

COVID-19 Preventative Practices & Response Plan for The Farm at VYCC and VYCC East Campus

I. Farm protocols for keeping our community safe and healthy:

A) *Preventative Measures:*

People can help protect themselves from COVID-19 with everyday preventive actions. Below is a set of instructions on measures we are taking on the farm:

General Preventative Measures:

- Avoid contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Monitor yourself for symptoms before coming to the WMB, including checking temperature.
- All staff returning to work are required to complete a VOSHA health training and send completion certificate to Admin Manager.
- All staff must have a facemask accessible at all times. Masks are required while in the presence of others and should cover your mouth and nose.
- Wash your hands with soap and water for at least 20 seconds minimum. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Be sure to wash/sanitize your hands:
 - Before starting work.
 - After using the bathroom.
 - After blowing your nose, sneezing, or coughing.
 - Before and after eating.
 - After contacting trash receptacles.
 - When handling produce or working in produce growing or holding areas (wash station, coolers, harvest).
 - After taking a break.
 - After using shared tools/ vehicles.
- Work at least 6 feet away from each other at all times.
- Staff will clean and disinfect frequently touched farmhouse surfaces three times (AM, Midday, PM) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Follow all practices outlined in the Community Accredited Produce Safety (CAPS) plan. A copy of this plan has been shared with all on-farm staff and members.
- Hand sanitizer receptacle must be available at the farmstand when it is open to the public.
- Volunteers will not have access to any shared space (farmhouse, barns, greenhouses, etc.). Volunteers will use Porta-potty for bathroom use

B) Self-Assessment and Temperature Check

- 1) Safety officer will ask all employees the following:
 - Have you experienced the following symptoms in the last 24 hours?:
 - Fever (temperature above 100.4 deg F)
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Have you been near anyone diagnosed with COVID19 in the last two weeks?
- 2) Safety officer will perform health screenings at the beginning of each day, including taking temperatures with a non-contact digital thermometer, disposable thermometer, or personal thermometer, and complete the Daily Health Screening form.
- 3) Health screenings should be completed out of sight and ear shot of others to maintain confidentiality
- 4) Employees experiencing symptoms should isolate immediately and follow procedure listed in II- A

C) Face Masks

- 1) All employees and volunteers must carry a mask with them at all times. Masks must be at least 2 layers or a surgical mask. Neck gaiters, bandanas and the like are not sufficient
- 2) Masks can be issued through the Logistics Manager. Contact them if needed
- 3) Wear a face mask:
 - When working in any group
 - While interacting with agency partners, the public, or others, and ask agency partners to do the same
 - When making essential stops at any public facilities or stores (bathrooms, gas stations, purchasing/picking up field supplies or project materials, etc.)
 - While working with produce
- 4) Wash face mask frequently and dry thoroughly between daily uses

D) Additional protocols and expectations:

- 1) Staff and residents will follow Social distancing standards listed above **at all times**, during and after operating hours.
- 2) Work at least 6 feet away from each other to the extent possible
- 3) Only three people permitted in a vehicle at the same time. Everyone in the vehicle must wear a mask

- 4) Only enter the farmhouse when necessary. Follow social distancing protocols when in the space
- 5) In the event of rain or lightning that halts work
 - West Campus- shelter in Haymow, follow physical distancing
 - East Campus- volunteers shelter in personal vehicles, VYCC residence shelter in home, other staff shelter in the Farmbarn

E) Interstate Travel:

- 1) Vermonters may travel outside of Vermont to counties across the Northeast including New England, New York, Pennsylvania, Ohio, New Jersey, Delaware, Maryland, Washington D.C., Virginia, and West Virginia that have a similar active COVID-19 caseload to Vermont (defined as less than 400 active cases per million) and return without quarantining if they do so in a personal vehicle. [This map](#), updated weekly, provides case load information.
- 2) Vermonters must remember to follow any travel restrictions and quarantine requirements for the states they plan to visit.
- 3) If they travel to a quarantine county or outside of the Northeast (including New England; New York; Pennsylvania; Ohio; New Jersey; Delaware; Maryland; Washington, D.C.; Virginia; and West Virginia), Vermonters will be required to quarantine in Vermont upon return.
- 4) Employees must speak with their supervisor before making trips out of state to quarantine-required counties

F) Job-Specific Preventative Measures:

Use only those tools and spaces that are essential and specific to your job and have been designated for your individual use. Disinfect shared tools after every use. Shared tools include but are not limited to watering tools, power tools, harvest totes, and garden carts. Disinfecting spray will be kept on the South side of the farm barn.

