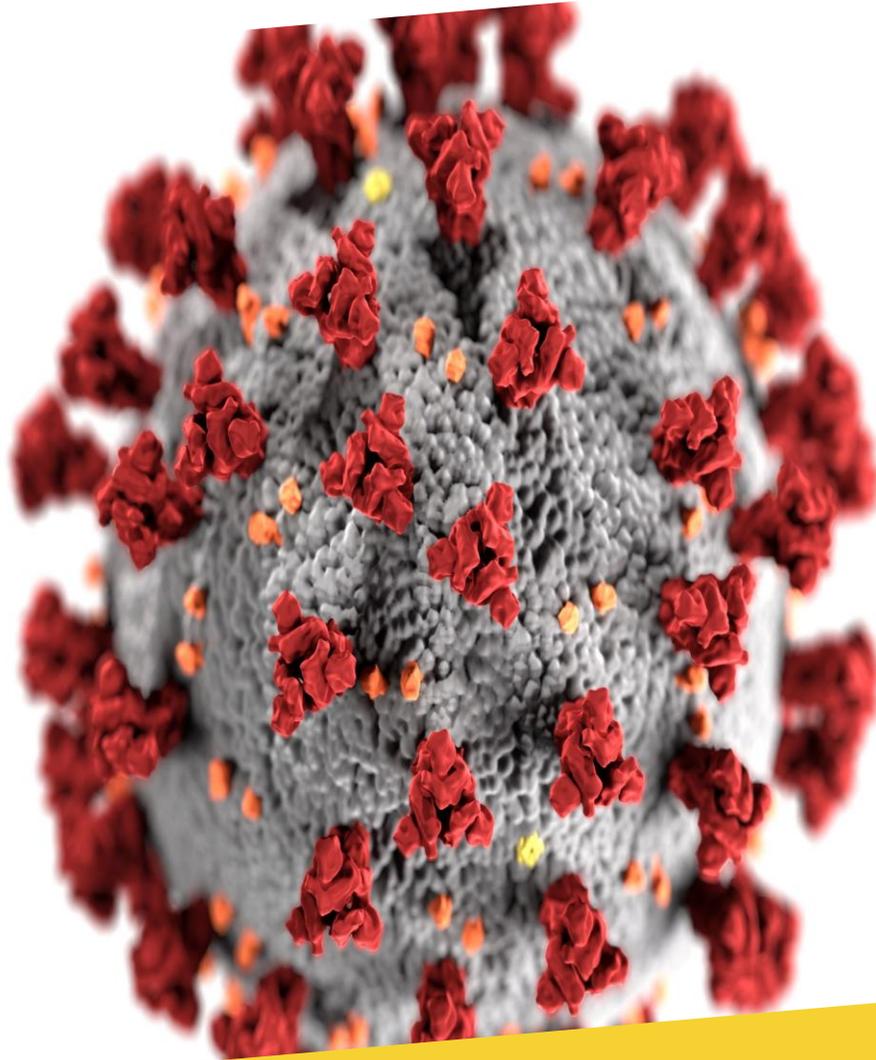


# COVID-19 Health & Safety Guide



# COVID-19 Health & Safety Prevention Guide

## Table of Contents

Introduction.....	2
Hazard Assessment & Control .....	3
COVID-19 Risk Assessment .....	3
Health & Safety Responsibilities .....	5
Right to Refuse Unsafe Work.....	6
Personal Hygiene.....	7
Hand Washing .....	7
Hand Sanitizer.....	7
Hand Washing in the Field.....	7
Wearing a Mask .....	7
Removing Gloves .....	9
Physical Distancing.....	9
Facility Hygiene.....	10
Disinfectants.....	10
Cleaning & Disinfecting Procedures .....	10
Product Drop -Off to Customers & On-Farm Deliveries.....	10
Plant Operations & Slaughter Houses .....	10
Transportation.....	11
Sample Letter .....	12
Contact Tracking Log.....	13
If Sick with COVID-19.....	14
Communication.....	14
Entry to Farm Buildings.....	14
Contractor Management .....	14
Health Screening .....	14
Training.....	16
Educating Workers on COVID-19 Checklists .....	16
Training Procedures During COVID-19 Pandemic .....	16
Trouble Shooting COVID-19 On-Farm.....	17
References .....	19

# COVID-19 Health & Safety Prevention Guide

## Introduction

COVID-19 is affecting everyday life and activities on the farm to the extent of how work is done. New resources are needed to help manage workers health and safety as a result of the pandemic.

