

COVID-19 GUIDE FOR THE ACP HORTICULTURAL SECTOR

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COLEACP

COLEACP is a private sector interprofessional not-for-profit association. Its members are producers, processors, exporters, service providers, related operators (carriers, freight forwarders, etc.) and importers, who are committed to the inclusive and sustainable trade of horticultural products (domestic, regional and international) from Africa-Caribbean-Pacific countries.

COLEACP manages development programmes in the agricultural and food sectors, financed by donors. It draws on more than 45 years' experience of partnerships and support to both private and public sectors in 50 countries.

More information is available on [our website](#)



ABOUT THIS GUIDE...

COLEACP has developed a «COVID-19 Guide for the ACP Horticultural Sector» for **managers of companies** that produce and market fruits and vegetables, both fresh and processed. The measures, generally referred to as «barrier gestures», need to be well understood by managers and executives in the companies, be given their attention and be implemented without delay.

The Guide contains a set of messages and recommendations to follow.

It is structured in 4 main parts:

1. **Preparing your business:** the Guide will explain how to anticipate needs, how to reorganise the business, what steps to take for a new organisation of work in the context of the health crisis.
2. **Protecting your staff:** the Guide will present the 4 basic rules to be respected for the collective and individual protection of workers.
3. **Organizing the work:** the Guide will present recommendations to be followed:
 - In plots and orchards
 - In sheltered crops (tunnels and chapel greenhouses)
 - In the packing station
4. **Outside the company:** hygiene and protection recommendations do not begin or end at the company gates. During journeys, in the family, in their private activities, workers are also exposed to possible contamination by the coronavirus. The Guide will suggest some rules to adopt also in these situations and in contact with customers and suppliers.

Respect legal obligations and open dialogue

The employer is responsible for the health and safety of its workers. All countries today have social legislation. It is crucial for a company manager to know what his or her obligations are in this area, including what the local legislation stipulates in terms of prevention and worker protection measures.

One should always refer to and **comply with at least the obligations arising from the legislation of one's country**, but this does not preclude the introduction, preferably in consultation with workers, of additional measures taking into account local circumstances or the particular operations to be carried out at the place of production, processing, packaging or handling of agricultural or agri-food products. It is also necessary to ensure that these measures are continuously reviewed and adapted to take account of changes in the recommendations of health experts, legislation and local circumstances.

A health crisis is a change in circumstances that should lead the company's manager to question his practices and assume that the hygiene and protection measures usually implemented are no longer sufficient or appropriate to protect workers against a risk of contamination by the coronavirus (SARS-Cov-2) responsible for the disease called COVID-19. More specifically, the employer must examine the circumstances under which workers, but also partners, may be exposed to the virus and implement the necessary measures to avoid or, failing that, limit the risk as far as possible.

Let us recall that **dialogue within the company is of paramount importance in crisis situations**: the workers themselves, and their representatives if any, must be involved in this risk analysis and be consulted on the real feasibility of the actions that the manager plans to implement. They can anticipate practical issues and then participate in the dissemination of information to their colleagues. In addition to benefiting from their experience in the field, consultation with workers will greatly facilitate acceptance and compliance with the measures thus adopted.

To assess the risk and determine the measures to be taken, the manager can usefully call on external experts who are knowledgeable about the effective measures to be taken to limit the spread and maintain the bulk of the company's activity.

COLEACP experts have undergone specialized training on coronavirus and COVID-19. They will be able to guide you!

This is in the interest of the workers but also of the company, because the presence of workers at their posts will depend to a large extent on their confidence in the company's ability to respond to their concerns and protect them against the specific risks associated with the virus, especially those who are in contact with small producers, trackers, transporters, suppliers, customers, etc.

A thorough review of its organization

Preparing your business requires a **detailed review of the company's organization**, asking at least some questions about :

- Work organisation: risks related to work methods, work stations, activities, etc.
- Facilities: risks related to the presence of many people in certain work areas and to the flow of people passing through these areas and on the premises in particular
- Equipment: risks related to the hygiene of the equipment used, but also the need for functional sanitary facilities, protective screens, visors, gloves, masks, hydroalcoholic gel, etc...
- Informing and raising the awareness of staff and external stakeholders, as well as disseminating and complying with new instructions

Consider the following points :

Organizing the work day, anticipating :

- Reinforce measures to control access to workplaces by visitors or persons from outside the company.
- Review the organization of the teams and how to contact each person. If you work in teams :
 - Limit the size of the teams.
 - Limit rotation in the composition of teams; this will facilitate contact tracing if someone is declared ill with COVID-19.
- Communicate in advance and explain the distancing and safety instructions that must be respected (by poster, telephone, SMS, e-mail, etc.), as well as the schedules of each team.
- Delete non-essential meetings (including training).
- For employees, if possible, give preference to teleworking (working by telephone or Internet).
- If possible, organize work in breaks, with staggered hours, to reduce the number of people in the same place and limit contact between them.
- Organize material reception, loading/unloading to limit contact time.
- Organize the maintenance of work clothes and protective equipment within the company
- Provide the necessary equipment (e.g. harvesting buckets) on site and organise their cleaning every day.
- It is preferable to intervene on the most remote sites at the beginning of the day or at the beginning of the week to avoid cumulative fatigue.

