



NORTH DAKOTA
DEPARTMENT OF AGRICULTURE
STATE CAPITOL
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**COVID-19 Guidance for Processing, Manufacturing, Agribusiness, and Agricultural Operations
that are Essential and Critical**

The following guidance and recommendations are for processors, manufacturers, agribusiness, and agricultural operations to protect employees and businesses that are essential and critical. It is vital that food supply chain operations continue in the event of illness. The workplace is just one location out of many that can be a point of exposure. Encourage staff to use best practices outside of the place of business as well as in your work environment.

Mitigating Risk for Staff/Employees and the Company for Essential and Critical Infrastructure

- Identify staff who have a higher risk situation outside of work, either with underlying health issues or living with people at higher risk, and find ways to minimize their exposure to other staff.
- Cross train staff so all essential duties can continue
- Prioritize duties to maintain business operations
- Clean and sanitize all high touch areas regularly; do this at the start and close of each shift.
- Clean and sanitize all vehicles or equipment used across shifts. Keep sanitizing wipes in each vehicle and instruct staff to wipe down high touch areas such as the steering wheel, gear shift, and door handles.
- Provide an area for staff to change footwear, provide shoe covers, or disinfecting boot mats to sanitize footwear in and out of the building.
- Provide hand sanitizer in areas where hand washing is not possible.
- Consider how many staff are needed on each shift. Look for ways to minimize staff exposure while maintaining efficient business practice.
- Consider eliminating shift overlap to allow one shift to leave the building before the next shift enters.
- Consider methods of reducing contact between departments or areas in the facility.
- Consider finding ways to put barriers between people on a line. Can you hang plastic sheeting to partition areas where staff does not have the ability to maintain six feet of distance?
- Stagger lunch shifts to reduce how many staff members are in the lunch area. Try to follow the CDC guideline of no more than 10 people in a group.
- Maximize the distance between staff in sit down or eating areas. Instead of four people at a table, encourage two people to use that space.
- Screen employees at the start of each shift or when first arriving for work.
 - Check temperature
 - Ask questions regarding COVID-19 symptoms
- Operate with CDC guidelines within the parameters of your business. Certain essential and critical employees cannot avoid being in close contact with one another.

- As always, staff and employees who feel sick need to stay home.

Other Consideration for Food and Beverage Handlers

- Have an abundance of disposable, single-use gloves available.
- If Personal Protective Equipment is required, provide information on proper use of gloves, masks, and shoe covers.
- Consider cutting a shift or using part of each shift to provide ample time to clean and sanitize the facility.

If Someone Tests Positive or is Presumed Positive Based on Symptoms

- **A facility does not need to shut down as a result of a staff member, visitor, or other individual testing positive for COVID-19 if the steps outlined below are followed and those who are sick or potentially exposed are appropriately addressed:**
 - For staff who has symptoms or has tested positive
 - If employee is at work, send them home immediately;
 - If employee is at home, do not allow them to come to work.
 - Contact other staff who may have been exposed;
 - Make an OSHA report if required. A report is required if:
 - There is a confirmed case of COVID-19;
 - It is contracted due to employee performing work-related duties; and
 - It meets other standards for OSHA reporting
 - Clean and disinfect surfaces to limit employee exposure
 - Staff members who were not in close contact or are not considered to be at high risk for infection (for example, staff who work in different areas of the facility or in the same building) can continue working as normal
 - Where possible, use rapid test methods for your staff.
 - Identify staff that were not in close contact who would be able to continue working.
 - Find ways to minimize concentration of people unless it is absolutely necessary
 - Have the foreman or supervisor be responsible for their individual group

In the Event you Must Shutdown

- Identify who can come back to work so essential business operations can continue
- Identify processes throughout the facility that can utilize technology to limit exposure
 - Time clock with swipe cards to limit surface contact
- Identify those staff members who can report directly to workstations instead of gathering in common areas to check in

For more information, please visit <http://www.feedingus.org>.