The labour gap is a challenge at the best of times, so now more than ever farmers need to mitigate this risk to ensure valuable labour resources are protected. This COVID-19 Health and Safety Guide will give an overview on how to protect the health and safety of workers, visitors, and contractors to the farm. A comprehensive list of resources is available in both English and Spanish to help manage the new working requirements on the [Farm Safety Nova Scotia](#) website and the [Nova Scotia Federation of Agriculture](#) website referenced in this guide.

This guide will include facts on COVID-19, personal and facility hygiene, what to do if you are sick, methods of communication to prevent the spread of COVID-19, and how to train workers during a pandemic to protect the health and safety of everyone on the farm. Each facility should use this guide to develop their own COVID-19 Plan. A provincial [Workplace COVID-19 Prevention Plan](#) is available to help develop and update your farm plans.

It is important to remember if your activities are not documented, it is like they didn't happen. A [Farm Safety Plan](#) is the best way to document your health and safety activities. There are COVID-19 specific [Farm Safety Plan Supplemental Resources](#) available to add to your current or developing Farm Safety Plan. Use the available resources to track your practices during the pandemic.

This guide is not meant to be an all-encompassing resource or replace the requirements as outlined in applicable Federal and Provincial regulations. It is intended to give an overview of requirements as they relate to the agriculture industry.

# COVID-19 Health & Safety Prevention Guide

## Hazard Assessment & Control

### COVID-19 Risk Assessment

COVID-19 is a health hazard that poses a risk to everyone who works on the farm. It is a respiratory illness that can spread from person to person. The virus can be spread by breathing in droplets from the air when a person coughs or sneezes, droplets that land on another person, and through droplets that rest on surfaces that are commonly touched by all workers on the farm. Review the [COVID-19 Fact Sheet](#) to view full details.

There are four methods of [hazard control](#) which can be implemented on farm to help prevent the spread of the COVID-19 virus and protect labour resources. The four methods of hazard control are elimination, engineering, administrative, and PPE controls. The controls must be implemented in the order listed to be the most effective in preventing the spread.

### Elimination

Involves removing the hazard or substituting the process for another. Examples include stopping all non-essential activity and to work independently where possible for low-risk activity.

### Engineering

Involves modifying the source, reducing the quantity of contaminants released, or changing the design.

Examples of engineering controls can include physical barriers such as the following:

- Enclosed tractor, equipment & vehicle cabs.
- One person per room where 2 meters cannot be maintained by workers.
- Modify work areas such as installing physical barriers like Plexiglas or partitions between workers where physical distancing isn't possible.
- Update entrances and exits on farm to create one-way flow.
- Position cleaning and disinfecting products, hand washing stations, and hand sanitizer next to frequently touched electronics, tools, equipment, vehicles and machines in barns, sheds, outbuildings, and in the field.
- Increase ventilation
  - Open windows and doors.
  - Perform work outdoors, where possible.
  - Increase ventilation rates with buildings that have ventilation systems and change filters.
  - Update maintenance procedures to add more frequent cleaning and maintenance of the systems.

### Administrative

Involves the development and use of policies, practices, procedures, and rules to control exposure as well as clear work instructions. Examples include:

- Change and adapt work schedules to limit contact with others.
- Keep the same work crews together each day, where possible.
- If workers live together, have them work together.

## COVID-19 Health & Safety Prevention Guide

- Develop cleaning and disinfecting procedures for frequently touched surfaces and post procedures in each of the areas in which the procedures need to be used.
- Set a cleaning and disinfecting schedule for frequently touched surfaces and keep a log.
- Consider assigning workers to certain tasks or certain equipment to avoid cross-contamination.
- Drop off product to customers when no person is present.
- Maintain 2 meters from customers, suppliers and co-workers, when possible. If not, possible consider elimination, engineering and PPE controls as alternatives.
- Accept on-farm deliveries with no person(s) present.
- Limit in person communication by using text, phone, and e-mail.
- Postpone non-essential meetings or hold meetings using conference call or online through Zoom, Teams, Skype, etc.
- Adapt work tasks for those 60 years or older and immune compromised to areas where there is less exposure.
- Post correct hand washing technique at each hand washing station and increase frequency of hand washing based on frequency of shared touched surfaces.
- Post the following information: Use of Hand Sanitizer, entry requirements, physical distancing, stopping the spread, removing gloves, if you are sick, and wearing masks.
- Provide tissues in common and work areas with a method to dispose of the tissue in a sanitary manner.
- Wash work clothing daily.
- Train workers on COVID-19 and the hazards associated with exposure and control measures for each task performed on-farm.
- Train workers on how to use, store, and wear PPE correctly.
- Develop a [Business Continuity Plan](#).

