

Information for employers

Measures to reduce the risk of coronavirus infection during farming activities and in collective accommodation during seasonal work

April 27, 2020

In order to reduce the risk of infection and spread during harvesting and transport to and from the field and in shelters, the following measures must be implemented:

1. General information on work organisation

In the event of shortages of seasonal workers, employees for harvesting and processing may also be hired, who have registered via platforms such as www.saisonarbeit-in-deutschland.de. These harvesters will generally come from the immediate vicinity and will therefore not be accommodated on the farm. This increases the possibility that a corona infection can be spread not only within the farm but also through social contacts in the surrounding area.

Make sure that the workers have as little contact with each other as possible and that the necessary distances can be maintained. The division into fixed teams right from the start helps to minimise the risk of spread. Dividing workers from the surrounding area into teams other than those housed on the farm will also reduce the risk of propagation.

Assign fixed small work teams

- from travel from home to place of work (if at all possible),
- for accommodation in the lodgings,
- in all leisure activities (including shopping in supermarkets etc.),
- during transport to and from the field/working place,
- in the workplaces.

If an employee falls ill, only his team may have to be quarantined, but not the entire company (total loss!).

Also for all work-related contacts, safety distances

of at least 1.5 m (better 2 m) should be maintained as far as possible. In any case, these distances between the various teams on site must be maintained.

This can be achieved, for example, by

- working areas as far apart as possible,
- staggered use of facilities to be shared,
- different times for starting and finishing work.

The principle „Living together - Working together“ applies.

2. On arrival of seasonal workers

It is recommended that the regulations under 1. are observed (fixed teams!)

- The prescribed health check is carried out by medical personnel according to the standardized procedure. The health check list is signed by the medical personnel and sent to the local health office.
- The foreign employees must be given written hygiene instructions in the local language before departure. In addition, they must be instructed on the hygiene rules in the company: (see also QS documents, Global-Gap) Documents on the hygiene rules can be downloaded from www.infektionsschutz.de/coronavirus/informationen-in-anderen-sprachen.html. Further languages such as Polish, Romanian and Bulgarian are available at www.svlfg.de/corona-saisonarbeit. In particular, instruction must be given on how to wash hands correctly.
- The distance rules for employees in the company must be defined (defined minimum distance for employees in the company 1.5 m, better 2 m).
- Room/living room and team allocation must



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be binding.

- New arrivals live and work strictly separated from other employees for the first 14 days and do not leave the premises. At the place of work they keep strictly the required distance from the other teams.
- The location/position of the replacement living container/accommodation for sick employees must be communicated.
- Reporting channels for sick persons must be established (employee, contractor, doctor, health authority, etc.)

3. Avoidance of corona infections in the shelters

- The aim is to provide single rooms (where possible).
- Only members of the same team should be accommodated in a shared room. It must be possible to keep the safety distances. The rooms will be occupied with max. half capacity. Exceptions are only made for families.
- Make sure that the rooms are thoroughly ventilated on a regular basis.
- The accommodations should be cleaned daily. In particular, door handles, taps, toilets, toilet brush handles, light switches and all objects that are shared and touched must be cleaned/disinfected.
- Provide sufficient disinfectant (at least one per room, bathroom, toilet, kitchen, etc.) and ensure regular refilling.
- If areas in the accommodation are shared by several teams, e.g. sanitary rooms, kitchens (shared areas), organisational measures should be taken to ensure that the individual groups of employees do not come into contact with each other. Suitable are, for example, organisational measures in which the individual teams use the respective areas at different times determined in advance. Otherwise the safety distances of at least 1.5 m must be observed.
- It is recommended to provide for time breaks between the respective uses. In this way contact between the individual teams can be avoided.

