

Pre-Arrival Site Visit and Workplace Modifications

How many workers are in each area and what jobs they are doing.								
Have them point out changes they have made and provide additional recommendations as they are identified								
Social Distance								
Mark wall or floor every six feet with stickers or paint and stencils to help promote awareness of 6 feet distance and promote social distancing.								
Advise workers to avoid social greetings such as handshakes, hugs, and fist or elbow bumps; encourage waves and smiles								
Hold meetings and trainings in small groups so workers can maintain 6 feet of distance between each other and still hear the speaker.								
When in fields, orchards, vineyards, or packing houses, each worker should maintain a minimum of 6 feet from each other at all times. Stagger workers over and within rows, adjust product flow for adequate inspection or sorting with fewer workers on the line.								
Areas of Congestion								
Are there bottlenecks?								
		examples	Arrival into facility	Handwashing Stations				
			Time Clocks					
			Changing Areas					
			Temperature Checks					
What solutions are there to reduce congestion?								
Masks								
Are there barriers to wearing masks?								
		Consider:	Safety glasses fogging					
			wet or humid areas					
			very hot areas					
Gloves								
Are gloves worn?								
By whom?								
Re-used or disposable?								
High Touch Surfaces								
Who is cleaning and how often?								
		Consider	Hand rails					
			machine controls					
			door handles					
			countertops and tabletops					
Process								
Shifts								
What shifts are worked? How long and how many?								
		Consider	Can shifts be staggered to reduce congestion at shift change?					
Cleaning								
Assess cleaning between shifts								
		Consider:	Common Areas					
			Work Stations					
			Bathrooms					

Pre-Arrival Site Visit and Workplace Modifications

		Breakrooms					
	Have employees clean their work areas upon arrival and before leaving.						
	Increase cleaning and sanitizing of restrooms, tools, equipment, and other frequently touched areas, including doorknobs/handles, water jug-spigots, chairs, benches, tables, working surfaces, and trash cans.						
	Ensure adequate supplies of soap, water, and disposable towels for more frequent handwashing						
	Make hand sanitizer stations available where needed.						
	Instruct workers on handwashing (20 seconds with soap and water)						
	Allow time for handwashing throughout the day, including at the beginning, during, and end of shifts and before/after meal breaks.						
	Instruct workers not to share tools and equipment and/or to sanitize them between uses.						
Time Clocks							
	Are they touch free?						
		Hand or fob?					
	Can they be eliminated with another process?						
		Checking in when present for temperature check?					
Temperature Check							
	Temperature check upon arrival to work?						
	May be affected if checked outside in cold or if employee eating/drinking hot or cold food/beverage prior to temperature check.						
Housing Units							
Walk through each unit							
	Are there differences from one unit to another in the same location?						
	What are the sleeping arrangements?						
Number of Occupants							
	Recommend reducing number of people per room.						
	Place beds head to toe						
	Separate beds with barrier like plexiglas						
Bathroom Facilities							
	Space or barrier between adjacent sinks						
	How many people at one time?						
	Private bathroom available for isolation patient?						
	If not can time for use be scheduled with cleaning after?						
House groups together who travel/arrive together?							
Laundry Facility							
	avoid congregation						
	Sort/fold clothes in separate area to allow next person access						
Mask in all common areas							
Assign cleaning responsibilities for common areas, bathrooms and common areas and document completion.							
Discuss Isolation Plan							
	Consider	Positive Men					
		Positive Women					
	exposed men and women who have not been tested or tested negative						

Pre-Arrival Site Visit and Workplace Modifications

	Facility or isolation and plan for meal delivery, monitoring, and transport if needed.	
--	--	--

Dining Facilities

Are meals provided for workers or do they prepare their own meals.	
Schedule use of kitchen facilities and limit number of people present.	
6 feet marks to separate in meal line	
Limit number of chairs per table or provide Plexiglas barriers on tables between workers	
Assign meal times so that everyone doesn't come at once	
Outside dining options: Picnic tables, consider tents or awnings over them	
To go containers to allow workers to return to rooms to eat or to spread out to social distance.	
Have a "to go" window so people can walk up and get their meals handed to them outside.	

Transportation

Is transportation required to and from work areas?				
	Limit number of people in vehicle. May need to run multiple trips or look for larger option such as busses.			
	Allow time for walking or possible use of bikes if distance allows.			
	Limit trips to town for shopping, pharmacy, entertainment.			
	Encourage curbside pick-up, deliver and pooling orders.			