### PPE

Involves inspecting and wearing equipment that will protect the body from harm. See [PPE and Suppliers List](#).

Examples of PPE to be used for on-farm tasks include:

CSA approved (following manufacturers specifications):

- Safety Glasses
- Face masks appropriate to task – non-surgical; N95 or higher; Face Shields
- Respirator appropriate to task
  - Correct Cartridges for hazard
  - Fit Tested
  - Cleaning protocol
  - Storage protocol
- Work Clothing
- Gloves specific to task



Remember to incorporate the above listed PPE with task specific PPE such as steel toes boots, hearing protection, and high visibility vests.

# COVID-19 Health & Safety Prevention Guide

## Health & Safety Responsibilities

The [Nova Scotia Occupational Health and Safety Act](#) outlines the responsibilities of employers, supervisors, and employees. Generally, the legislation requires that the employer do everything they can reasonably do to protect the health and safety of their employees in the workplace. In turn, employees are expected to take all precautions to protect themselves and others at the workplace even during the COVID-19 pandemic.

### Employers

Employers must ensure the health and safety of everyone at or near the workplace during a pandemic.

Precautions:

- Ensure [health & safety of the workplace](#).
- Provide and maintain equipment, machines and tools that are properly equipped with safety devices.
- Provide safety instruction and training.
- Ensure employees are familiar with hazards in the workplace and not exposed to health and safety hazards.

Duties:

- Cooperate with the health and safety committee or representatives and Department of Labour and Advanced Education OHS Officers.
- Comply with the Act and Regulations.

### Workers

Workers must take precautions to ensure the health and safety of others and themselves:

- Cooperate with the committee or safety representative, the employer, fellow workers and Department of Labour and Advanced Education OHS Officers.
- Ensure all protective devices, equipment and/or clothing are properly used.
- Report all hazards immediately.

### Occupational Health and Safety Representative or Committee

If your farm is required to have a safety representative (between 5 – 19 workers) or safety committee (more than 20 workers), ensure they consider COVID-19 in the following responsibilities:

- Identify situations that may be unhealthy or unsafe.
- Make recommendations to contractors, employers, and workers for the improvement of health & safety.
- Train & educate contractors, employers, employees, and other workers in health & safety.
- Participate in inspections, inquiries, and investigations that affect worker health and safety.
- Review hazard assessments, inspection reports, and incident reports.
- Audit for compliance with health and safety and COVID-19 restriction requirements on the farm.
- Perform safety inspections and maintain records with COVID-19 measures noted.
- Act as a liaison between the farm and workers on safety issues.
- Act as a liaison where the chain of command has failed the worker in addressing safety issues.
- Advise on protective devices, equipment and clothing based on the needs in the hazard assessment.
- Advise on safety policy or plan and make recommendations for change.

### Contractors

- Contractors and Constructors must ensure the health and safety of everyone at or near the workplace and communicate with all other involved parties. More information on Contractor Management in the Communication section below.

# COVID-19 Health & Safety Prevention Guide

## Right to Refuse Unsafe Work

Fear of an infectious illness like COVID-19 can be grounds to exercise the right to refuse unsafe work. The risk of infection is not enough to exercise that right. The possibility of catching other infectious illnesses from other people while working outside of the pandemic is normal. The risk of infection must be greater than what normal people could face on the farm. The refusal needs to show that risk on the farm is far greater than that of being in the community.

There are certain steps that employees and employers must follow when an employee invokes their right to refuse unsafe work:

- The employee must immediately report the unsafe work concern to a supervisor.
- The employee should remain at work, but go to a safe place, away from the hazard.
- After the worker reports the refusal, the supervisor investigates the work. If the supervisor finds the work is safe, or fixes the work to the worker's satisfaction, the worker returns to work.
  - Alternatively, if the worker continues to believe that the work is unsafe, and disagrees with the supervisor over this, then the work is investigated again. If the matter is not remedied to the employee's satisfaction, the employee must report it to the Joint Occupational Health and Safety Committee or Health and Safety Representative – as applicable.
    - If no, representative or committee, report the refusal to OH&S Division within the Department of Labour and Advanced Education (1-800-952-2687).
- The committee or representative investigate the refused work, and if it is deemed by the representative or committee to be safe, or has it fixed, the employee returns to work.
- If the worker's still in disagreement with the findings, then the refusing worker can report the unsafe work to the OH&S Division within the Department of Labour and Advanced Education (1-800-952-2687)) who will investigate the work refusal.
- Meanwhile the employer is allowed to re-assign the refusing worker to another safe work task. The employer also has the right to give the initial work to another employee, provided that employee is made aware of:
  - The work refusal;
  - The reason for the work refusal; and
  - That they also have the right to refuse the work if they have reasonable grounds to believe that the work is unsafe or unhealthy.