- Shared areas should be ventilated and cleaned between uses.
- All rooms/areas should be large enough to allow a sufficient safe distance (at least 1.5 m) between the individual employees.
- Sanitary rooms and their facilities must be cleaned at least daily. They must be disinfected if necessary. In particular, door handles, taps, toilets, toilet brush handles, light switches and all objects that are used and touched together should be cleaned/disinfected.
- For the observance and control of regular and thorough cleaning, it is recommended that a cleaning plan be placed in the toilet room with continuous sign-off by the responsible cleaning personnel.
- It must be ensured that sufficient soap and disposable towels are always available in sanitary and kitchen areas.
- Laundry should be washed at a temperature of at least 60° C, as well as dishes should be rinsed with water heated to at least 60° C.
- For sick employees or employees who have to go into quarantine, a replacement living container/accommodation should be kept ready. This must be easily accessible with a stretcher.
- In general, the following applies: The renting of fitter's apartments to business travellers and tradesmen is still permitted. For individual enquiries, please contact the respective state government that issued the regulation. (German Tourist Association Coronavirus Information for Hosts, status 19.03.2020). As hotels and guesthouses cannot be used for tourism at present, it may be possible to rent them as accommodation (please ask the respective owner).
- Hygiene rules in the respective national languages must be posted. Use the model operating instructions of the Social Insurance for Agriculture, Forestry and Horticulture (SVLFG) www.svlfg.de/corona-info or <https://gartenbauverband.de/aktuelles>. The hygiene rules in many languages can be downloaded from www.infektionsschutz.de/coronavirus/informationen-in-anderen-sprachen.html. Other languages such as Polish, Romanian



and Bulgarian are available at www.svlfg.de/corona-saisonarbeit.

- For purchases made by employees in shops in the vicinity, it is recommended that the rules set out under 1. are also observed or that collective purchases are made for the employees.

4. *Transport between accommodation and place of work*

- It is recommended to follow the regulations under 1. (fixed teams!). This is possible, for example, by increasing the number of transport vehicles or the number of transports carried out.
- Always transport only one team at a time. When transporting to and from the site of operation, please observe the required safety distance of 1.5 m, especially if several teams have to be transported together. Leaving at least every second seat free and/or the use of mouth and nose protection (MNS) and gloves reduces the risk of infection.

5. *Preventing the transmission of corona infections during operation*

- Compliance with the regulations under 1. is recommended (fixed teams!).
- If the safety distance of 1.5 m cannot be maintained for operational reasons, other suitable protective measures against corona infections must be taken. The use of protective screens or stretched protective films to protect employees (e.g. on sorting conveyors, counters, packaging lines, etc.) can be regarded as a possible „building block“ for interrupting the chain of infection. This „protective screen“ inhibits the direct exposure of the employee to the breathing air of other persons (e.g. when coughing). The size must cover the breathing area so that the typical body dimensions of adult persons can be assumed.
- Determine in advance different break times for the individual teams. If the same break room or area is used by different teams, time breaks must be provided between the individual uses. In this way contact between the individual groups of employees can be avoided. If this is not possible, it is pointed out that the safety

distance (> 1.5 m) must be maintained.

- Break rooms or break areas must be large enough to allow a sufficient safety distance (min. 1.5 m) between the employees. The break rooms or areas must be ventilated and cleaned between uses. This also applies to temporary break rooms (e.g. scales at the edge of the field).
- Hygiene rules and distances must also be observed during breaks and meal times.

6. *Structuring of work processes*

- Define responsibilities, if necessary with a representative (also for your own person).
- Use telephone conferences for internal agreements, for example between management and foremen.
- If work meetings require personal attendance, limit them to the number of participants that is absolutely necessary.
- Keep a minimum distance during work meetings; if possible outdoors, not in closed rooms.

7. *If someone is ill*

- Isolate the entire team immediately, report to the health department, separate them if they are accommodated.
- Answer the following questions first: Name? Phone number? Report to doctor? Health Department? Make sure that this information is available and accessible to the responsible persons at all times.
- Contact your association or your health authority directly so that you are prepared for emergencies.

8. *Further useful protective measures*

- Gloves when handling the product.
- Limiting the number of other people in the room in order to keep the potential exposure to infectious agents in the room air low.

