

**WORK IN PROGRESS; TO BE REFINED AS HAWAII STATE REOPENING PLAN IS UPDATED**  
This document reflects the latest reopening guidance from Hawai'i state agencies and is intended only as recommendations for businesses and communities as they prepare for reopening.

# Economic and Community Pathway to Recovery

Health guidelines for agriculture & food distribution to resume operations

MAY 2020



## Disclaimer

This document provides guidelines to support Hawai'i businesses to prepare and effectively manage the safety of employees and customers as they resume operations during the continuing COVID-19 pandemic. This is an evolving document that may be updated when new guidance is released.

This document provides an understanding for how businesses can comply with Hawai'i state government guidelines. It has been developed in collaboration with a working group of industry representatives and incorporates best practices. It is in alignment with the Beyond Recovery strategy to reopen and reshape Hawai'i's economy, released on May 18, 2020 by the Office of the Governor.

This document is a work in progress and strictly meant to be recommendations for public health and safety.

*Last updated: May 26, 2020*



# Sources and further reading on general best practices

## CDC recommended cleaning, disinfection, and other guidelines

- [EPA-registered disinfectant products](#)
- [Cleaning and Disinfection for Community Facilities](#) (CDC)
- [Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#) (CDC)

## USDA letter advising meat and poultry processing plants resuming operations

- [USDA letter to stakeholders on COVID-19](#)

## Other sources used in this document

- [Recovery Readiness: A How-To Guide for Reopening Your Workplace](#) (Cushman & Wakefield)
- [Guidance for Meat and Poultry Processing Workers and Employers](#) (CDC)

## CDC recommended employee health guidelines

- Sick employees should stay home and follow the [CDC's What to do if you are sick with COVID-19](#)
- Employees who are well, but know they have been exposed to COVID-19 should notify their supervisor and follow [CDC-recommended precautions](#)
- For previously sick employees who are returning, follow [CDC's guidance for discontinuation of home isolation for persons with COVID-19](#)
- For additional training materials on employee health, please see: [CDC's Symptoms of Coronavirus](#)





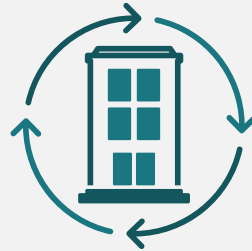
# Materials included in health guidelines: Agriculture & Food Distribution

*Guidance is applicable to most farms, facilities, factories, distribution centers, processing plants and other agriculture and food distribution operations*



Checklist of changes and recommendations

*E.g., cleaning and sanitizing, physical distancing, facility safety, employee support, employee health and personal hygiene*