- Post-Harvest and Sales Project Lead
 - Limit activities to the Wash Station, Farm Barn, and, when needed, produce growing areas.
 - Use gloves and cover mouth when working with produce.
 - Wear facemask while in the presence of others
 - Clean and disinfect wash station surfaces daily.
 - Disinfect Farm Barn and Wash station surfaces daily.
- Animals and Infrastructure Project Lead

- Limit activities to the Carriage Barn, East Barn, Quonset, pastures, and when needed, produce growing areas.
- Wash hands, disinfect boots, and change clothing when transitioning to a task involving produce.
- Limit tractor use to the TN70.
- Wear facemask while in the presence of others
- Disinfect the Quonset, Carriage barn, tractors and Porta-potty daily
- Disinfect chore tools and tractors after each use.
- Production Project Lead
 - Limit activities to the Propagation House, Farm Barn, East Barn, Quonset and produce growing areas.
 - Limit tractor use to the Workmaster 55, disinfect after each use.
 - Disinfect all surfaces in the Prop house, L1,L2, and the catamount daily
 - Wear facemask while in the presence of others
 - Wear gloves and cover face when working with produce
- Long Term Crew Leader
 - Limit activities to produce growing areas, Farm Barn, Farm Stand, East Barn, and Quonset.
 - Limit tractor use to the TN70.
 - Wear facemask while in the presence of others
 - Disinfect all door handles and surfaces in the Farmhouse daily
- Community engagement Project Lead
 - Limit activities to the Farm Barn, Farmhouse, Farm Stand and produce growing areas
 - Limit tractor use to the TN70
 - Disinfect the Farm stand at the beginning of each day, after each customer use and at the end of each day.
 - Wear facemask while in the presence of others
 - Disinfect farm truck at the end of each day
- Farm Program and other VYCC Staff
 - Limit activities to projects assigned by Farm Production Manager. Be aware of and comply with guidelines set out for all areas of the farm.
 - Wear facemask while in the presence of others
 - Complete office work from home or outside.
- Farm Production Manager
 - Access to all spaces; avoid unnecessarily entering spaces and unnecessary contact with tools and produce.
 - Wear facemask while in the presence of others
 - Wash hands, change boots and clothing when transitioning to a task involving produce.
 - Complete office work from home.
- Volunteers
 - Limit activities to projects assigned by Farm Production Manager. Be aware of and comply with guidelines set out for all areas of the farm.
 - Must bring their own Facemasks and water bottles
 - Wear facemask while in the presence of others
 - Bathroom use limited to Portapotty

II. COVID-19 Response Plan

A) Responding to COVID19 Symptoms

The CDC and state have made it clear that if you are experiencing any of the symptoms of COVID19 including a fever of 100.4 or higher you should contact your primary care physician or a medical professional. VYCC asks that any staff experiencing any of the symptoms of COVID19 to:

- 1) Self-isolate at home
- 2) Contact their doctor, and follow their recommendations. If you need help accessing a medical professional, please contact the Administration Manager
- 3) Communicate with your VYCC Supervisor as soon as possible so we can respond quickly and follow through with any other safety protocols for the rest of staff that might be appropriate.
- 4) File an Incident Report with the Administration Manager
- 5) Return to work only on your doctor's recommendations and after being approved to return by your supervisor

B) Responding to a Positive COVID19 test or Presumptive Positive Case (test is administered)

- 6) **Immediately** notify your supervisor and Program Director. The supervisor immediately notifies Executive Director.
 - VYCC supervisor will work with team to determine level of emergency response consistent with VYCC RASM Plan
- 2) **Implement VYCC's Home-Isolation plan** for the sick person. Home-isolation plan outlined in "Section II. E, and II. F"
- 3) **Implement VYCC's quarantine plan** for everyone who has had contact with the sick person. Plan outlined in "Section II. D"
- 4) File an incident report with Administration Manager
- 5) Logistics Manager will coordinate a professional disinfection and cleaning of campus in the case of a positive test
 - 6) VYCC Campus will be shut down for non-essential activities for 3-days while cleaning and disinfection process takes place.
 - 7) The ED will be responsible for enacting the following response steps, as well as appropriate communication plans to address possible media outreach (See "Communication Plan" in Risk Management Program Document);