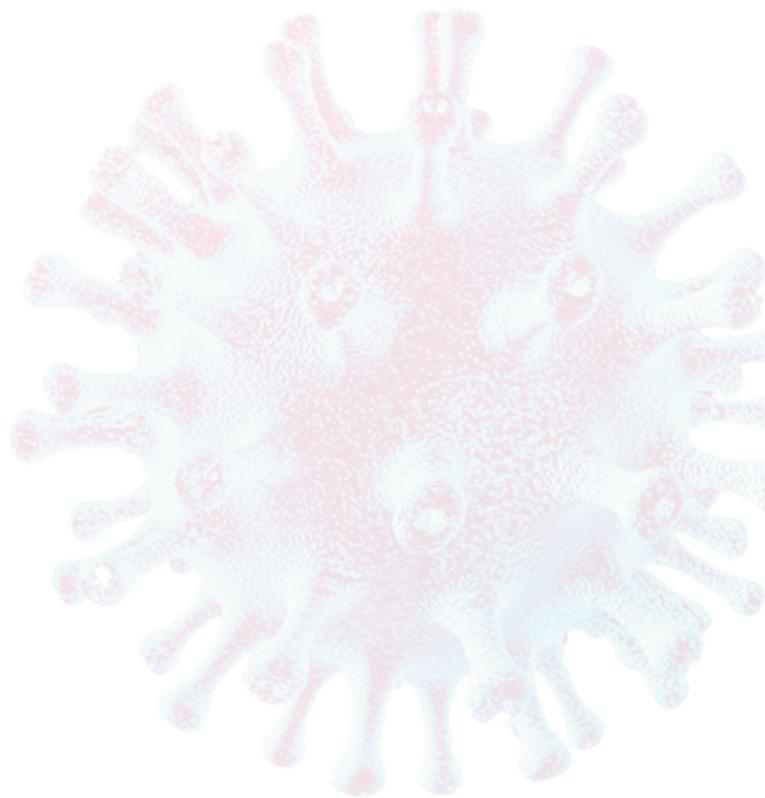


- Prohibition of visitors on the company premises and at workplaces.
- Strict separation between visitors in e.g. farm shops and other persons not engaged in sales.
- Sufficient ventilation to keep the number of infectious agents in the air low.
- At waiting areas (e.g. departure points for transport, distribution of food, sales counters, farm shops, etc.), markings are to be placed to ensure sufficient distance from other persons to each other and from the employees (e.g. floor markings, flutter tapes).
- Always give the employees the opportunity for regular hand hygiene (e.g. hourly). If necessary, provide portable toilets at the edge of the field („Dixi WC“), running water, soap and disposable towels. If this is not possible, provide sufficient hand disinfectant.
- Wearing a mouth and nose protector (MNS) or an alternative, possibly textile barrier in the sense of a MNS can be useful to reduce the risk of infecting other people by keeping back as many droplets as possible which are produced when coughing or sneezing (protection of fellow humans). For optimal effectiveness, it is important that a mouth-nose protector fits correctly (i.e. it must be worn tightly), is changed when it becomes soaked, and that no (even unconscious) manipulations are made to it while it is worn. MNS must be disposed of after use or washed hot (> 60° C) (as far as possible from the product).
- Under no circumstances should the wearing of MNS or any other form of barrier lead to the fact that distance rules are no longer observed or hand hygiene is no longer implemented.

9. Other prevention measures

- Sensible stockpiling of necessary operating resources, such as fertiliser, plant protection, packaging in case of supply bottlenecks in the company.
- Definition/transfer of responsibilities or representation in case of illness of the entrepreneur or illness of other persons.

The determination of requirements and rules in the event of a pandemic is the responsibility of the individual federal states. For this reason, it is strongly recommended that, in addition to this information, the requirements of the individual federal states be checked and observed.