Overall operating model implications

*E.g., supplies, employee interactions, schedule changes*



Training guide for employees

*E.g., FDA and CDC guides and best practices*

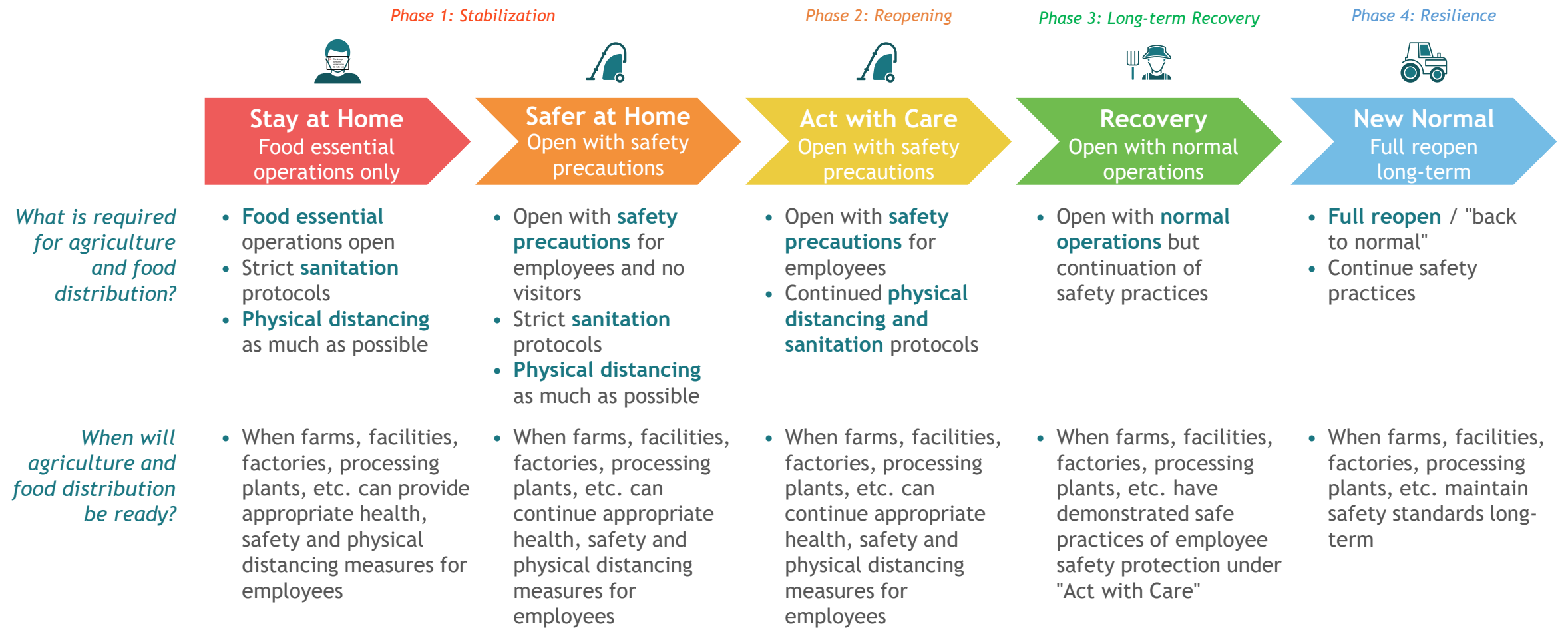




# Plan for agriculture & food distribution to reopen

Based on Beyond Recovery State Plan issued on 5/18/2020

Minimum of 14 days of sustained progress before moving to the next impact level. Ability to move impact levels is contingent on improved public health outcomes and COVID-19 situation, and decision is made by Governor and Mayors.





# Recommended protocols for agriculture and food distribution to resume operations (1/4)

Supporting a common “new normal” foundation to mitigate COVID-19

The following checklist provides adaptations for agriculture & food distribution to resume operations

These actions will run in parallel to public health efforts

Our priority is protecting communities in Hawai'i by acting as good stewards

Subject to change based on public health guidance

## Cleaning and sanitizing

*Guidelines are applicable to "Stay at Home", "Safer at Home" and "Act with Care"*

- Complete thorough and detailed cleaning of entire facility, with focus on high-contact areas touched by employees (e.g., push bars and handles on any doors that do not open automatically and handrails on stairs or along walkways)
- Disinfect all hard surfaces with an [EPA-registered disinfectant for COVID-19](#)
- Provide EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use
- Clean and sanitize restrooms regularly based on frequency of use
- Complete routine sanitization of high-touch surfaces at least once per shift (e.g., water containers, steering wheels, shared tools, shared work stations, door handles, refrigerator handles, seat belts, etc.)
- Ensure cleaning and disinfecting procedures are done in a manner that does not endanger employees
- Assess the hazards of all cleaners and disinfectants used at the worksite
- Avoid all food contact surfaces when using disinfectants and ensure disinfectants/cleaners do not touch food
- If an employee tests positive for COVID-19, close off areas used by sick person and wait 24 hours before disinfecting
- Conduct normal routine cleaning of outdoor areas, but disinfection is not required for outdoor areas
- Place handwashing stations or hand sanitizers with at least 60% alcohol in multiple locations to encourage hand hygiene. If possible, choose hand sanitizer stations that are touch-free.
- Install sanitation points at entrances and between buildings; all employees should sanitize upon entry and moving between areas
- If physical barriers are being used, clean them frequently
- Launder all towels, uniforms, etc. on a daily basis using the warmest appropriate water setting for the items dry items completely
- Ensure tools are regularly cleaned and disinfected, including at least as often as workers change workstations or move to a new set of tools
- Per CDC and OSHA guidelines, employers may need to adapt guidance from OSHA's [enforcement discretion memorandum](#), OSHA's [Environmental Services Workers and Employers section](#), and OSHA's [Interim Guidance for Workers and Employers of Workers at Increased Risk of Occupational Exposure](#), to fully protect workers performing cleaning and disinfection activities in manufacturing workplaces



# Recommended protocols for agriculture and food distribution to resume operations (2/4)

Supporting a common "new normal" foundation to mitigate COVID-19

The following checklist provides adaptations for agriculture & food distribution to resume operations

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## Physical distancing

*Guidelines are applicable to "Stay at Home", "Safer at Home" and "Act with Care"*

