**COVID-19 Best Practices 1.0**

**Thank you for helping to create this living document that we will update and add to as you send us more information.**

[Individual Practices 1](#_Toc35516693)

[Operational Practices (As Applies to Your Type of Operation) 2](#_Toc35516694)

[Office/Administrative Practices 3](#_Toc35516695)

[OSHA GUIDANCE 4](#_Toc35516696)

# Individual Practices

* + Do not shake hands
  + Wash hands or, when soap and water are not available, use 60% IPA sanitizer before punching in and out
  + Wash hands at every change of location and change gloves
    - When arriving at work
    - After using the restroom
    - After eating
    - Wash hands after every use of your cell phone and wipe cell phone down frequently
    - Any other time you think appropriate
  + Keep 6 feet away from others—that’s two to three arms-lengths
  + Do not touch face
  + Know the signs of Covid-19 (dry cough, fever, difficulty breathing)
  + Sneeze into your elbow
  + Go home if you are sick
  + Help remind each other to practice these actions—if you see noncompliance, say something positive to remind your colleagues that these practices can save lives
  + Employees should clean their homes in the same way to ensure they are staying as clean as possible
    - Keep your house, kitchen and bathroom very clean daily
    - Do not visit friends
    - Do not allow visitors to our property
  + Employees that live in group/community housing should remain with their house group to ensure no possible cross contamination, as possible

# Operational Practices (As Applies to Your Type of Operation)

* + No visitors should be allowed to a farm unless permission is given
  + If on operations floor, increase distance between yourself and coworkers as much as you can, while still ensuring safety
  + Stop training
  + Break times are to be separated
  + Eat in open air, as possible
    - Do not eat lunch together as possible
    - Do not pick in same room together as possible
    - Do not go to food truck with other groups as possible
  + Increase the frequency of cleaning common areas – bathrooms, lunchrooms
    - Wipe all common surfaces with cleaner daily if not more often
    - Assure that cleaning schedules include – doorknobs, light switches, temperature controls, handheld equipment, any other surface touched daily
  + Bathrooms to be cleaned 3-4 times per day
    - Stock with toilet paper
    - Check soap and hand sanitizer
    - Hand towels
    - Put AMI COVID-19 and other CDC, etc. employee information inside bathroom stalls and at urinals.
  + Break rooms are to be cleaned after each group eats lunch
    - Wipe tables and counter tops each time a group uses the room
    - Common surfaces are to be wiped 2x daily with Clorox wipes or bleach-based products
  + Encourage outdoor break/lunches (cars or chairs if weather permits)
  + Add shifts and reschedule staff to reduce the number of people in the facility at any given time
  + Self-test proper spacing by ensuring that a person should not be able to touch another person’s outstretched hand with their own outstretched hand – in any direction.
  + Eliminate dual-staffed picking trucks/lorries
  + Increase number of packing tables or other common work areas
  + If you can afford to:
    - Provide thermometers
    - Provide Isopropyl alcohol in spray or other bottles
    - Keep on hand face masks—which don’t prevent getting COVID-19 but can prevent spreading it from individuals who may be ill and not know it
  + If noncompliance is an issue, consider offering incentives offered for compliance

# Office/Administrative/Supervisory Practices

* + Access to work areas should be limited to those with a job-specific need  
    keep a six-foot distance between you and coworkers
  + All necessary meetings can be held outdoors, as possible, and observing social distancing
  + Limit in-person meetings; conduct meetings via phone or online instead. AMI recommends GoToMeeting.com or Zoom.com
  + Provide, as applicable, updates regarding the mushroom business, how mushrooms are moving, how [your business’s] products are being used, to ensure they understand the business side of this so employees can understand how the business of farming is critical to our economy.
  + Use this sample daily employee check-in:
    - Is everyone feeling well? Any symptoms showing up?
    - Has anyone in household been ill? Do staff know of anyone in their extended family or community?
    - Do staff understand concepts of “social distancing”? This point has been a major topic recently and there is a huge issue with this concept.
    - Recognize stress, how it affects your body, mind, breathing. Stress can compromise the immune system, so REDUCE STRESS.
      * Fear is a major trigger here, and the migrant population especially is very vulnerable.
      * Eat well, stretch, exercise, get out in fresh air. Inventory local preserves, parks and trails that are open to suggest walking and getting outdoors to reduce stress.
    - Maintain lines of communication:
      * New developments being announced regarding the science, testing, treatment, prevention.
      * Check in with family/friends remotely, promoting “face time” will help build family ties, reduce stress, maintain community even from a distance. We do not need to be isolated when apart.

# OSHA GUIDANCE

**Recording workplace exposures to COVID-19 (Current as of 3.19.20)**

* OSHA recordkeeping requirements at [29 CFR Part 1904](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.osha.gov%2Flaws-regs%2Fregulations%2Fstandardnumber%2F1904&data=02%7C01%7CHarrity.James%40dol.gov%7Cf35f747eceab4364594608d7cb8790c0%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637201655418101456&sdata=GM9wIE8Wc7SHqA%2Bs08XpwDP%2FC0oMmauDK7vV7ylHCpI%3D&reserved=0) mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log.
* COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, employers are only responsible for recording cases of COVID-19 if all of the following are met:
  + The case is a confirmed case of COVID-19 (see [CDC information](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Freporting-pui.html&data=02%7C01%7CHarrity.James%40dol.gov%7Cf35f747eceab4364594608d7cb8790c0%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637201655418101456&sdata=CvPX4Yx6cQNPtCfGaRtedFrup20yDHTM6juAVR5Xzq8%3D&reserved=0) on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
  + The case is work-related, as defined by [29 CFR 1904.5](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.osha.gov%2Flaws-regs%2Fregulations%2Fstandardnumber%2F1904%2F1904.5&data=02%7C01%7CHarrity.James%40dol.gov%7Cf35f747eceab4364594608d7cb8790c0%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637201655418101456&sdata=oIMjGcyjCbTU0rsMvoY%2FokDT7I2NEGy9Nm1rLhkpcSM%3D&reserved=0); and
  + The case involves one or more of the general recording criteria set forth in [29 CFR 1904.7](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.osha.gov%2Flaws-regs%2Fregulations%2Fstandardnumber%2F1904%2F1904.7&data=02%7C01%7CHarrity.James%40dol.gov%7Cf35f747eceab4364594608d7cb8790c0%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637201655418111413&sdata=k9vpyh3OZmde%2F3D5Gucs1Y8AScWi8nwFyCL95HrRb2A%3D&reserved=0) (e.g. medical treatment beyond first-aid, days away from work).
* Visit OSHA’s [Injury and Illness Recordkeeping and Reporting Requirements page](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.osha.gov%2Frecordkeeping%2F&data=02%7C01%7CHarrity.James%40dol.gov%7Cf35f747eceab4364594608d7cb8790c0%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637201655418111413&sdata=ejMMDQknevg%2BmiAlPGG3ynso7b4lAK92rmJP5THSzbI%3D&reserved=0) for more information.
* For additional COVID-19 guidance- <https://www.osha.gov/Publications/OSHA3990.pdf>