# COVID-19 Health & Safety Prevention Guide

## Personal Hygiene

### Hand Washing

Clean your hands as often as possible. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, before touching your eyes, nose or mouth, before preparing food and beverages, and after touching potentially contaminated objects.



Review [Five Key Steps in Hand Washing](#) for details.

### Hand Sanitizer



Washing hands with soap and water is recommended whenever possible because handwashing reduces the number of germs and chemicals on hands. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.

Review hints and tips on [hand sanitizer](#) and a list of [local suppliers](#).

### Hand Washing in the Field

This may become a challenge if you work in a field environment so creating hand washing stations in remote areas may need some creativity. Review ideas on [Building Your Own Hand Washing Stations](#).



### Wearing a Mask

#### [When to use a mask:](#)

Wearing a non-medical mask is required in most indoor public places. People with a valid medical reason for not wearing a mask are exempt from wearing a non-medical mask.

All businesses, organizations and workplaces need to follow the Health Protection Act Order and the sector-specific plans, including any mask requirements as per the hazard assessment for the work area.

Businesses, organizations and workplaces where masks are required under the Health Protection Act Order are encouraged to post a [Face Mask Required Sign \(PDF\)](#) to let the public entering the space know that masks are mandatory.

Exemptions for wearing non-medical mask include:

- anyone with a valid medical reason.
- anyone who has a protected condition under the [Human Rights Act \(PDF\)](#)
- people in a room for events such as a convention or conference meeting with a maximum of 25 people in attendance can remove their mask once seated.

### Choosing a mask

Non-medical masks should:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty

## COVID-19 Health & Safety Prevention Guide

- be comfortable and not require frequent adjustment
- be made of tightly woven material fabric (like cotton or linen)
- cover the nose and mouth without gaping

A mask should be made of at least 2 to 3 layers of material. Consider wearing a mask that can accommodate an additional filter layer.

Non-medical masks shouldn't:

- impair vision or interfere with tasks
- be made of non-breathable materials
- be made of plastic
- be secured with tape or other inappropriate materials
- be made of material that can easily breakdown or decompose
- be shared with others.

### Making a mask

You can make a mask by following the federal government's [instructions on how to make a homemade mask](#).

### How to wear a mask

To properly wear a mask, follow the directions below:

- Wash hands with soap and water before putting on the mask.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Do not touch the mask while it is on. If you do touch the mask, wash hands with soap and water.
- Replace the mask if it becomes soiled or moist. Do not wash disposable masks.
- Remove the mask by grasping the elastics behind the ear and pulling away from the face. Wash hands with soap and water once the mask has been removed and disposed of properly.



### Removing a mask

When removing a mask, you should:

- wash your hands with warm water and soap for at least 20 seconds or use [alcohol-based hand sanitizer](#) containing at least 60% alcohol
- remove the mask by un-tying it or removing the loops from your ears
- avoid touching the front of the mask

### Storing, cleaning and disposing a mask

Store your mask in a clean place until you need to wear it again. When your reusable mask becomes damp or dirty, wash it with hot, soapy water and let it dry completely before wearing it again. You can include a cloth mask with other laundry.

Damaged and disposable masks should be put in a regular garbage bin that's lined with a plastic bag. When emptying the bin, take care to not touch used masks or tissues with your hands.

## COVID-19 Health & Safety Prevention Guide

Knowing the type of mask to use is very important in preventing the spread and also in the prevention of becoming infected. Surgical masks are recommended for those who are ill to reduce the spread of germs. N95 masks are recommended for those who are in contact with others who are sick. A non-medical mask is to be used in all other instances as outlined above.

### Removing Gloves



It is important to understand the correct way to [remove gloves](#) in order to prevent contamination and the risk of infection. Always wash hands thoroughly with soap and water after removing gloves. Do not reuse disposable gloves. Dispose of gloves in a closed waste receptacle.

