



Foros Comercio Ético
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COVID-19 RISK ANALYSIS AND IMPLEMENTATION OF MEASURES FOR WORKERS AT AGRICULTURAL COMPANIES



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Drafted by:
COVID-19 WORKING GROUP



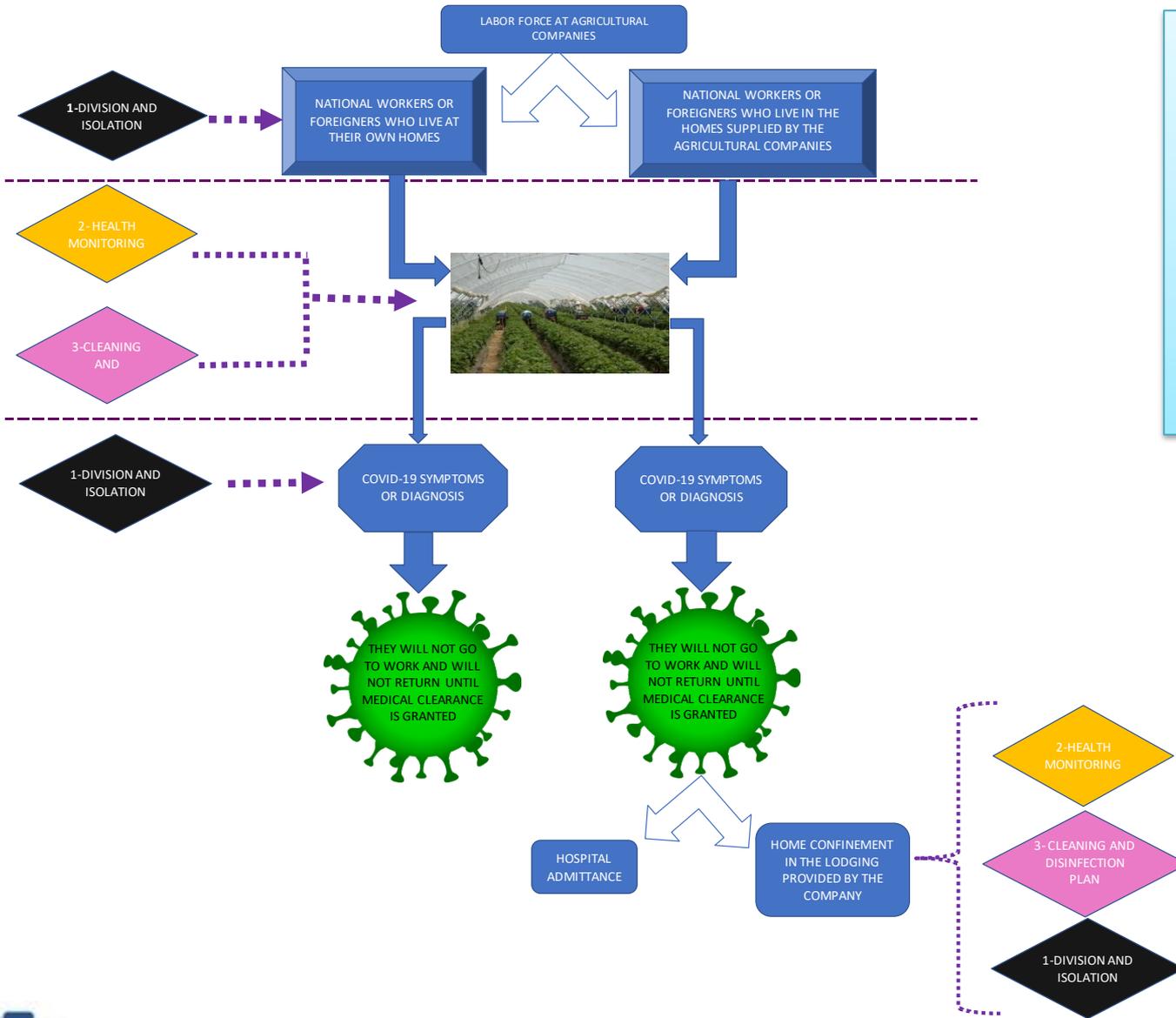


LIST OF HAZARDS ASSOCIATED WITH EACH PROCESS PHASE AND THE PREVENTATIVE MEASURES FOR SAID HAZARDS

This document reviews the risks of workers at agricultural companies due to COVID-19, as well as the preventative measures to be implemented to avoid hazards and the corrective actions to undertake in the event of infection.