Organising the flow of people in the work premises :

- Organize the «forward march» in the installations: flow of movement of people and products only from the entrance to the exit (avoid crossing each other; avoid round trips).
- Place markings on the ground to ensure a safety distance of at least one metre between the work stations.
- Limit the number of people staying or working in the same room to the strict minimum (e.g. avoid performing maintenance tasks at the same time as sorting, washing or packing).

Organize travel to the plots :

- Avoid public transportation. Propose walking or cycling according to the distances and possibilities of each person.
- Avoid gatherings at a departure site to the plots: it is preferable for workers and day labourers to go directly to the site and return home at the end of the day.
- Avoid the presence of two people in a transport vehicle. It is preferable that the accompanying person rides in the back (while avoiding crushing or contaminating the products).

Organizing the locker rooms:

- Organise the flow of people in and out, avoiding crossing people: preferably one person at a time in the locker room.
- If possible, close the access to the changing rooms, move the cupboards and recommend changing clothes outside (e.g. in a tent) if they are too cramped.

Organizing breaks :

- Prioritize eating alone and outdoors (weather permitting; possibly in a tent or light shelter for workers), eating alone in your vehicle (for drivers), eating alone in your office or returning home for a later lunch (for employees).
- If the break takes place indoors, plan a strict organization of barrier measures:
 - Disinfection or hand washing required before entering the room
 - Mask must be worn at all times, except when swallowing food or drinking.
 - No smoking, no talking, no moving around the room for no reason;
 - Aeration three times a day; if possible complete disinfection at the end of the day.
 - Cleaning of used surfaces/tables/chairs after each guest;
 - Cleaning of machines (microwave, coffee machine) after each use ;
 - Use of personal glasses and cutlery ;
 - Separate input and output streams ;
 - Safety distance between people: at least 1.5 metres ;
 - Limitation of the number of people present according to the size of the room.
 - Limiting the time spent in the room to what is strictly necessary.
- Split breaks: It's better to take short breaks more often than a long one.

Organize the smoking room :

- If possible, prohibit smoking and close access to the smoking area.
- Recommend smoking alone and outside (install ashtrays or butt trays).
- Do not allow the cigarette butts to be thrown on the ground.
- Avoid gathering people in the same place (e.g. around ashtrays).
- If a room is made available, one person at a time in the room and for a limited time.
- No use of hydroalcoholic gel (flammable product) at the entrance or in the room.
- No sharing cigarettes or e-cigarettes.

Predicting risks, anticipating needs

Preparing your business requires a **detailed review** of your company's **hygiene measures**, for example by using the «5 M Method»: what are the possibilities of coronavirus propagation linked to :

1. labour (= personnel)
2. working methods (= current practices)
3. the equipment (= equipment handled)
4. the environment (= production sites and facilities)
5. the raw material used (= the product and inputs used)

Consider the following points :

Provide the necessary means to ensure health and safety :

- Sanitary facilities in order (sinks, WC) with running water at will (hot water not necessary) and kept in a constant state of cleanliness by permanent maintenance.
 - Provide liquid soap, preferably in dispensers that should not be touched.
 - Provide hand gels or appropriate disinfectants in areas where hand washing is not possible, preferably in dispensers that should not be touched. Recipes are available for making your own.
 - Check which products are suitable as soap, hydroalcoholic hand gel or disinfectant: not all products comply or are suitable; if in doubt, contact your occupational physician or occupational hygienist.
 - Provide for thorough cleaning and ventilation at regular intervals.
 - Consider installing (additional) sanitary facilities if people have to walk too far to be able to wash their hands regularly, in the entrance or in the loading and unloading area, for example for external users.
 - Presence of liquid soap, or hydroalcoholic gel dispensers/vials when water is not available (anticipate the risk of water cuts).

- Provide single-use paper towels. Provide paper towels to dry hands; avoid the use of electric hand dryers or cloth towels.
- Provide garbage cans or hanging garbage bags to collect masks, papers, tissues.
- Increase the time spent cleaning rooms and surfaces.
- Presence of clear water cans in the plots, in the vehicles, in the premises away from the changing rooms. In the field, drums can be installed; if not, basins of clear water disinfected with chlorine can be used.
- Provide disposable/washable mask dispensers for people coming from outside. If disposable masks are not available, tutorials are available to make them yourself from recycled fabric. Better a «homemade» mask than no mask at all!
- In offices, stores and vehicles, provide disinfectant wipes or hydroalcoholic gel and paper to clean and disinfect contact surfaces.
- Provide water canisters and detergents to clean equipment and tools used, including in the field.
- Provide a safety device (mobile phone, first aid kit, etc.).
- Plan the arrangements to be made when a staff member is ill, taking into account the risk of COVID-19 (e.g. immediate isolation, taking a temperature, reporting to the health post, tracing of contacts, etc. while awaiting a precise diagnosis). If the diagnosis is confirmed, communicate the risk to other workers on his or her team.