Follow the direction below on how to effectively remove gloves to prevent the risk of infection:

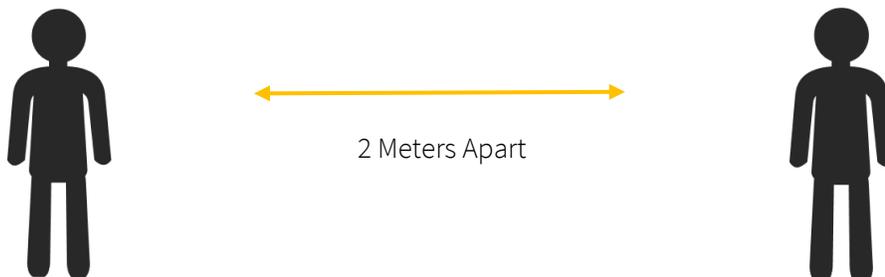
1. Pinch the palm of one hand; create a tent, pull the glove off towards the finger tips slowly to prevent snapping or “splashing.” Once the glove is off, it should be inside out.
2. Place the inside out glove in the palm of the remaining gloved hand.
3. Use two fingers of the ungloved hand, and place them against the wrist of the gloved hand just under the wrist cuff. Do not touch the outside of the glove with your bare fingers.
4. Create a tent with the two fingers under the wrist cuff and pull the glove off towards the finger tips slowly to prevent snapping or “splashing.” Once the glove is off, it should be inside out with the first glove inside.
5. Both gloves should now be together and inside out.
6. Dispose of the gloves in a closed waste receptacle. Do not reuse.
7. Wash hands thoroughly with soap and water.

### Physical Distancing

Physical or social distancing is a method used to keep space between yourself and another person.

- Stay 2 Meters or 6 feet apart.
- Do not gather in groups of more than 10 people.
- Avoid large gatherings or crowded areas.

This is one of the easiest prevention methods to stop the spread of COVID-19. This prevents a person from being within the distance to which droplets can be transmitted through the air in which a person could inhale or absorb those droplets or have the droplets land on them or on a surface.



Farms in Nova Scotia are exempt from the 5-person rule and the social distancing requirements on the farm and in processing facilities. Measures still need to be taken to protect workers, visitors and contractors so it is best practice to follow the public health protocols, while still maintaining an efficient work process.

# COVID-19 Health & Safety Prevention Guide

## Facility Hygiene

### Disinfectants

Most common EPA-registered household or retail [disinfectants](#) will sanitize surfaces sufficiently to prevent the spread of germs. Use a disinfectant appropriate for the surface and as recommended by Health Canada.

### Cleaning & Disinfecting Procedures



The more frequently the surface is touched the more frequently it should be cleaned and disinfected.

Set a cleaning and disinfecting schedule based on use. The more often an item is used, the more often it should be cleaned and disinfected.

If surfaces are dirty, clean them using soap and water before disinfecting them.

Common surfaces and things to clean and disinfect may include:

- Electronics (phone, tablets, computers...)
- Hand & Power Tools
- Vehicle & Equipment Cabs (Steering wheel, controls, shifter, buttons, window and door handles)
- Door/Drawer Handles
- Light Switches
- Tables & Desks
- Sinks & Taps
- Toilets
- Dispensers
- Ladders
- Railings
- Gates/latches
- Launder work clothes daily

Rather than relying on memory, it may be helpful to maintain a cleaning and disinfecting log for housing as well as for on-farm buildings, tools, equipment, vehicles, and machinery.

Review [Facility Hygiene](#) to include information on disinfectants, cleaning and disinfecting procedures, cleaning logs, and a supplier list.

### Product Drop -Off to Customers & On-Farm Deliveries

Farms may need to drop-off product to customers and farms may need to have supplies delivered. The [Product Drop-Off to Customers & On-Farm Delivery Procedures](#) may be helpful in building a plan to protect your workers health and safety during this process. The procedure includes choosing an adequate location, communicating instructions for the process, keeping a log, site preparations, and cleaning and disinfecting.

### Plant Operations & Slaughter Houses

Risk of exposure of COVID-19 in the plant operation and slaughter house environment is high and risk mitigation procedures are required to protect workers health and safety.

Measures may include updated procedures on how plant specific and slaughter house tasks are performed, postponing non-essential tasks and communication, cleaning and disinfecting procedures and schedules, physical distancing requirements, health screening protocol for employees and CFIA inspectors, reporting illness to the employer, local health authority and CFIA, and a procedure if an employee or CFIA inspector tests positive for COVID-19.