- Phase 1: STAFF TRANSPORT
- Phase 2: WORK AT FARMS
- Phase 3: WORK AT THE PACKAGING FACILITY
- Phase 4: WORKER ACCOMMODATION AT FARMS



PROCESS
FLOW
DIAGRAM

HAZARDS ASSOCIATED WITH EACH PROCESS PHASE AND THEIR PREVENTATIVE MEASURES

PHASE 1: STAFF TRANSPORT

RISK: Workers become infected from traveling in the same vehicle as an infected individual, or from traveling in a vehicle in which an infected individual has previously traveled.

PREVENTATIVE MEASURES:

- Training and information about COVID-19 for workers: during these training sessions, the company will request feedback from those in attendance and ask them to provide their ideas for preventative measures that they feel are appropriate to reduce risks. ([Annex 5](#))
- Use of mandatory face masks, gloves, and hydroalcoholic gel for the hands throughout the duration of the journey, if For buses, it is recommended for there to be a hydroalcoholic gel dispenser.
- The instructions set forth in Royal Decree 463/2020, Royal Decree 465/2020, and Order TMA/384/2020 of 3 May will be followed, in which the number of occupants in any type of vehicle carrying more than one person will be such to ensure that a maximum of one person per row of seats is traveling in the vehicle, and keeping as much distance as possible between occupants. ([Annexes 10](#), [10a](#), and [10b](#))
 - For example, in **private vehicles of up to 9 people including the driver**, the **maximum number of occupants will be 2** people for each row of seats, ensuring the maximum possible distance between the occupants and the mandatory use of mask..
 - For **buses, maximum occupancy will be 1/2 of normal occupancy** (for example, if the bus has 35 seats, it will only be allowed to have 17 occupants, including the driver). The row after the seat occupied by the driver must be left empty.
- C+D Plan (Cleaning and Disinfection) for vehicles. ([Annex 11](#)). It is recommended to travel with the windows down throughout the journey, as well as to air out the vehicle when the journey has finished so as to keep transportation as hygienic as possible.



4 People = Driver
+ 3 Passenger



6 People = Driver +
5 Passengers



1/2 of Vehicle
Capacity

RISK: Workers can be infected due to the presence of other workers, facilities, and/or tools carrying COVID-19.

PREVENTATIVE MEASURES:

- Training and information about COVID-19 for workers: during these training sessions, the company will request feedback from those in attendance and ask them to provide their ideas for preventative measures that they feel are appropriate to reduce risks. ([Annex 5](#))
- Workers staying at the homes provided by the company and workers staying in their own homes will be divided into different crews to keep those from living in their own homes from infecting those living in the homes provided by the company and vice versa. Said division must also remain in place during breaks. It is recommended for the company to always assign the same physical locations to each worker (for example: when they are going to harvest an area, they should already have their greenhouse assigned). Likewise, it is also recommended for the work crews to always be made up of the same members.
- Implementation of Hygiene Standards for Farm Workers that are designed specifically to combat COVID-19. ([Annex 3](#) and [Annex 14](#))
- Farm workers must maintain a minimum distance between them of **approximately 2 meters** (For example, in the berries, a crop stretch will be left free between one picker and another and, if possible, they will start to pick on opposite sides of the greenhouse. In the case of fruit trees, it is recommended for there to be a maximum of 2 people per line, starting on opposite ends or dividing the line in two: the first half of trees will be picked by one person and the second half of trees by another). Said separation must also be maintained when moving from one greenhouse to another, when workers are called by their superiors to receive instructions about their work and/or information, during breaks, as well as when entering the workplace, accessing the presence control system, and/or upon finishing the work day (when employees leave their position to once again pass by the presence control system), and during their journey to their vehicle to return to their home.
- Monitoring of workers' health: the body temperature of all workers will be taken daily and those with a temperature over 37°C and/or those with respiratory discomfort, a cough, or difficulty breathing will immediately leave the premises and return to their home to contact health services. The company must analyze the situation in the event of a positive diagnosis and take any preventative measures necessary with those individuals who have been in contact with the positive diagnosis (isolation, monitoring, observation, etc.). Before starting work at the company, the worker must fill out a Health Questionnaire for COVID-19 in which he/she will additionally note if he/she is especially vulnerable to the virus or if he/she is in close contact with vulnerable individuals. ([Annex 2](#) and [Annex 15](#))
- The company must undertake analysis of staff members who are vulnerable to COVID-19. People considered vulnerable are workers who have chronic cardiovascular problems or with cardiovascular risk factors (hypertension and diabetes) women, people who are in close contact (living with) vulnerable individuals, people with respiratory disease, older people (over 60 years of age), immunosuppressed individuals (transplant recipients and those who receive immunosuppressive treatment – for example, for cancer), and pregnant women. This analysis can be done by means of a form or during training.
- Monitoring of "Staff Absences," checking to see if said absences are in relationship with COVID-19 symptoms, a confirmed case, or a confirmed case of someone near the worker with the need for preventative isolation. This will be done so as to take the opportune measures in terms of workers who have been in contact with the absent individual.
- Temporarily suspension of clocking in and out by means of a fingerprint and substitution of this way of doing things with any other system.
- Restriction of visits to facilities, allowing only those visits that are strictly necessary (service companies like cleaning companies and companies for the removal of portable toilets, waste removal companies, supply companies, etc.). Access will not be allowed in the event that the person requesting access has been in direct contact with any other infected individual, individual in quarantine, or individual with symptoms. ([Annex 15](#))
- All materials received at the farm will be disinfected, if possible (jars, sacks, etc.). If the material cannot be disinfected (tubs, plastic pallet wrap, covers, cardboard or wood boxes, pallets etc.), it will be quarantined. Quarantining of materials will depend on the type of material, as noted in Annex 5 (virus persistence on surfac
- Specific C+D Plans (Cleaning and Disinfection) for COVID-19. ([Annex 6](#), [Annex 7](#), and [Annex 12](#))