Display the recommendations (barrier gestures, hand washing, hydroalcoholic gel) :

- In the bathroom.
- In the locker room.
- Close to water points / water cans.
- Inside machines and vehicles.
- At potential assembly points (e.g., harvest collection points; crate or box loading points; stores; sorting rooms; etc.).
- At office entrances (e.g. in corridors) and at company entry points (e.g. at guard posts) to inform visitors of instructions.

Provide the necessary means to communicate with personnel managers :

- Remote communication means :
 - Laptops and internet connection.
 - Phones (call, SMS).
- Avoid sharing telephones, notebooks, paper and pencils.

Organizing communication

Preparing one's business requires **asking** oneself about **communication** in the company, for example about the key messages to be disseminated and the modes of communication according to the target audiences. It is advisable to have an internal or external reference person (e.g. occupational physician, prevention adviser, etc.) and/or a contact point to whom all questions related to COVID-19 can be referred.)

It is also important to inform staff of the toll-free numbers of the national or local health authorities to be contacted in case of need, especially outside working hours (National Samu, etc.).

Ask yourself about the following:

Plan to inform workers :

- It is necessary to communicate permanently with all the workers of the company and not to forget the external people who are in contact with the company (customers, suppliers, subcontractors, visitors, relatives and people who are in contact with the company).
- They must all be informed of the reasons why security measures are necessary and what they are.
- They should be provided with accessible information, clear instructions and, where necessary, supplemented by appropriate training on the measures to be taken.
- Check that the information and instructions are understood and correctly followed.
- Safety instructions and barrier gestures must be repeated regularly.
- Attention must be paid to the least qualified, inexperienced or temporary workers.

Plan to reassure workers :

- Psycho-social support must be provided to workers.
- Workers whose health is vulnerable, such as workers with chronic illnesses (e.g., lung and heart problems, diabetes) and workers undergoing (or having undergone) cancer treatment, should be identified, ruled out or, if action is taken on their behalf, specifically reassured.
- It is necessary to designate the responsible persons to contact in the event of an illness at work (e.g. occupational physician; trained first-aiders; first-aid team members) and to inform them of the procedure that will be followed in the event of an illness at work.
- We need to be able to answer people who have concrete questions to ask.

PROTECTING YOUR STAFF

What are the risks of transmission of COVID-19?

When you're hit by a spit or a contaminated droplet:

- Projected secretions, when sneezing or coughing, or when speaking volubly while sputtering, in case of close contact: same living area, direct contact at less than 1.5 metres in the absence of appropriate protective measures.
- Remember that you can carry the virus and transmit it (even without symptoms).

When you wear your hands or a contaminated object on your face:

- An important risk of transmission is «hand-to-mouth» contact (but also hand-eye; hand-to-nose).
- Contact with unwashed or undisinfected hands, e.g. by putting on or taking off a mask if hands are not washed before and after, or by making a phone call.
- Contact with contaminated surfaces (objects, cardboard boxes, handles, telephone, ...), the virus can survive a few hours to a few days.
- When you eat, drink, smoke with dirty hands...
- When you share food, bottles or glasses with other people.

Rule N°1 : Organize «social distancing».

The rule of «social distancing» must be enforced as much as possible: maintaining a sufficient distance (**at least 1.5 metres** according to the WHO) between people who work and prohibiting gatherings (e.g. in canteens or at company gates) remain the best means of limiting the spread of COVID-19.

The principle of «distancing» should apply to all parts of the undertaking and to all operations to be carried out during work, including during breaks, at the entrance or exit of the undertaking, in changing rooms, in transport vehicles, etc. The principle of «distancing» should be applied to all parts of the undertaking and to all operations to be carried out during work, including during breaks, at the entrance or exit of the undertaking, in changing rooms, in transport vehicles, etc.

It is absolutely necessary to **avoid encouraging**, because of the organisation of work or workstations, «**close contact**» (i.e. staying for 15 minutes at less than 1.5 metres away) between the people present in the company. If the work organisation does not allow this, try to get as close as possible to the 1.5 metre distance for as long as possible during the working day.

It is recommended to use markings, tapes or physical barriers to prohibit or delimit areas or places to be avoided, to guide movement flows (e.g. to separate incoming and outgoing flows) and to mark on the ground the distance to be respected between people (e.g. in a line, but also along a table where sorting or washing of products is carried out).

