On-Farm Food Safety during COVID-19
How to Prepare for an Employee Shortage

Use this tool as a resource to help you prepare your farm for labor shortages while minimizing disruption to essential operations. Start at the box below.

How many people run day to day operations at the farm?

1 person OR 2 or more people that all live together

Can the farm shut down for 14+ days?

Yes. Ok. Stop here.

No.

Do you have a list of 3-5 people (that don’t live with you) that could come run essential farm operations?

Yes. Great, continue on.

No.

Make a list.

Call the people on your list and confirm they’ll be on it.

Yes, at least 3 confirmed.

2 or fewer people confirmed.

Call other people and see if you can add them.

Make a list of essential farm tasks during the next month.

Write out and/or video/record yourself explaining the instructions on how to complete each task. Put all written documents in a COVID-19 folder & save all electronic files to one location on your computer (desktop) and one back-up (google drive, USB).

2 or more people that do NOT all live together

Use the tool on the next page and list all the tasks on the farm during the next month that are essential. Next to each task write the name(s) of the person(s) on the farm knowledgeable to complete this task.

Highlight every task with only one name. Decide who else on the crew could be most efficiently trained to do that task. Determine how they will be trained. Fill out the columns of the chart with this info.

After looking at the chart and seeing who will be training who, consider splitting the crew up into different teams. Ideally if only 2 people know how to do a task they would be on separate teams. Put people that live together on the same team. Have different teams work separately as much as possible. This step can make it easier to determine who should self-isolate for 14 days if someone on a team tests positive for COVID-19.

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Every month make sure to fill out a new list of essential tasks during the next 4 week period.

<table>
<thead>
<tr>
<th>Essential Task</th>
<th>Who(m) Currently Knows How to Complete It</th>
<th>Who(m) Needs to be Trained</th>
<th>How Training will Occur*</th>
<th>Complete by date</th>
<th>Done?</th>
</tr>
</thead>
</table>

*Trainings could occur via someone reviewing written SOP instructions, via in-person demo (w/physical distancing), video recording, and/or audio recording of instructions.

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