- Configure communal work environments so that workers are spaced as far apart as they can. Changes in production practices may be necessary in order to maintain appropriate distances among workers.
- Modify the alignment of workstations, including along processing lines, if feasible, so that employees are at least 6 feet apart in all directions, when possible
- Ideally, modify the alignment of workstations so that employees do not face one another
- Consider using markings and signs to remind employees to maintain their location at their station away from each other and practice physical distancing on breaks
- Use physical barriers to separate meat and poultry processing employees from each other, if feasible
- Stagger break and lunch times to reduce the number of employees on break at any given time so that appropriate physical distancing may be followed. Provide temporary break areas and restrooms to avoid groups of workers during breaks.
- Stagger employees' arrival and departure times to avoid congregations of workers in parking areas, locker rooms and near time clocks
- Encourage employees to avoid carpooling to and from work, if possible
- Encourage employees to avoid large gatherings and practice physical distancing during non-work hours
- Establish a location for receiving regular deliveries away from high-traffic areas and housing
- Encourage employees not to share tools, if possible
- Consider cohorting (grouping together) workers to ensure groups of workers are always assigned to the same shifts with the same coworkers
- Remove or rearrange chairs and tables or add partitions to tables, in break rooms and other areas employees may frequent to increase employee separation
- Identify alternative areas to accommodate overflow volume such as training and conference rooms, or using outside tents for break and lunch areas
- Encourage single-file movement with a six-foot distance between each employee through the facility, where possible
- Designate employees to monitor and facilitate distancing on processing floor lines

*Based on Beyond Recovery State Plan issued on 5/18/20 - Subject to change*



# Recommended protocols for agriculture and food distribution to resume operations (3/4)

Supporting a common “new normal” foundation to mitigate COVID-19

The following checklist provides adaptations for agriculture & food distribution to resume operations

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Subject to change based on public health guidance

## Facility safety

*Guidelines are applicable to “Stay at Home”, “Safer at Home” and “Act with Care”*

- Provide and require employees to wear masks, gloves and other PPE at all times while onsite
- Have the ability to log all workers that come on premise for purposes of supporting public health contact tracing by the Hawai'i Department of Health
- Consider developing and implementing a comprehensive screening and monitoring strategy aimed at preventing COVID-19 on-site. See [CDC Guidance for Meat and Poultry Processing Workers and Employers](#) for additional screening guidance.
- Ask workers resuming work to confirm they have not experienced COVID-19 symptoms for 14 days prior to return
- Workers who appear to have COVID-19 symptoms upon arrival or who become sick during the day should immediately be separated from other workers and sent home. Ensure that personnel managing sick employees are appropriately protected from exposure. See [CDC Guidance for Meat and Poultry Processing Workers and Employers](#) for additional guidance on managing sick workers.
- Ensure adequate storage of necessary materials to meet PPE (e.g., face masks) and cleaning requirements
- Communicate safety protocols to all workers and visitors, including available contact to report violations of protocols
- Make hand washing stations readily available and encourage their use while providing adequate supply of soap and paper towels
- Consider consulting with a heating, ventilation and air conditioning engineer to ensure adequate ventilation in work areas
- If fans such as pedestal fans or hard mounted fans are used in the facility, take steps to minimize air from fans blowing from one worker directly at another worker
- If fans are removed, employers should remain aware of, and take steps to prevent heat hazards
- Prohibit non-essential visitors from entering the facility
- If delivering or shipping products, ensure all transport containers (e.g., coolers, boxes, carts) are frequently cleaned and employees wear gloves and change gloves frequently when handling containers
- Add additional clock in/out stations, if possible, that are spaced apart, to reduce crowding in these areas. Consider alternatives such as touch-free methods or staggering times for workers to clock in/out.
- Provide workers access to soap, clean running water and single-use paper towels for handwashing
- Provide tissues and no-touch trash receptacles for workers to use





# Recommended protocols for agriculture and food distribution to resume operations (4/4)

Supporting a common "new normal" foundation to mitigate COVID-19

The following checklist provides adaptations for agriculture & food distribution to resume operations

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Subject to change based on public health guidance



## Employee support

*Guidelines are applicable to "Stay at Home", "Safer at Home" and "Act with Care"*