The following recommendations can be made:

- Organise the work so that social distancing is respected as far as possible for those present at work.
- Create sufficient distance between workstations; if this is not possible, arrange the layout of the workstation so that sufficient distance is maintained, e.g. use only certain desks in open spaces, rearrange the workstations or place them in separate rooms, work back to back rather than face to face, ...
- If it is nevertheless not possible to keep a sufficient distance between workers: first use collective protective equipment such as screens or walls to compartmentalise workplaces, and/or organisational measures, e.g. staggered working hours and breaks, flexible working hours, shift work, adaptation of task sequences, ...
- Limit as far as possible the number of workers working in the same room at the same time (by working from home when possible, adapting breaks, etc.) and limit as far as possible the time during which workers work or are present in the same room at the same time, including in shops, etc., and keep a sufficient distance while waiting.
- Do not give access to rooms where workers are not to be present or do not have work to do.
- Postpone to a later date work for which it is not possible to maintain a sufficient distance and which is not urgent; review work for which it is considered that maintaining the safety distance is not possible and which is urgent.

Rule N°2 : Hand and respiratory hygiene

After distancing, the **next rule is hand hygiene**. The **complementary measure** is the **wearing of a mask**.

The company manager must therefore do everything possible to facilitate hand washing or disinfection and provide sufficient and effective masks for staff.

Mouth masks form a physical barrier against splashes or large droplets. They capture particles or body fluids emitted by the wearer. They thus have a role to play in preventing exposure. In situations where the distance of 1.5 metres cannot be respected and **after exhausting organisational measures and collective protective equipment**, the wearing of mouth masks is a **complementary measure**, always to be combined with other preventive measures.

But to effectively protect the wearer, these masks must be worn and removed correctly.

The following recommendations can be made:

For good hand and respiratory hygiene:

- Impose regular hand washing with liquid soap and water in a proper manner.
- **Prefer frequent hand washing to wearing the same pair of gloves.**
- Impose regular and thorough hand washing after contact with surfaces and

packaging that are touched by many people.

- Organize work to avoid contact with objects or surfaces used or touched by others
- Use posters to make workers aware of hand hygiene and the need to cough or sneeze into a tissue (provide paper wipes) or the crease of the elbow, and to immediately dispose of used tissues in a bag or garbage can (preferably with a lid).
- Provide appropriate containers for the collection of materials (waste) used for individual and collective hygiene purposes, such as tissues, masks, gloves and disposable cleaning cloths (and generally all protective equipment used).
- If protective equipment such as (disposable) gloves are used, recommend caution when putting on, taking off and disposing of them and in any case stress the importance of hand washing before and after wearing personal protective equipment.

Collective and individual protective equipment :

- Collective protective equipment has priority over personal protective equipment. The following can be considered as collective protection equipment: the installation of partitions, tensioned tapes, the application of markings, ...
- The following can be considered as personal protective equipment: protective clothing such as aprons, goggles, gloves, respiratory protection masks, etc. Adequate personal protective equipment protects those who wear it (provided that certain rules of use are observed).
- **Refer to the recommendations of the national health authorities as regards the compulsory nature or otherwise of personal protective equipment**, its technical specifications and the conditions of its use.

Rule No. 3: Cleaning and disinfection of workplaces

Complementary and indispensable measures to personal hygiene that the manager must take concern the thorough cleaning of surfaces (floors, walls, doors, handles, switches, tables, desks, cabinets, equipment, machines, containers, etc.) as well as the proper ventilation of living areas.

For the cleaning of workplaces, work equipment and social facilities :

- Ensure that the workplace and workstations are properly cleaned and that cleaning is carried out between work periods.
- Collect and clean work clothes: hats, aprons, hats, gloves. What is disposable should be collected in a closed garbage can or a closed bag. What is washable should be washed, preferably in a machine and at 60°C.
- Clean work equipment (especially the handles of the equipment) after use, and in any case before use by someone else; this also applies to mobile work equipment such as forklifts.
- Pay special attention to vending machines, including in rest and lunch areas and in areas reserved for customers.

- Also pay attention to door handles, handrails, light switches, cabinet and drawer handles, washbasin taps, appliance and machine control knobs, ... or look at the possibilities of opening doors, cabinets ... without touching them or with the elbow.
- Also pay attention to the hygiene and cleaning of smartphones, keyboards and computer mice.
- Pay attention to cleaning the control screens of printers or machines, or provide other operating modes (e.g. touch screen pen).
- Pay particular attention to appropriate protective equipment, cleaning agents and instructions for cleaning workers.

