



## COVID-19

### Prevention and Safety on Farm Shipping and Receiving

New or refresher training on health and hygiene for all employees is recommended. Key focal points to cover include: proper techniques and required frequency of handwashing, glove usage policy, reporting any illness symptoms immediately to supervisors, covering up if sneezing or coughing, and restricted visitor access.

#### Warehouse Safety

##### Forklifts

- Designate each driver to a specific forklift for the shift.
- Disinfect steering wheel, seat, etc. before and after each use.
- Instruct all workers to comply with handwashing and hygiene policy requirements upon entering the work area.

##### Truck Drivers

- Post signs to restrict driver / visitor access.
- Allow restroom access only for drivers.
- Drivers should wait inside their truck / outside the facility and away from employees.

##### Designate a person to clean employee areas multiple times per day

- Restroom, door knobs/handles, shipping window, and all frequently touched surfaces.
- Verify inventory of all cleaning and disinfection supplies daily.

##### Worker health and hygiene

- Instruct all workers on proper handwashing and monitor to ensure compliance.
- If a worker is sick, send them home.
- Instruct ill workers to contact supervisor before reporting back to work.
- Follow local health department guidance for any employees that test positive for COVID-19.

For further information, call  
Highland Fresh Technologies  
863-844-4213 or visit  
[highlandfresh.net](http://highlandfresh.net)

#### Farm Safety

- Tractor/equipment use.
- Disinfect cab and worker contact surfaces before and after each use.
- Keep to your designated tractor.

##### Portable restrooms

- Clean portable restrooms multiple times each day, especially after crew breaks.
- Document date, time and individual performing each cleaning cycle.

##### Farm workers

- Load buses at lower capacity and make extra trips to increase space between employees during transport to fields.
- Disinfect bus seat surfaces after each trip.
- Instruct all workers on proper handwashing and monitor to ensure compliance.
- If a worker is sick, send them home.
- Instruct ill workers to contact supervisor before reporting back to work.
- Follow local health department guidance for any employees that test positive for COVID-19.

#### Office Safety

- Designate a person or team to clean and disinfect office surfaces.
- Disinfect all employee contact surfaces, especially in common areas used by all employees such as break rooms, lunch rooms, bathrooms, meeting rooms, etc.
- Office visitation by appointment only; visitors should remain outside unless approved for entry.
- Do not come to work if you feel sick; contact supervisor before returning to work.