- Mitigate anxiety by recognizing fear in returning, communicating transparently, listening and surveying staff regularly
- Provide early reopening communication by keeping workforce informed as soon as appropriate
- Reinforce training after Day One by providing ongoing methods of additional training to reinforce messaging and changes
- Ensure all employees are aware of required procedures by communicating in their native/preferred language in addition to English
- If returning employees have children, provide support in navigating childcare options
- Monitor and respond to absenteeism at the workplace
- Analyze sick leave policies and consider modifying them to make sure that ill workers are not in the workplace. Make sure that employees are aware of and understand these policies.
- Analyze any incentive programs and consider modifying them, if warranted, so that employees are not penalized for taking sick leave if they have COVID-19
- See [CDC Guidance for Meat and Poultry Processing Workers and Employers](#) for guidance on addressing return to work and worker's rights



## Employee health and personal hygiene

*Guidelines are applicable to "Stay at Home", "Safer at Home" and "Act with Care"*

- Require employees with COVID-19 symptoms to remain home until they are symptom-free for three days without medication
- Require employees to self-quarantine per Hawai'i public health guidelines if exposed to COVID-19
- Require employees who test positive for COVID-19 to be in isolation per Hawai'i public health guidelines
- Establish a system for employees to alert their supervisors if they are experiencing signs of symptoms of COVID-19 or if they have had recent close contact with a suspected or confirmed COVID-19 case
- Provide employees with face coverings as a protective measure in addition to physical distancing. See [CDC Guidance for Meat and Poultry Processing Workers and Employers](#) for additional recommendations for face coverings.
- Train all employees on the importance of frequent and proper handwashing, cough and sneeze etiquette, the use of hand sanitizers with at least 60% alcohol content, and give them clear instruction to avoid touching hands to face
- Train all employees on signs/symptoms of COVID-19, how it spreads, risk for workplace exposures and how workers can stay safe
- Place posters on safety practices at the workplace entrance and in other high-visibility work areas. Ensure posters are in all languages that are common in the worker population.

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# Potential operating model implications: Cleaning and sanitizing

## CDC-recommended cleaning operations

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
- Require staff to frequently disinfect surfaces repeatedly touched by visitors and employees
  - Tools, doorknobs, railings, kitchen areas, switches, faucets, handles, toilet flush levers, chairs, etc.
- Use [EPA-registered disinfectant products](#) for COVID-19
- For electronics, follow manufacturer's instructions for disinfecting
- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Cleaning staff may require additional PPE to protect them from chemical hazards posed by disinfectants
- Ensure that cleaning staff wash hands often with soap and water for 20 seconds
- Set up a cleaning team to clean common surfaces between shifts (e.g., door handles, faucets, etc.); adjust shift model if needed

For further reading:

- [Cleaning and Disinfecting Your Facility](#) (CDC)
- [Guidance for Meat and Poultry Processing Workers and Employers](#) (CDC)

## Sample on-site materials for cleaning and sanitizing

- Hand soap readily available at every sink
- 60% alcohol-based hand sanitizer throughout facility
- Cleaning supplies (e.g., soap and water, bleach, rubbing alcohol, etc.)
- EPA-registered disinfectant products
- Disinfectant wipes
- Signs throughout facility encouraging everyone to frequently wash hands and sanitize
- Laundry detergent
- Disposable gloves, face masks and gowns for cleaning staff



## Sample facility cleaning checklist

### Clean on a frequent basis:

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| • All high-touch areas on machinery  | • Faucets                       |
| • Countertops and other surfaces     | • Windows                       |
| • Workstations                       | • Doors and door handles        |
| • Shared tools                       | • Railings                      |
| • Break rooms                        | • Bathroom surfaces             |
| • Transport containers (e.g., carts) | • Any other high-touch surfaces |



# Potential operating model implications: Physical distancing

## Sample physical distancing guidelines for agriculture

- Place signs, posters and floor markings throughout facility directing employees and visitors where to walk and stand
- Place signs and posters throughout facility reminding people to physically distance and wash hands
- Implement physical distancing between workstations as much as possible and adjust line speed as necessary
- Avoid shift rotation as much as possible and conduct additional workplace, machine and tool cleaning where shift rotation is necessary
- Implement staggered shift starts to minimize overlapping (e.g., 30 minutes between shifts)
- Reduce line speed to minimize number of people in close working proximity
- Avoid gatherings of more than 10 people and move meetings to larger spaces if possible to allow for physical distancing
- Implement line markings and floor graphics in areas with risk of crowding
- Minimize cross-team contact through restricted interactions

For further reading:

