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| Purpose | * This SOP has been created as a general guideline for business to use as a template editable to their operations
* Provide guidance and protection measures during emergency situations affecting the health and safety of staff and greater community.
* Limit transmission of germs/virus; may also be used if a staff person becomes ill with communicable disease
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| Scope | Worker safety, New Workers/worker arrival, Sanitation and cleaning routine |
| Responsibility | Everyone  |
| Frequency | Regular cleaning; increased frequency multiple times a day during outbreak |
| Materials | 70% + [Isopropyl Alcohol SDS](https://drive.google.com/open?id=1E7f9diAJFREIh_By-i4glVojN7ZSsk3e), or other appropriate sanitizers, disinfectant spray/wipes, gloves, masks, disposable towels, [sanitation log](https://docs.google.com/document/d/1dMm1ke0hm_FlCJ1Sp5IvQMJkEJt3pAtPfRCUYqp43-o/edit), resource list |
| Record Keeping | Sanitation log, Illness/incident log |
| Resource List | [CDC guidelines for Covid 19](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)[OSHA Guidance](https://www.osha.gov/Publications/OSHA3990.pdf) [COVID-19 Infection Prevention for Agricultural Employers and Employees](https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Agriculture.pdf)[CDC Travel’s Health Notice](https://wwwnc.cdc.gov/travel)*\*Due to the novel and changing nature of pandemics, resources are an ever evolving and valuable safety tool to be checked regularly for best practice updates*  |
| Approval Date and Signature |  |

Prevention and Exposure Assessment

Lead management shall assess the Risk of Exposure:

* *Lower Exposure Risk* jobs do not have frequent contact with public- most farms (except new workers arriving)
* *Medium Exposure Risk* jobs require frequent/close contact with people who may be infected, but who are not known or suspected patients.

Workers in this category include

* + Those who may have contact with the general public (distribution, transportation, high-volume retail settings)
	+ Individuals arriving or returning from locations with widespread COVID-19 transmission.
* *Higher Exposure Risk jobs* (not applicable): healthcare workers, healthcare delivery, healthcare support, medical transport, and mortuary workers

New Worker Arrival

Management shall check the [CDC Travel’s Health Notice if workers are arriving from out of state, or otherwise high density of infection.](https://wwwnc.cdc.gov/travel) Consider new worker arrival as Medium Risk, and implementation of a 14 day quarantine period. During this time new workers should remain in onsite housing with limited or distanced interaction with other staff, and/or limit travel from home only to and from work or essential errands. To limit exposure, best practices management shall help coordinate the delivery of supplies to quarantined workers while onsite.

Sick Leave

Employees experiencing sickness and [symptoms](https://drive.google.com/open?id=1ZMh4z5Xuf6Zu2ACYbap4hPdswk_ghle-) shall be encouraged to stay home, make sure to document appropriately in employee files.

[*Cal-OSHA Guidelines*](https://www.osha.gov/Publications/OSHA3990.pdf)

*Encourage sick workers to stay home by not punishing them for missing work. Consider sick leave benefits to help prevent the spread among workers who might otherwise work out of economic necessity. Educate eligible employees on other benefits they can access if symptoms, illness, or caring for an ill family member prevents them from working.*

General recommendations

Signage

Post [signage](https://drive.google.com/open?id=1hJkcHhwEfub-xA8wh9ren5FK4nNl0J0f) at the entrance of each area indicating anyone entering must maintain 6 feet of distance between themselves and others.

Frequent Cleaning

Common use areas and items, such as bathrooms, breakrooms, door handles, light switches, and gates, should be disinfected regularly, including at the end of the workday and/or between tasks as appropriate.

Handwashing

* Place [handwashing signs](https://drive.google.com/open?id=1B4Y3iX9kynYy6OkWXO8WKwReHvW_k9DG) at bathrooms and wash stations
* Staff shall wash hands as per CDC guidelines (for at least 20 seconds) upon arriving or leaving the worksite, returning from a break, when arriving and leaving product storage, pick up/drop off areas, and before/after handling any product or cash, or when sneezing, coughing or touching their face.