PHASE 3: WORK AT THE PACKAGING FACILITY

RISK: Workers can be infected due to the presence of other workers who are infected with COVID-19.

PREVENTATIVE MEASURES:

- Training and information about COVID-19 for workers: during these training sessions, the company will request feedback from those in attendance and ask them to provide their ideas for preventative measures that they feel are appropriate to reduce risks. ([Annex 5](#))
- Implementation of Hygiene Standards for Packaging Facility Workers that are designed specifically to combat COVID-19. ([Annex 4](#) and [Annex 14](#))
- Workers in the Packaging Facility must keep a distance between them of approximately **2 meters at minimum**.
- It is recommended to work in shifts, as well as to take lunch breaks and other breaks in turns so that everyone is not together at the same time. Likewise, plastic partitions can be placed between handlers, or the floor can be painted to identify where each worker should stand.
- It is recommended for all workers to have a fixed workplace assigned, as well as a fixed rest area. Workers should also have the same group of mates in their shift. The company will organize the start and completion of the different shifts, taking measures to keep workers from coinciding when entering and leaving; for example, 15 minutes of downtime can be established between shifts, or there can be different entry and exit routes, etc.
- Telework and flexible working hours to limit the number of people in administrative positions and any other type of position in the same work area whenever possible.
- Monitoring of workers' health: the body temperature of all workers will be taken daily and those with a temperature over 37°C and/or those with respiratory discomfort, a cough, or difficulty breathing will immediately leave the premises and return to their home to contact health services. The company must analyze the situation in the event of a positive diagnosis and take any preventative measures necessary with those individuals who have been in contact with the positive diagnosis (isolation, monitoring, observation, etc.). Before starting work at the company, the worker must fill out a Health Questionnaire for COVID-19 in which he/she will additionally note if he/she is especially vulnerable to the virus or if he/she is in close contact with vulnerable individuals. ([Annex 2](#) and [Annex 15](#))
- The company must undertake analysis of staff members who are vulnerable to COVID-19. People considered vulnerable are workers who have chronic cardiovascular problems or with cardiovascular risk factors (hypertension and diabetes), respiratory disease, older people (over 60 years of age), immunosuppressed individuals (transplant recipients and those who receive immunosuppressive treatment – for example, for cancer), pregnant women, and people who are in close contact (living with) vulnerable individuals. This can be done by means of a form or during training.
- Monitor "Staff Absences," checking to see if said absences are in relationship with COVID-19 symptoms, a confirmed case, or a confirmed case of someone near the worker with the need for preventative isolation. This will be done so as to take the opportune measures in terms of workers who have been in contact with said individual.
- Temporary suspension of clocking in and out by means of a fingerprint and substitution of this way of doing things with any other system.
- Restriction of visits to facilities, allowing only those visits that are strictly necessary (service companies like cleaning companies, maintenance companies, pest control and disinfection companies, *legionella* control companies, waste removal companies, supply companies, etc.). Access will not be allowed in the event that the person requesting access has been in direct contact with any other infected individual, individual in quarantine, or individual with symptoms. ([Annex 15](#))
- All materials received at the facility will be disinfected, if possible (jars, sacks, etc.). If the material cannot be disinfected (tubs, plastic pallet wrap, covers, cardboard or wood boxes, pallets etc.), it will be quarantined. Quarantining of materials will depend on the type of material, as noted in Annex 5 (virus persistence on surfaces).
- Specific C+D Plans (Cleaning and Disinfection) for COVID-19. ([Annex 6](#), [Annex 8](#), and [Annex 13](#))



PHASE 4: WORKER ACCOMMODATION AT FARMS

RISK: Workers can be infected due to the presence of other workers who are infected with COVID-19.