Rules for cleaning offices, floors and surfaces :

- Equipment to be provided to maintenance personnel :
 - Household, disposable or washable gown and gloves (daily wash in this case)
 - Usual cleaning products can be used
- To limit contact with contaminated surfaces, in addition to the usual cleaning of the premises, a more frequent cleaning of surfaces in contact with hands is recommended (user-friendly area, guardrails, door handles, lifting knobs, etc.).
- **Wet cleaning and disinfection are to be preferred!**
- In the context of shared premises and offices, household wipes or household products compatible with the surfaces being cleaned can be made available to users for cleaning tables, desks, keyboards, mice, telephones, terminals, etc.
- Preferably have it cleaned with a single-use wash strip impregnated with a detergent product (soap destroys the virus). Rinse with running water using another single-use wash strip. Allow time to dry.
- If a case of Covid-19 has occurred in the workplace, ventilate the room when possible. **Preferably wait several hours before cleaning surfaces occupied by the ill worker** (desk, laptop, telephone, doorknobs). To do this, use wipes impregnated with a usual detergent product with household gloves. Wash them with soap and water and wash your hands.

Ventilation and airing of the premises :

- Ensure regular and sufficient ventilation of workplaces and social facilities, either by natural or mechanical ventilation.
- Make sure that the ventilation and/or venting systems are well maintained and check whether additional measures are required for systems in which air circulates.
- Do not use individual fans that may spread the virus.

Rules for cleaning work equipment :

- Ensure good hygiene of work equipment (sprayers, boxes, crates, wheelbarrows, pruning shears, tools, smartphones, keyboards, ...): work as much as possible with your own work equipment and clean it regularly (especially when it is used by another worker).

Rule No. 4: Prepare to respond immediately in case of illness

What are the main symptoms of COVID-19?

When a person is ill with COVID-19, they may show the following signs:

- Persistent fever
- Dry cough, sneezing
- Feeling tired
- Abnormal shortness of breath, difficulty breathing normally

- A person who declares himself sick should never enter the company or return to his position. As a reminder, declaring oneself ill is normally an obligation made to the personnel in agri-food companies (health register).
- **A temperature control at the entrance is a** simple solution to detect sick people (many people do not want to declare themselves sick so as not to lose days of work; a single sick person can infect more than 4 other staff members).
- If a person declares himself sick during working hours, he must be **immediately isolated and cared for** by a designated person in charge.
- Provide workers with precise information on the procedures applicable in the undertaking in the event of illness.
- Make sure that the workers in charge of providing first aid are aware of the procedures to follow when a staff member is potentially affected by COVID-19 and check that they have the necessary personal protective equipment (gown, FF-P2 or FF-P3 mask, visor, gloves, ...).
- Evacuate the person quickly either to a clinic or to his or her home, making sure that the person contacts a doctor or health centre, in **accordance with the provisions defined by the national or local health authorities**.

Organize the work in the plots (field, orchard)

- Even if it's outdoors, the basic rules remain:
 - Maintain a distance of at least 1.5 metres between each worker!
 - Hand hygiene!
 - Respiratory hygiene if close contact is possible
 - Hygiene of work equipment and materials
- Avoid group travel to or between plots. Otherwise maintain the distance between people.
- In the plots, **give priority to individual and isolated activity** (with a prevention system for isolated workers).
- **For cultivation operations** (e.g. weeding, harvesting, phytosanitary treatment, etc.): it is advisable to **have** each member of staff **work alone on one of the rows**, or to leave several metres between each one if they work on the same row (e.g. preferably work on several rows at a distance or one row every 2 or 3, with the workers in the row starting staggered).
- **For the collection and weighing areas for the harvest crates:** it is advisable to organise a line with a marking (e.g. a stake every 2 metres) and to allow only one worker to enter the shelter (awning, hut) at a time. When weighing the harvest crates, **practice placing and removing them to** avoid direct passage between operators, respecting at least 1.5 metres. Reduce the residence and contact time to the strict minimum. Make sure that the same person always writes down names, weights, etc. to avoid the exchange of paper and pencils.
- **For sorting areas in the field:** the distance established by marking on the ground or on tables (e.g. coloured adhesive) between sorting stations must be organised; the worker must occupy the same workstation all day long (and if possible every day). Sufficient time must be allowed for changing shifts (avoid crossovers) and for cleaning the workstations (e.g. disinfection with wipes and a hydro-alcoholic solution).
- **Warning: no face-to-face work!** Favour working side by side rather than face to face with always the distance between people. **If there are people on both sides of a sorting table, a plastic sheet/screen should be installed if possible** to separate the two rows of workers.
- To pass loads (crates, crates, wheelbarrows, bags), **practice the installation and removal to** avoid direct passage between operators, respecting at least 1.5 meters.
- Prohibit the presence of children or visitors in the workplace, including during breaks.
- When the intervention of several people on a task is indispensable, **set up pairs, trinomial teams that will not change until further notice.**
- Limit shift rotations during the day (keep the same team).
- Reduce the number of operators using the same equipment (e.g. sprayers, scales, crates or buckets, ...) or working with the same agricultural machinery.

Organizing work in sheltered crops

The following recommendations can be made for tunnels:

- If possible, organise work on several tunnels to dispatch the teams and allow a distance of at least 1.5 metres between each person.
- Avoid crossbreeding between those who plant or harvest with those who bring in the plants or palletize full crates. For example, if possible, one team prepares a tunnel and one team plants in another tunnel. One team harvests in one tunnel, leaves the crates and another team palletizes in another tunnel.
- Ventilate spaces where possible.