Review details on notifying the CFIA of COVID-19 exposure in your [Plant Operation or Slaughter House](#).

# COVID-19 Health & Safety Prevention Guide

## Transportation

The agriculture and agri-food sector play a critical role in distributing safe, high-quality food to Canadians. Maintaining the integrity of the agri-food supply chain during an emergency is essential for all Canadians.

The Essential Services and Functions by Critical Infrastructure indicates those working in Agriculture as essential in Food as listed in [Guidance on Essential Services and Functions in Canada During the COVID-19 Pandemic](#). Transportation is key in getting workers to farms or to fields in various locations throughout the county or province. It may not be practical or reasonable to have workers travel to these locations individually.

Workers travelling together may be questioned as to their purpose of travel, and it may benefit the farm to prepare a letter explaining the purpose for travel, the farm they are travelling for, and the names of the workers travelling together.

A sample letter has been provided for reference on the next page. Adapt the letter for the operations on your farm and have the workers carry this letter in the vehicle while they are travelling.

Following the sample letter, a sample Contact Tracking Log for Essential Workers is available to document where essential workers are going on farm business to have a point of reference if there is an COVID-19 outbreak on or off the farm.

Best practice to prevent the spread of COVID-19 while travelling include:

1. Not allowing those showing signs and symptoms of fever, cough and breathing difficulties to travel in the vehicle. Direct them to self-isolate and Call 8-1-1 or local health authority for direction.
2. Have those who live together or work together regularly travel together.
3. Limit the number of workers traveling in one vehicle.
4. Ensure the vehicle is stocked with tissues and a hands-free waste container to dispose of tissues. Driver to remove waste after each trip.
5. Load the vehicle from back to front maintaining 2 meters or 6 feet apart from each other.
6. Avoid having anyone sit up front with the driver. Keep space between passengers.
7. Roll the window down to increase ventilation.
8. Cover your mouth and nose with a tissue or the sleeve of your elbow when you cough or sneeze.
9. Unload the vehicle from front to back maintaining 2 meters or 6 feet apart from each other.
10. Driver to wipe down all surfaces of the vehicle touched with disinfectant after passengers are offloaded.
  - a. Surfaces may include windows, window controls, door handles, arm rests, head rests, steering wheel, shifter, cargo boxes, tissue box, etc.



May want to include the travelling together or carpooling best practice to the back of letter to communicate measures taken while travelling.

# COVID-19 Health & Safety Prevention Guide

## Sample Letter

### Essential Worker Travel Letter

Attention:

Date: \_\_\_\_\_

This letter is to notify the reader that the person(s) carrying this letter are deemed essential workers in agriculture as per the Government of Nova Scotia list of businesses that do not have to close and are exempt from the 5-person or 2 meter (6 ft) physical distancing rule under the [Guidance on Essential Services and Functions in Canada During the COVID-19 Pandemic](#).

The workers in this vehicle work for \_\_\_\_\_ << Farm Name >> \_\_\_\_\_. The workers are employed in the agricultural industry and are travelling for farm purposes such as to get to another farm, to a field, to and from suppliers or home. The employees travelling together are normally a regular working crew or live in the same household.

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

Farm Location(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Farm Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_



# COVID-19 Health & Safety Prevention Guide

## If Sick with COVID-19

If you are sick, stay at home, do not go out in public. Call 8-1-1 or your local health care provider for guidance. Refer to the [Nova Scotia Public Health](#) website for further guidance. If you must go out to seek medical assistance, wear a facemask to protect the people around you. Call 9-1-1 if you are having a medical emergency.

Review [If Sick with COVID-19](#) infographic.

## Communication

### Entry to Farm Buildings

Add [signs](#) at the end of the driveway to prepare visitors before coming on the property. Erect [posters and signs](#) at farm entrances to alert visitors and workers that pre-screening measures are required before coming on farm.

### Contractor Management

Contractors make up a big part of on-farm activities. It is important to evaluate the contractor to ensure their fitness for work, their health and safety performance, and their compliance with OHS legislation.

Use a Contractor Questionnaire for a list of questions farmers should ask contractors before the contractor starts work on farm. Farm Safety Nova Scotia has developed a questionnaire to incorporate COVID-19 screening.