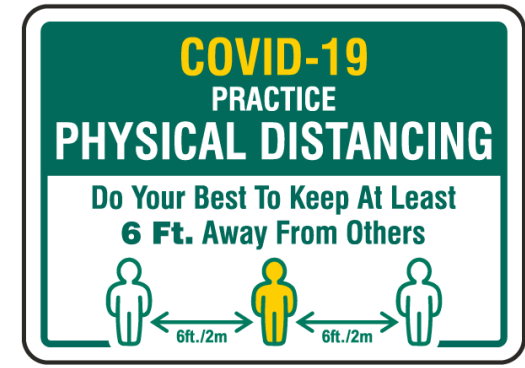
- [Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#) (CDC)
- [Guidance for Meat and Poultry Processing Workers and Employers](#) (CDC)



## Sample on-site materials for physical distancing

- Signs throughout the facility (on windows, walls, etc.) reminding people to maintain proper physical distancing and remain 6 feet apart if possible
  - If 6 feet is not possible due to space constraints, have employees distance as much as they feasibly can
- Floor markings (e.g., tape or graphics) to instruct people where to walk and stand
- Floor markings to indicate where workstations should be placed to promote physical distancing, if possible

Sample physical distancing sign





# Potential training guidelines for employees on health and hygiene

## FDA and CDC-recommended personal hygiene guidelines for employees

- Wash hands for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing, and after extended contact with high-touch surfaces
- Always wash hands with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose and mouth until you have thoroughly washed hands upon completing work and/or removed PPE
- Cover your cough or sneeze with a tissue, then throw tissue in the trash and wash hands after
- Try not to use other employees' stations or other work tools and equipment when possible. If necessary, clean and disinfect them before and after use
- Clean and disinfect frequently touched objects around you

For detailed training materials please see:

- [Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#) (CDC)
- [Guidance for Meat and Poultry Processing Workers and Employers](#) (CDC)



## FDA and CDC-recommended employee health guidelines

- Employees with COVID-19 symptoms should report them to their supervisors immediately
- Sick employees should stay home and follow the [CDC's What to do if you are sick with COVID-19](#)
- Send home employees who experience COVID-19 symptoms at work
  - Clean and disinfect surfaces in their workspace
- Inform fellow employees if there has been a possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Employees who are well, but know they have been exposed to COVID-19 should notify their supervisor and follow [CDC-recommended precautions](#)
- Workforce controls can be implemented to reduce transmission among employees, including temperature screenings, disinfecting of workspaces and equipment, employee self-monitoring, masks and physical distancing protocols
- For previously sick employees who are returning, follow [CDC's guidance for discontinuation of home isolation for persons with COVID-19](#)
- Consider building additional short breaks into staff schedules to increase how often staff can wash their hands with soap and water or use hand sanitizers with at least 60% alcohol

For additional training materials on employee health, please see:

- [FDA's Employee Health and Personal Hygiene Handbook](#)
- [CDC's Symptoms of Coronavirus](#)



# Employee and visitor support: Sample reopening communication practices

*A well-thought out reopening communications strategy addresses the details of the transition and anticipates employee questions, anxieties and concerns*

## Recommended employee communication practices for employers<sup>1</sup>

- Communicate frequently to make employees aware of changes
- Provide details of the changes
- Encourage employees to participate and comply with new work practices
- Conduct demonstrations and training to introduce new skills to staff before official reopening day
  - E.g., How to practice physical distancing/sanitizing at workstations
  - E.g., How to follow floor markings in facility
  - E.g., How to handle essential interactions with others at work
- Consider a variety of communication channels and materials, including email, text messages, posters/digital displays, etc.
- Consider communications focused on
  - Why the facility is safe to reopen and how it is following state guidelines for reopening workspaces
  - Instructions for how to prepare for arrival
  - Overview of what to expect when returning employees arrive, including new entrance protocols, supplies, sanitization requirements, capacity limits, etc.



## Sample visitor communication topics

Note: Only **essential** visitors (e.g., supply chain partners) should be allowed on the property during Phases 1 and 2



### Cleaning procedures

- Let any visitors know about adjusted cleaning protocols



### Opening hours and locations

- Share updated opening hours and locations currently open/closed with visitors



### What to expect

- Communicate guidelines for what visitors can expect when visiting the facility (e.g. capacity limits, hand sanitizer, floor arrows)



### Contact information

- Phone number or email for visitors to contact if they have further questions



### Links to government and health websites

- Links to COVID-19 guidance from CDC or Hawaii.gov

1. Cushman and Wakefield, Recovery Readiness: A How-To Guide For Reopening Your Workplace



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