The following recommendations can be made for chapel greenhouses:

- Organize and reduce the presence and movements of workers in the central aisles to respect the rules of distancing.
- Organize the work areas in the greenhouse.
- Manage the use of harvest carts and wheelbarrows: it is preferable to assign this equipment to one person (at least per working day).
- Since systematic disinfection of carts or wheelbarrows is difficult, ensure that as few people as possible handle them.
- Provide hand cleaning solutions with soap and water, if not hydroalcoholic gel, and regularly remind the user of the hand hygiene instructions.
- Organize daily cleaning of the greenhouse, and more frequent and thorough cleaning of hand contact points (e.g. handles, doors, switches, faucets).
- Organize a systematic cleaning of the equipment used during the day (hoses, watering cans, shovels, planters, forks, wheelbarrows, ...).

Organize the work in the packing station

First, organize the flow of people in the work premises:

- Organize flows (people and products) according to the «**forward** motion» principle: flow of movement only from the entrance to the exit (avoid crossing each other).
- Organize the flow of people to force their passage through the hand washing and/or disinfection area.
- Plan and mark on the floor: a **deposit area** (entry of products to be sorted and/or packaged), a **palletization area** and an **exit area** to the stores (deposit of finished pallets).
- For workstations: marking floors or installing physical barriers for distancing.
- **Limit the number of people in a room to what is strictly necessary.**
- Ventilate as much as possible: leave doors open (except toilets and changing rooms, and only if the required level of hygiene permits) or put mosquito nets on doors and windows to circulate air without letting birds or insects in.

- Leave the cabinets open or place the equipment on a table.
- Provide the necessary packaging for a break or a working day and place it close to the packaging area to avoid moving around the premises.
- Organize the recording (traceability) so that it is always the same people who record.

Second, adapt work practices:

- Impose **hand washing/disinfection at each entry and exit** of the station (monitoring).
- Observe the **spacing** between the work places by means of markings on the ground and/or on the tables (monitoring).
- **Make it mandatory to wear a face mask during all working hours**, including for people moving around the station to stock the sorting tables.
- **Warning: no face-to-face work!** Favour working side by side rather than face to face with always the distance between people. **If there are people on both sides of a sorting table, a plastic sheet/screen should be installed** to separate the two rows of workers.
- Ensure that the employee returns to the **same work center** each day.
- **Provide at least 2 aprons and charlots per person** to have time to wash protective equipment every day. Preferably the washing of equipment should be done in the company.
- Assign **manual tools** (e.g. knives) by **name** where possible: each worker keeps his tool. Shared tools and equipment must be regularly cleaned at each transmission from one individual to another and at the beginning and end of the working day.
- Adapt teamwork on production lines, increase production time slots, split shifts, allow sufficient time for shift changes.
- In order to dispense with the loads (bags, boxes or crates), **carry out the installation and removal** to avoid direct passage between the operators, respecting at least 1.5 metres.
- Allow sufficient time for crew changeover to avoid staff crossover and to ensure necessary clean-up.
- Disinfect and ventilate the work premises (stations, lines...) every day and at each shift change. The **use of the usual detergents is effective and sufficient to destroy the virus.**

Organize work in the receiving and shipping areas

- **Delimit the** loading and/or unloading **area** by ground markings.
- If possible, have loading and unloading carried out by a **single person** in your company by providing mechanical aids (self-propelled trolleys, pallet trucks, etc.).
- Have the doors of the vehicle opened and closed by the **driver, who will then remain in his cabin** during the loading or unloading operation.
- Impose hand washing/disinfection before and after each loading or unloading operation.
- Loading and unloading operations are subject to a special regulation, the safety protocol. Within the framework of Covid-19, this protocol must be updated.
- Organize and plan the arrival of external people (drivers, suppliers, co-operators, transporters, customers...) to avoid crossings.
- Designate one or two people dedicated to welcoming outsiders.
- Indicate the instructions (posters) to outsiders.
- **For access to the site:** limit access to outside people to the places where they have to carry out their interventions: the outside company will contact the dedicated person to communicate the delivery instructions (the person's number may be displayed on the portal). It is preferable to **plan deliveries and shipments in a** staggered manner so as not to have too many external persons present on the site at the same time. Establish pick-up times and/or collection points outside the building.
- **For the exchange of documents:** avoid contact with all types of documents as much as possible (provide a box to receive the documents, ask the driver to bring his individual pen, remove the signature from the document and replace it with a photo of the driver in front of his truck, for example). In case of contact with a document, wash your hands and use disposable hand towels.

Constant monitoring will be necessary in the packaging station.

Given the number of people gathered in the same place, the risk of transmission is higher at this location. It is therefore important to organise monitoring of staff compliance with the instructions.