PREVENTATIVE MEASURES:

- Training and information about COVID-19 for workers: during these training sessions, the company will request feedback from those in attendance and ask them to provide their ideas for preventative measures that they feel are appropriate to reduce risks. During this training, the company will provide information to workers living at the farms on the plan to be implemented for separating them in the event that there are individuals with symptoms or infected by COVID-19, as well as providing information on the Cleaning and Disinfection plan for housing ([Annex 5](#) and [Annex 7](#))
- The company will make someone available 24 hours a day to the staff members residing in company housing so as to tend to workers in the event that they have symptoms. The telephone number will be published in a visible place in the housing complex.
- Workers staying in company housing must comply with home confinement rules and avoid contact with others.
- Attempt to reduce the ratio of workers per house.
- Restriction of visits to facilities, allowing only those visits that are strictly necessary.
- Division of houses by classifying them in the following way: ([Annex 9](#))
 - Homes exclusively for individuals infected by COVID-19. These homes must be as far away as possible from the rest of the homes.
 - Homes exclusively for individuals who are in quarantine because they have COVID-19 symptoms.
 - Homes exclusively for individuals who are not infected by COVID-19.





MANAGEMENT'S COMMITMENT

COVID-19 RISK ANALYSIS AND IMPLEMENTATION OF MEASURES FOR WORKERS AT AGRICULTURAL COMPANIES

This document also acts as proof of the [management's commitment](#) to analyzing risks and implementing all necessary measures to minimize and/or eliminate said risks in relationship with COVID-19.

Company:

Date:

Name and Surnames of Company Director:

Signature:

Name and Surnames of the Head of Occupational Risk Prevention:

Signature:

COVID-19 RISK ANALYSIS FOR WORKERS AT AGRICULTURAL COMPANIES
ANNEXES

[Annex 1](#): Management's Commitment

[Annex 2](#): Monitoring of Workers' Health

[Annex 3](#): Hygiene Standards and Behavior at Farms to Combat COVID-19

[Annex 4](#): Hygiene Standards and Behavior at Packaging Facilities to Combat COVID-19

[Annex 5](#): COVID-19 Information

- Poster: *"Information for the population."*
- Poster: *"Wash your hands to protect yourself and others."*
- Poster: *"How should I wash my hands?"*
- Poster: *"The new Coronavirus: what to do."*
- Poster: *"Help us help!!"*
- Poster: *"Persistence of Coronaviruses on Surfaces"* (consulted in English).
- Poster: *"Recommendations for home isolation in mild COVID-19 cases."*
- Poster in Arabic: *"Recommendations for home isolation in mild COVID-19 cases."*
- Poster: *"Protocol for arriving home."*
- Poster: *"Protocols for living with people at risk."*
- Poster: *"Protocol for leaving your house."*
- Poster: *"Guide on how to act in the event you have COVID-19 symptoms."*
- Video: ["How to wash your hands."](#)
- Video: ["How the virus spreads."](#)
- Video: ["Implementation of measures at Cobella"](#)

[Annex 6](#): List of viricidal cleaning products

[Annex 7](#): Specific cleaning and disinfection plan for farms to combat COVID-19

[Annex 8](#): Specific cleaning and disinfection plan for fruit packaging facilities to combat COVID-19

[Annex 9](#): Example of division of workers' housing to combat COVID-19

[Annex 10](#): ORDER TMA/384/2020 - Vehicle Occupants

[Annex 10a](#): Royal Decree 463/2020

[Annex 10b](#): ORDER TMA/278/2020

[Annex 11](#): Cleaning and disinfection plan for vehicles

[Annex 12](#): Cleaning and disinfection log for farms to combat COVID-19

[Annex 13](#): Cleaning and disinfection log for packaging facilities to combat COVID-19

[Annex 14](#): PPE - personal protective equipment

[Annex 15](#): Health questionnaire for workers and visitors to combat COVID-19

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- -ROYAL DECREE 465/2020, of 18 March.
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 - Videos 1 and 2

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