Information requested on the questionnaire as it relates to COVID-19 include:

COVID-19 Exposure:

1. Have you traveled outside the province within the past 14 days?  YES  NO
  - a. If yes, complete the COVID-19 Screening Form. If no, answer the following questions.
2. Have you been in close contact, working or living with a known or suspect case of COVID-19?  YES  NO
3. Have you been in contact or staying with someone with symptoms?  YES  NO
4. Do you have symptoms of fever, cough or difficulty breathing?  YES  NO

The Contractor Questionnaire should be complete, and all requested attachments provided. The farmer will then evaluate the Contractor Questionnaire to determine the risk the contractor presents to the farm and where additional health and safety training may be required.

An additional resource, is the Contractor Management Plan which outlines the farms health and safety expectations of contractors. The plan references the COVID-19 Screening Form and the expectation for contractors to self-isolate and to not come on farm if they are experiencing symptoms of the virus.

### Health Screening

A daily screening assessment for COVID-19 is used to help closely monitor workers health, their fitness for work, and to detect onset of symptoms in order to help stop the spread of the virus.

An example of a Daily COVID-19 Screening Form is available on the next page.



## COVID-19 Health & Safety Prevention Guide

### << FARM NAME >> DAILY COVID-19 SCREENING FORM

A daily screening assessment for COVID-19 is to help closely monitor your personal health, your fitness for work, and to detect onset of symptoms in order to help the spread of the virus.

The information collected in this questionnaire will be used and disclosed solely for the purposes of determining fitness for work during the COVID-19 pandemic.

Complete this checklist at the beginning of the work day and submit it to your supervisor before starting work.

Worker Name: \_\_\_\_\_

Date: \_\_\_\_\_

Screening Question	Response
<b>Hygiene Practices</b>	
1. Have you been social distancing by maintaining at least 6 feet or 2 meters from others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you cover sneezes and cough into a tissue or your elbow?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you cleaning and disinfecting common or shared areas at least twice daily?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you following hand washing protocols and good hand hygiene?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Symptom Self-Assessment:</b>	
Take your own temperature each morning: Result: _____ Celsius	
*Mark this section n/a if not able to test temperature.	
1. Do you have any of the following symptoms?	
a. Feverish (Chills, sweats)	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. New or Worsening Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Sore Throat	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Shortness of Breath or Difficulty Breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Headache	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Runny Nose or Nasal Congestion	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you been in contact with someone who is showing symptoms or who is ill?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been in contact with someone who has tested positive for COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I understand completing this questionnaire to the best of my knowledge is to ensure the health and safety of everyone on the farm.

Worker Signature: \_\_\_\_\_

# COVID-19 Health & Safety Prevention Guide

## Training

### Educating Workers on COVID-19 Checklists

Farmers are required to communicate and train workers on the risk associated with COVID-19 and how to stop the spread of the virus while working on the farm. A new hire Orientation checklist as well as a COVID-19 Communication checklist are available on the [Farm Safety Nova Scotia](#).

### Training Procedures During COVID-19 Pandemic

How you communicate and train the worker on the risks and hazard controls for COVID-19 may look a little different with the requirement to have groups no larger than 5 persons and maintaining 6 feet of distance from each other. You may want to use other methods to conduct the training such as using online platforms like Zoom, Skype or Teams or an online training program.

On-the-Job training is key in training the worker on high hazard farm specific tasks and evaluating the worker for their level of competency in completing the task. It is important to continue to provide this training and still maintain imposed restriction as much as possible.

Learn options on how to conduct your [safety orientation](#) electronically, online, or in-person as well as how to conduct on-the-job training.

# COVID-19 Health & Safety Prevention Guide

## Trouble Shooting COVID-19 On-Farm

Below is a guide on some initial steps to take if there is a potential or identified case of COVID-19 on the farm. It is not meant to be all inclusive but a reference to start the response process of what to do on-farm in such circumstances.

### Preparation:

Understanding that there can be a COVID-19 outbreak in your farming organization is key to developing a plan on how to maintain business continuity and protect the health and safety of the workers on farm.

Include the following in your prevention plan:

- Communicate COVID-19 procedures for your farm and the expectation for them to be strictly followed.
- Let workers know that it is OK to stay home if they are sick.
- Identify key tasks that need to get done on the farm.
- Identify who can perform those key tasks on the farm.
- Cross-train workers to ensure that all key tasks can be completed with a limited number of available workers.
- Use reputable resources such as the [World Health Organization](#) (WHO), [Center for Disease Control](#) (CDC), the [Canadian Federation of Agriculture](#) (CFA), the [Nova Scotia Federation of Agriculture](#), and [Nova Scotia Public Health](#) to keep up to date on the pandemic situation.
- Have a business continuity plan in place to ensure the farm can continue to operate based on the worst-case scenario.
- Develop quarantine procedures especially for those who live on farm. Include the communication process for when a worker is sick, isolating, cleaning & disinfecting, monitoring symptoms, and transportation to medical facility if required.
- Investigate work refusals. Workers have the right to refuse unsafe work and it is the farmers duty to investigate the work refusal. A worker who exercises their right to refuse cannot be disciplined, intimidated or terminated from their position.