We have to check:

- Compliance with the distancing instructions
- Availability of products necessary for hygiene (immediate replacement)
- The proper application of planned cleaning procedures
- The observance of other usual instructions to ensure the health and plant safety of the products must never be compromised!

But also, it is good to carry out feedback and share the experience of workers in order to improve the provisions put in place (combining the effectiveness of protection and comfort at work).

From home to work and back

- The person who feels ill stays at home and informs the employer according to the rules applicable in the company.
- Advise to wash your hands before leaving your home and on the way home. Changing clothes on the way home is preferable.
- Advise to keep a sufficient distance between people on the way, on the outward and return journey (e.g. walking; cycling).
- Wear a clean mask as soon as a minimum distance of 1.5 metres between each person during transport is not possible. Do not forget to recommend washing the mask at 60°C (except paper masks which are disposable).
- In the case of public transport organised by the employer: respect social distancing and if this is not possible, provide for separation and use mouth masks. Ensure that the ventilation and venting systems of the means of transport function well and are properly maintained, and pay particular attention to the internal hygiene of the vehicles.
- Make workers who use public transport aware of the rules of hygiene and social distancing defined by national or local authorities.
- To return home, spread out the departure times as much as possible. Wash your hands before leaving the company.
- Encourage workers to enforce hygiene and barrier gestures between family members. Advise workers to reduce social contact outside working hours. Advise them to transpose the measures observed in the company to the home.
- Distribute posters or pictorial posters to remind all community members of the barrier actions.

Arrival at work

- Check the health of the workers on arrival. Those who feel sick should go home. If possible, measure the temperature of the workers.
- Avoid the simultaneous arrival of workers. If possible, provide several entry and exit routes. Examine the possibilities of dividing the work over the course of a day (starting work earlier or later).
- Pay attention to the layout of the car parks (number, spaced distribution of vehicles and also bicycles).
- Enforce dispersal measures at entrances, exits and passageways with aids such as markings, tape or physical barriers, and consider one-way traffic in corridors where people pass each other too often or without sufficient distance.
- Enforce social distancing as far as possible upon arrival at the site.

- Impose hand washing upon arrival at the site. If necessary, and depending on the position held, require the wearing of a mask.
- Provide one-way traffic or priority rules for narrow stairs.
- Prohibit salutations involving direct contact.
- In case of clocking-in: it is preferable to consider an alternative method of recording working time (non-contact).

Contacts with small producers

- All the instructions to be followed to prevent the spread of the virus must be disseminated to the small producers who produce for the company and supply it with products.
- It is in the company's interest that the producers who are partners of the company remain active and in good health for the maintenance of commercial activities: **it is therefore necessary to inform, train and advise them in the same way as the company's workers.**
- It is necessary to **diversify channels, media and communication supports** not only towards small producers, but **also towards their communities** (dispensaries, schools, town halls, ...).
- Comprehensible media (dominant local languages) should be used, preferably using simple images or voice messages.
- It is recommended that they be provided with soap and protective equipment (e.g. masks) if they are not available at home.

Contact with customers and suppliers

- All the instructions to be followed to avoid the spread of the virus must be distributed to customers who come into contact with the company and to those who supply it with products (e.g. packaging, labels, inputs, etc.).
- The instructions for distancing, regular hand washing and wearing of the mask must **continue to be observed** by personnel at ports and airports!

CHECKLIST COVID-19

COVID-19 is an occupational hazard in the workplace from which the employer must protect its employees.

A self-checklist based mainly on the guidelines of the World Health Organization (WHO) is proposed to you in order to measure whether you have taken the necessary measures:

INFORMATION AND TRAINING	YES	NO
Has general information for workers been organised?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers informed about the means of spreading the disease (droplets via coughing, sneezing, but also via surfaces)?	<input type="checkbox"/>	<input type="checkbox"/>
Do we have the opinion of a prevention expert?	<input type="checkbox"/>	<input type="checkbox"/>
Are external persons informed of the instructions to be followed?	<input type="checkbox"/>	<input type="checkbox"/>
Have workers been able to receive training on barrier gestures?	<input type="checkbox"/>	<input type="checkbox"/>
Have small producers been able to receive training in barrier gestures?	<input type="checkbox"/>	<input type="checkbox"/>
PERSONS NOT BELONGING TO THE COMPANY	YES	NO
Are third parties informed of the measures taken?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures taken to limit non-essential third parties (e.g. visitors)?	<input type="checkbox"/>	<input type="checkbox"/>

MEASURES FOR SUSPECT WORKERS	YES	NO
Have workers with new acute upper and lower respiratory tract infections (such as coughing or sneezing, or a rise in temperature) been instructed to stay home and contact their doctor?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any organized communication on this subject?	<input type="checkbox"/>	<input type="checkbox"/>
Have officials been designated to act if someone is ill?	<input type="checkbox"/>	<input type="checkbox"/>
Has a follow-up of the sick worker been planned?	<input type="checkbox"/>	<input type="checkbox"/>
Has a follow-up of the sick worker's team members been planned?	<input type="checkbox"/>	<input type="checkbox"/>
Have the measures been discussed with the occupational physician regarding the presence of workers at risk (60+, cardiovascular diseases, diabetes, chronic respiratory diseases, cancer)?	<input type="checkbox"/>	<input type="checkbox"/>