Checklist for employers to reduce the risk of infection with coronavirus (COVID-19) during seasonal work

Fundamental Hygiene Measures	Remarks	yes	no
A minimum distance of 1.5 m (better 2 m) from other people is maintained.		<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed regularly, frequently and carefully.		<input type="checkbox"/>	<input type="checkbox"/>
If there is no opportunity for individuals to wash their hands, hand disinfectants are used.		<input type="checkbox"/>	<input type="checkbox"/>
Individuals do not shake hands or come into physical contact.		<input type="checkbox"/>	<input type="checkbox"/>
Hands are kept away from the face.		<input type="checkbox"/>	<input type="checkbox"/>
Employees cough and sneeze into a handkerchief or the inside of their elbow.		<input type="checkbox"/>	<input type="checkbox"/>
Closed rooms are regularly ventilated.		<input type="checkbox"/>	<input type="checkbox"/>

Work Organisation	Remarks	yes	no
The workflow or working procedures are organised in such a way that the safety distance of at least 1.5 m (better 2 m) is maintained. Where this is not possible, protective partitions, e.g. consisting of foil, plastic or other appropriate materials, have been installed.	This is carried out by working areas that are as far apart as possible.	<input type="checkbox"/>	<input type="checkbox"/>
	This is carried out by means of staggered working procedures or the separation of tasks.	<input type="checkbox"/>	<input type="checkbox"/>
	This is carried out as follows:		
After arrival, the necessary health check is carried out with documentation and the transfer of the lists to the health authorities.		<input type="checkbox"/>	<input type="checkbox"/>
Fixed working groups have been formed.		<input type="checkbox"/>	<input type="checkbox"/>
The working groups are kept as small as possible. The LTWT principle (Live Together – Work Together) is complied with.		<input type="checkbox"/>	<input type="checkbox"/>
Shared bedrooms in collective accommodation are occupied to half their capacity at most and by only one team.		<input type="checkbox"/>	<input type="checkbox"/>



Work Organisation	Remarks	yes	no
New arrivals live and work strictly separated from the other employees for the first 14 days and do not leave the company premises.	The new arrivals are supplied centrally by collective purchases and receive instruction on the restrictions on freedom of movement.	<input type="checkbox"/>	<input type="checkbox"/>
Close direct working together between employees is avoided.	In order to reduce the spread of COVID-19, the employees who live locally („locals“) and those living on the farm in collective accommodation („migrant workers“) are not mixed in the working groups if possible.	<input type="checkbox"/>	<input type="checkbox"/>
The collective accommodation is cleaned regularly (daily).	In addition – and especially in the common areas (bathrooms, toilets, lounges, kitchens etc.) – contact surfaces which are jointly used, such as light switches, water taps, toilet brush handles etc. are cleaned or disinfected daily.	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient quantities of disinfectant are available in the collective accommodation.	at least 1 dispenser per room (bathroom, toilet, kitchen)	<input type="checkbox"/>	<input type="checkbox"/>
Dishes and laundry are washed at a temperature of at least 60°C. Corresponding dishwashers and washing machines are available.		<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary opportunities for contact are reduced.	This is carried out by delaying the start and end of the working times of the working groups. This is carried out by the following measure:	<input type="checkbox"/>	<input type="checkbox"/>
A further reduction in opportunities for contact by means of staggered working times is being examined.		<input type="checkbox"/>	<input type="checkbox"/>
Indoor working is avoided as far as possible. Distances can be maintained.		<input type="checkbox"/>	<input type="checkbox"/>
Transport to and from the place of use is carried out using sufficiently large means of transport so that the distances can be maintained as far as possible. A sufficient number of transport journeys are carried out.	Wearing mouth and nose protection (MNP) and gloves reduces the risk of infection.	<input type="checkbox"/>	<input type="checkbox"/>
Transport is carried out in the separate fixed working groups in order to minimise the spread of COVID-19. Local employees should preferably use private transport and avoid public transport.	Employees who use public transport should do so at off-peak times.	<input type="checkbox"/>	<input type="checkbox"/>
Journeys with company vehicles with several passengers are to be avoided (e.g. delivery trips, journeys to customers, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
External third-party contacts are to be reduced as far as possible.	For the migrant workers, a collective purchase should be carried out if possible in the local area and/or purchases made in the specified working groups.	<input type="checkbox"/>	<input type="checkbox"/>