### Operations:

Agriculture is deemed an essential service and farms can continue farm operations as usual, while trying to maintain the imposed restrictions as much as possible such as social distancing, cleaning & disinfecting common or shared spaces, tools, electronics, vehicles, and equipment before and after use, covering coughs and sneezes as well as washing your hands and not touching your face.

There are exemptions in agriculture for the imposed restrictions such as for social distancing and in the interest of health and safety of all workers to prevent the spread, follow the measures whenever possible.

Check with Federal and Provincial information on how to access supplies and services that are required for your farm operations to include feed, work materials, tools, and personal protective equipment. Follow the health and safety protocols when accessing the supplies and services.

# COVID-19 Health & Safety Prevention Guide

## COVID-19 On-Farm:

### [If One of Your Employees Test Positive for COVID-19](#)

When a worker tests positive for COVID-19, Public Health will contact the worker and they will work together to identify all close contacts and determine if they need to self-isolate. The Contact Tracking Log for Essential Workers will help identify those individuals that the worker was in close contact with.

Public Health may contact the farm if the worker was working when they may have been contagious.

If Public Health doesn't contact the farm, then it was determined the risk was low and workers can continue working. You don't need to shut down farm operations if one worker tests positive for COVID-19.

The worker will contact the farm once Public Health has cleared them to return to work.

Follow the [If You are Sick](#) resource to identify the correct measures for worker isolation on or off farm, gaining medical help if needed, and cleaning and disinfecting protocols. Call 8-1-1 to report the case to the health authority.

## Other Considerations:

1. Was the virus contracted on farm?
  - a. If yes, complete the WCB report to file a claim.
  - b. Identify the source of contamination.
2. Was the virus contracted from the community?
  - a. What parts of the community did the worker visit?
3. Was the worker recently traveling out of Province?
  - a. If yes, where and for what purpose?
4. Are other workers at risk in contracting the virus?
  - a. Do you have vulnerable workers such as those who may be over 70 or have a compromised immune system?
  - b. Is there a self-monitoring system in place?
5. Consider the impact of stopping Farm Operations?
  - a. Determine the exposure to other workers, the elderly, and those with compromised immune systems.
  - b. Livestock on Farm that need food and water?
6. If operations can be sustained, what personal protective equipment may be required?
7. Is there adequate ventilation? Open windows and doors? Can some work tasks be moved outdoors?
8. Can surfaces be cleaned and disinfected to prevent the spread?
  - a. See cleaning and disinfecting and disinfectants resources available.
  - b. Should the cleaning and disinfecting protocols be done more frequently?
9. Does the business continuity plan need to be activated?
  - a. Are there enough available workers to complete essential on farm tasks once disinfecting protocols have been followed?

For further guidance and coaching, call or e-mail the Farm Safety Advisor at 902-957-2785 or [brookhouse@nsfafane.ca](mailto:brookhouse@nsfafane.ca)

# COVID-19 Health & Safety Prevention Guide

## References

1. Farm Safety Nova Scotia [www.farmsafetyns.ca/covid-19/](http://www.farmsafetyns.ca/covid-19/)
2. Center for Disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
3. <https://ncfreshproducesafety.ces.ncsu.edu/wp-content/uploads/2014/03/Hand-washing-unit-handout.pdf?fwfwd=no>
4. World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
5. <https://www.fcc-fac.ca/en/knowledge/update-your-hr-plan-for-covid-19.html>
6. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/beingprepared.html>
7. [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_foreign\\_workers\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_foreign_workers_guidance.pdf)
8. AgSafeBC <https://agsafebc.ca/tools/emergency-planning-resources/covid-19-resources/>
9. <https://www.inspection.gc.ca/covid-19/cfia-information-for-industry/guidance-to-meat-slaughter-and-processing-establishments/eng/1585620151816/1585620617343>
10. [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_foreign\\_workers\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_foreign_workers_guidance.pdf)
11. <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/crtcl-nfrstrctr/esf-sfe-en.aspx>
12. <https://novascotia.ca/coronavirus/working-during-covid-19/#if-employee-tests-positive>