Distancing

* Lowering possibilities for exposure may mean staggering work shifts between employees, and staggering tasks. Limit entry to staff who are needed for the day’s activities
* Allow staff to work from home if available
* Mark 6 feet with tape or similar marking in designated workspaces as applicable, and when possible
* Maintain distance of at least 6 feet when coworking is needed
* Allow staff to work from home if available

Personal Protective Equipment (PPE)

Consider wearing masks as appropriate. Remember that mask use for some agricultural work is an existing CalOSHA requirement.

According to the CalOsha [website](https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html):

*Personal Protective Equipment (PPE)*

*Title 8* [*section 3380*](https://www.dir.ca.gov/title8/3380.html) *Personal Protective Devices requires employers to conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If an employer identifies COVID-19 as a workplace hazard, they must select and provide exposed employees with properly fitting PPE that will effectively protect employees.*

Job Specific Guidelines

**Outdoor Work**

Work conducted in open areas with natural airflow.

Potting/plant/supply handling

Washing hands and not touching face after handling plant, amendment or other containers may suffice as a preventative measure. Gloves are an option which may make some people more comfortable, but are not required. If gloves are used, change gloves between tasks.

Light Deprivation

During the times when tarps are being pulled, especially when working with a co-worker, consider wearing a mask or face barrier.

Site Maintenance

Adapt recommendations for distancing and limiting exposure during routine site operations, including building beds & hoops, maintaining water and road systems, and other farm activities. The [CalOSHA guidance for agriculture](https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Agriculture.pdf) may offer suggestions.

Washing hands is the best line of preventive care.

Supply Runs

Planning ahead by picking up larger supply quantities prevents frequent trips limits exposure. Consider bulk buying, delivery, and utilizing supply stores that offer curbside pickup when ordering ahead when possible.

**Inside Work**

Enclosed propagation, processing, and admin/office areas should follow guidance for inside work.

Setting up the Space

* Marking off workspaces with 6 ft marks will assist in maintaining distance.
* Cleaning surfaces between tasks if appropriate, and at staffing changes or end of day.
* Staff should disinfect all door handles, tables and surfaces before and after each transfer, packaging session, or as indicated, and at the end of a work day.
* Wipe down bins/containers used to carry cannabis after each change of inventory; wipe down handles after moving storage containers.
* Wear mask(s) and/or face guard (eye, nose and mouth protection) as appropriate to the task and distance, or for longer periods of co-working.
* Increased natural airflow is a preventative measure. Opening doors and windows hourly or as available assists with cleaning interior spaces of particulates.
* Staff shall wear nitrile gloves when handling cannabis; treat it like food!

**Site Visits**Agency, Trade-partner and Contractor/Vendor visits

* Be kind and calm in communicating company protective measures are in place
* Pick up, drop off, and other appointments shall be cancelled if any party presents symptoms OR chooses to for their own comfort level.
* Replace handshakes with waves or verbal greetings.
* Prevent visitors from coming into close contact; ensure all interactions take place with at least 6 feet of distance between each person when possible.
* When distribution comes for pick up/drop off, staff shall wear a mask during the pick up. New gloves shall be worn during each pick up/drop off, and not worn after handling & cleaning incoming transfers.
* Place manifests and product (plants or packages) on tables or receiving areas, step away to allow at least 6 feet of space (or the use of face masks if 6 feet distance is not possible) to the other party for inspection, paperwork completion and cash payments.
* After checking incoming/outbound packages, manifests, and handling payments, staff shall remove gloves and sanitize/wash hands for at least 20 seconds before touching any other surfaces.

**Cash Handling**Cash handling shall continue to follow the company’s normal cash handling SOP, with the addition of:

* Cash handling (receiving, counting, etc) shall be done with the use of gloves and mask
* After cash count is verified, set aside, preferably in a sealed bag, with verified count, and date.
* Other sanitation measures may be taken, if desired.

Records
Sanitation / Cleaning Log
Illness / Incident Log- (maintained in employee files)

Sanitation/Cleaning Log

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| --- | --- | --- | --- | --- |
| Date | Time | Staff Initial | Cleaning product used | Location(s) / item(s)  |
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