Policy and Procedures for Safe Food Handling During COVID-19 on the Farm

(These are intended for small and urban farms and gardens)

Prepared by Jennifer Sowerwine, CE Specialist, UCANR/UC Berkeley
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Immediate Steps:
1. Post signage about washing hands
2. Post signage about new Covid-19 Guidelines: Guidelines for Preventing the Spread of Infection
3. Finalize new Policy and Procedures for Safe Food Handling During COVID-19
4. Provide training to all Farm Educators following new guidelines and procedures.
5. Purchase needed materials and supplies (install more wash stations?)

Daily Check List

Upon arrival and throughout the day: Make sure...
1. A “food safety champion” is designated for the day to ensure all tasks are completed and materials are re-stocked and re-supplied.
2. All cleaning and sanitizing materials needed (see materials list below) are in adequate supply.
3. All toilets are clean and stocked with toilet paper, and all wash facilities are clean, sanitized, and stocked with hand-pump soap, single use towels, trash can with liner.
4. All sanitizer spray pumps are prepared and available.
5. Drinking water (with single use cups) or personally water bottles are available.
6. All harvest gloves, tools, and containers are clean, sanitized and in good condition and protected from exposure to droplets.
7. All transportation vehicles for food delivery are clean and produce is protected.
8. Clean and sanitize all critical surfaces following disinfection plan.
9. Have a check in with all volunteers – how’s everyone feeling? Stay home if sick.
10. Provide training to all volunteers in Farm COVID-10 guidelines.
11. Share “food handling” handout to people receiving food from Farm.

End of Day:
1. Are harvest trays, tools, gloves and washing bins cleaned and sanitized?
2. Has the drinking water container been cleaned and sanitized (if applicable)?
3. Is the packing area cleaned, sanitized and free of debris?
4. Is all packaging stored in a safe, secure location.
5. Have all Personal Protective Equipment been cleaned?
6. Have all garbage cans been emptied and plastic liners refilled?

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7. Have all toilets and wash stations been cleaned, sanitized and restocked?
8. Do any supplies need to be re-stocked? (hand gloves, cleansers, sanitizers, toilet or hand-washing supplies, first aid kit, record keeping sheets, signage, plastic garbage can liners).
9. Make plan and ensure resupply of necessary materials.

Check List of Materials and Resources for Cleaning & Sanitizing

<table>
<thead>
<tr>
<th>Material/Materials</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilet paper</td>
<td></td>
</tr>
<tr>
<td>Single use paper towels</td>
<td></td>
</tr>
<tr>
<td>Hand-pump hand soap for handwashing</td>
<td></td>
</tr>
<tr>
<td>Dish soap</td>
<td></td>
</tr>
<tr>
<td>Plastic bags to line garbage bags</td>
<td></td>
</tr>
<tr>
<td>Bags to pre-bag produce?</td>
<td></td>
</tr>
<tr>
<td>Hydrogen peroxide or 409? Spray disinfectant to spot disinfect</td>
<td></td>
</tr>
<tr>
<td>Bleach (to make sanitizing solution) and put in spray bottle</td>
<td></td>
</tr>
<tr>
<td>Garbage cans with lids at bathrooms/wash stations, host table, farm stand.</td>
<td></td>
</tr>
<tr>
<td>Measuring cup &amp; measuring spoons &amp; funnel (to measure &amp; pour 1/3 cup bleach/gallon of water) into spray bottle.</td>
<td></td>
</tr>
<tr>
<td>2 Spray Bottles</td>
<td></td>
</tr>
<tr>
<td>4 scrub brushes labeled for use</td>
<td></td>
</tr>
<tr>
<td>25 cleaning towels (wash in hot water with detergent at end of each day)</td>
<td></td>
</tr>
<tr>
<td>Nitrile gloves (for use as needed)</td>
<td></td>
</tr>
<tr>
<td>Dish gloves</td>
<td></td>
</tr>
<tr>
<td>Apron</td>
<td></td>
</tr>
<tr>
<td>Goggles (for mixing sanitizing solution)</td>
<td></td>
</tr>
</tbody>
</table>

What to Clean and Sanitize & Frequency?

<table>
<thead>
<tr>
<th>What to Clean and Sanitize</th>
<th>How Frequently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packing table</td>
<td>1-2x/day</td>
</tr>
<tr>
<td>Host table: table top, back of chairs</td>
<td>1-2 x/day</td>
</tr>
<tr>
<td>Gate lock</td>
<td>Evening</td>
</tr>
</tbody>
</table>
### How to Make Basic Sanitizing Solution Using Bleach:

- 5 tablespoons (1/3 cup) of bleach to 1 gallon OR 4 teaspoons per quart.
- Make fresh each day (chlorine volatilizes)
- Put in spray bottle


### General SOP for Cleaning and Sanitizing Food Contact Surfaces

There are 4 general steps that should always be used for cleaning and sanitizing surfaces that come in contact with food. For your SOPs on cleaning harvest and packing containers, you should note if you are using a hose, power washer, or dunk tank, and any other relevant details, such as the type of disinfectant used.

1. Clean and sanitize wash bin.
2. Pre-rinse surface with clean water to remove any visible soil
3. Wash with food-safe soap and water, and brush (avoid using sponges)
4. Rinse with water to remove soil and soap residues
5. Sanitize with disinfectant
6. Allow to air dry
   - If using Storox or other hydrogen peroxide/peracetic acid product, note the percent and parts per million used, how measured, etc...
   - If using chlorine, note percent solution used, and how measured, etc...
7. Store harvest tools & equipment away from risk of exposure.

### Access to Farm During COVID-19

- To ensure that our Farm community and those in our extended community who are at greater risk including older adults and those have serious underlying medical conditions like heart disease, diabetes and lung disease (CDC) we need to consider revisiting who has access to the Farm during the Shelter-in Place order.
- Things to consider:
  - We are required to practice social distancing and therefore cannot hold any educational or social gatherings at the Farm.
  - We want to continue growing the food and distributing it to those who need it.
- We unfortunately do not have the capacity to train and monitor the general public who wishes to come & harvest from the farm (ie. their health status, social distancing, handwashing & cleaning & sanitizing protocol, etc.).
- What is our current capacity to carry out farm operations AND harvest and deliver produce?
- What “needs” do we have, in order to carry out all our tasks at the farm?
  - Seeding in greenhouse
  - General farm operations (planting, weeding, watering, composting, upgrades & repairs).
  - Harvesting
  - Distribution
  - Cleaning & Sanitizing
  - Other?
- How can we creatively address our mission while keeping our community safe? Some ideas:
  - Limit Farm access to core staff trained in new guidelines.
  - Only harvest and distribute vegetables that are eaten cooked?
  - Core staff can take home any produce as they like.
  - Communicate out to all orgs and individuals that depend on produce from farm, what days and hours bagged produce will be ready to be picked up.
  - Is there a mechanism that people could place orders in advance?
  - Other considerations?