- a. Inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with suspected or confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Any employee who was potentially exposed should quarantine at home for 14 days before returning to work or until a negative test is received for a presumptive case
- b. Potential closure of WMB facilities for a minimum of 4 days to undergo disinfecting following procedures outlined in “Section II C”, based on contact between staff who have been in both the field and HQ
- c. After disinfecting process has been completed, Officers and the Executive Director will determine when it is safe for employees to return to work and notices will be sent via work email

C) If someone within 1-degree of separation tests positive or has a presumptive case of COVID-19 then:

- 1) The individual who has had contact will quarantine. Quarantine location will be based on individual’s place of residence. Plan outlined in “Section II. C”

D) Quarantine Plan for someone who has been in contact with someone who has tested positive but are not experiencing symptoms:

- 1) All campus residents will quarantine on campus for 14-days
 - Residents cannot leave campus. They can access VYCC campus and trails for fresh air, walks, etc.
 - Quarantined individuals **can** engage in farm operations in keeping with protocols defined in sections I) A -D
 - VYCC staff will manage essential supplies (Food, medication, etc.)
- 2) Staff and members living off-site will quarantine at their residence and will not be allowed onto the farm.

E) Home Isolation Plan for, Presumptive Positive Case (test is administered)

- 1) Upstairs tenants will Home Isolate in their residence
- 2) All residents will isolate for 14-days and until symptoms subside for at least 3 days, or a negative test result is received
- 3) Yurt tenants may remain in yurts
- 4) Farmhouse residents will utilize a yurt designated for isolation
- 5) Outdoor kitchen, shower, and designated port-o-let will be made available to those isolating in a yurt

- 6) Tenants can access VYCC campus and trails, but must wear protective mask. All common spaces are off-limits
- 7) VYCC staff will manage essential supplies (Food, medication, etc.) for isolated individuals
- 8) Non-residential staff will Home-Isolate at their off-site residence
- 9) Members will check-in with their supervisor daily to provide wellness updates
- 10) Contact your supervisor **at any time** if you need support while in home isolation
- 11) Members may accrue some hours through outside, solo, tasks identified by their supervisor

F) Home Isolation Plan for a Positive COVID

- 1) Upstairs tenants will Home Isolate in their residence for 14-days and until symptoms subside for at least 3 days, or a negative test result is received
- 2) Tenants can access VYCC campus and trails, but must wear protective mask. All common spaces are off-limits
- 3) VYCC will offer residential AmeriCorps members home-isolation at a suitable location (hotel, Air BnB). The program director will help secure housing. Money has been earmarked for these accommodations and does not need further budget approval
- 4) VYCC staff will manage essential supplies (Food, medication, etc.) for isolated individuals
- 5) Non-residential staff will Home-Isolate at their off-site residence
- 6) Members will check-in with their supervisor daily to provide wellness updates
- 7) Contact your supervisor **at any time** if you need support while in home isolation

G) Home Isolation Plan for post interstate travel

- 1) Upstairs tenants will Home Isolate in their residence
- 2) All residents will isolate for 14-days or 7 days followed by a negative test result
- 3) Yurt tenants may remain in yurts
- 4) Farmhouse residents will utilize a yurt designated for isolation
- 5) Outdoor kitchen, shower, and designated port-o-let will be made available to those isolating in a yurt
- 6) Tenants can access VYCC campus and trails, but must wear protective mask. All common spaces are off-limits
- 7) VYCC staff will manage essential supplies (Food, medication, etc.) for isolated individuals
- 8) Non-residential staff will Home-Isolate at their off-site residence
- 9) Members will check-in with their supervisor daily to provide wellness updates
- 10) Contact your supervisor **at any time** if you need support while in home isolation
- 11) Members may accrue some hours through outside, solo, tasks identified by their supervisor

Important terms:

Physical Distancing: The CDC defines physical distancing as "**remaining out of congregate settings**, avoiding gatherings of 25 + people and maintaining distance (approximately 6 feet) from others when possible."

Quarantine: VYCC will enforce separating and restricting "the movement of people who have been potentially exposed to Covid-19", limiting employees and tenants to campus for 14 days. Quarantine goes into effect if anyone on campus gets sick. If someone within 1-degree of separation of a resident or staff member gets sick, that individual must quarantine.

Isolation: For confirmed or suspected (doctor recommendation) Covid-19 cases. Home isolation goes into effect. Home Isolation includes a private room and bathroom for sick individual.

1-degree of separation: is a measure of social distancing. Anyone you come in close association with on a daily or near daily basis. For example, anyone you work with, live with or a close friend or family member you see often.