HYGIENE BEFORE, DURING AND AFTER WORK	YES	NO
Is it possible to wash your hands (running water or other)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there soap?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any paper planned?	<input type="checkbox"/>	<input type="checkbox"/>
Are there instructions on how to properly wash or disinfect hands?	<input type="checkbox"/>	<input type="checkbox"/>
Was there a demonstration on how to properly wash or disinfect hands?	<input type="checkbox"/>	<input type="checkbox"/>
Are guidelines for social distancing and hygiene posted?	<input type="checkbox"/>	<input type="checkbox"/>
Are there masks available (in sufficient number)?	<input type="checkbox"/>	<input type="checkbox"/>

HYGIENE BEFORE, DURING AND AFTER WORK	YES	NO
Are measures taken for the collection and cleaning of PPE at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any measures taken in the changing rooms to keep people apart?	<input type="checkbox"/>	<input type="checkbox"/>
Are there measures taken in the refectories to distance people?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures taken in the premises, corridors, staircases to keep people away from each other?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a cleaning program with special attention for surfaces, locks, telephones, keys, printers (anything that can be touched)?	<input type="checkbox"/>	<input type="checkbox"/>
Have arrangements been made to disinfect the workplace when a worker leaves the workplace due to illness?	<input type="checkbox"/>	<input type="checkbox"/>
Have arrangements been made to inform the worker's family about barrier gestures?	<input type="checkbox"/>	<input type="checkbox"/>

ORGANISATION OF THE PREMISES	YES	NO
Has there been a thorough review of standard practices?	<input type="checkbox"/>	<input type="checkbox"/>
Has the principle of forward motion been applied?	<input type="checkbox"/>	<input type="checkbox"/>
Has the principle of ground marking been applied?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient distance between people ($\geq 1.5\text{m}$)?	<input type="checkbox"/>	<input type="checkbox"/>
Was face-to-face at the workstations avoided?	<input type="checkbox"/>	<input type="checkbox"/>
Are there screens/protections between the rows (tables)?	<input type="checkbox"/>	<input type="checkbox"/>
Are tools, inputs easily accessible to workers?	<input type="checkbox"/>	<input type="checkbox"/>

ORGANISATION OF THE PREMISES	YES	NO
Are the premises sufficiently ventilated/ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to avoid contamination by materials (cleaning of parts and work equipment used by several workers)?	<input type="checkbox"/>	<input type="checkbox"/>
Have unloading and loading areas been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Have palletizing areas been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are there instructions for working in tunnels or greenhouses?	<input type="checkbox"/>	<input type="checkbox"/>
Are there instructions for field/yard work?	<input type="checkbox"/>	<input type="checkbox"/>
Have the recommendations been the subject of consultation with workers?	<input type="checkbox"/>	<input type="checkbox"/>

ORGANIZATION OF WORKSTATIONS	YES	NO
Is there a distance marking to be respected between people?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient distance between people ($\geq 1.5\text{m}$)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there protections between people who are $< 1.5\text{m}$?	<input type="checkbox"/>	<input type="checkbox"/>
When the distance of 1.5 m cannot be respected at all times in companies belonging to crucial sectors or providing essential services, is this limited in time and in the number of people? Are appropriate means of protection envisaged?	<input type="checkbox"/>	<input type="checkbox"/>
Are the premises sufficiently ventilated/ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to avoid contamination by materials (cleaning of parts and work equipment used by several workers)?	<input type="checkbox"/>	<input type="checkbox"/>

ORGANIZATION OF WORKSTATIONS	YES	NO
Is there a regular cleaning program with disinfection of the stations?	<input type="checkbox"/>	<input type="checkbox"/>

ORGANIZATION OF OFFICES AND MEETING ROOMS	YES	NO
Have the offices been arranged to respect social distance?	<input type="checkbox"/>	<input type="checkbox"/>
Have non-essential meetings been cancelled?	<input type="checkbox"/>	<input type="checkbox"/>
Are essential meetings limited in time?	<input type="checkbox"/>	<input type="checkbox"/>
Is the number of participants limited?	<input type="checkbox"/>	<input type="checkbox"/>
After the meeting, is the space cleaned and ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular cleaning program with disinfection of offices and meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>

VEHICLES	YES	NO
Are the drivers instructed to stay in the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles cleaned and disinfected when changing drivers?	<input type="checkbox"/>	<input type="checkbox"/>
Are the rules of social distancing also respected in transport organised by the employer?	<input type="checkbox"/>	<input type="checkbox"/>



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