Work Organisation	Remarks	yes	no
Ban on third parties visiting the company premises	In farm shops there should be strict separation between the personnel working there and customers. The sales personnel should also have no contact with other personnel if possible.	<input type="checkbox"/>	<input type="checkbox"/>
Third-party contacts take place outdoors or by means of electronic communication (telephone, e-mail, video or telephone conferences, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
If on-site appointments with external third parties cannot be avoided, it is to be clarified in advance whether there might be sick individuals or individuals who are suspected of being infected present or whether the individuals involved are in quarantine and whether there is an opportunity for them to wash their hands under running water.		<input type="checkbox"/>	<input type="checkbox"/>
We also insist on compliance with the necessary hygiene rules in the case of customer contacts.		<input type="checkbox"/>	<input type="checkbox"/>

Workplaces/Hygiene during Work in the Fields	Remarks	yes	no
Sufficient water and hand-washing facilities with soap and disposable towels are provided, also when employees are working in the fields.	In addition to the toilets („Dixi WC“), hand-washing facilities with water, soap and disposable towels is also provided for working in the fields. Alternatively, a sufficient quantity of suitable hand disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>
Breaks are held outside in good weather conditions.	The necessary distance is also observed during the breaks.	<input type="checkbox"/>	<input type="checkbox"/>
When break facilities (break rooms, kitchens, canteens etc.) are used by more than one person, measures to reduce contact are to be organised.	The individual groups have different break times. There is also a time interval between the group break times.	<input type="checkbox"/>	<input type="checkbox"/>
The number of individuals in the break facilities is reduced and the necessary safety distances are maintained.		<input type="checkbox"/>	<input type="checkbox"/>
The break facilities (break rooms, kitchen, canteen, etc.) are cleaned and ventilated regularly (daily) and – if used by more than one working group – one after the other also between the break times. This also applies to makeshift break rooms at the edge of the field.	It is advisable to draw up a cleaning timetable and document the cleaning process.	<input type="checkbox"/>	<input type="checkbox"/>



Workplaces/Hygiene during Work in the Fields	Remarks	yes	no
Sanitary rooms, including those in collective accommodation, are cleaned regularly (at least daily).	It is advisable to draw up a cleaning timetable and document the cleaning process.	<input type="checkbox"/>	<input type="checkbox"/>
The employees have received instruction on the fundamental hygiene measures which are to be observed at all times on the basis of the sample operating instructions "Corona Virus SARS-CoV-2 - Risk Group 3" of the SVLFG (Social Insurance for Agriculture, Forestry and Horticulture – see "Fundamental Hygiene Measures").		<input type="checkbox"/>	<input type="checkbox"/>
Foreign employees who do not understand German sufficiently well are provided with the information in their mother tongue or a language that they know.	The 10 hygiene rules are available on the Internet at www.infektionsschutz.de and www.svlfg.de in several languages.	<input type="checkbox"/>	<input type="checkbox"/>
Information material on the hygiene rules and code of conduct for employees is provided at an appropriate location.		<input type="checkbox"/>	<input type="checkbox"/>
Hand disinfectants are provided and are used when there is no opportunity for individuals to wash their hands.		<input type="checkbox"/>	<input type="checkbox"/>

Further Measures	Remarks	yes	no
<p>The employees have been informed about the necessary measures that are to be taken in the case of illness or a suspected infection. All employees know when they</p> <ul style="list-style-type: none"> ■ have to contact a doctor for which symptoms, ■ might themselves be suspected of being infected and have to contact the employer in order to agree measures to protect other employees. <p>A separate living area or living container is available for the employees who live in the collective accommodation in cases of potential quarantine.</p>		<input type="checkbox"/>	<input type="checkbox"/>
Employees who display respiratory symptoms must stay away from work.		<input type="checkbox"/>	<input type="checkbox"/>

The requirements of the federal state and national governments must be observed.

