

Wacky Nut Farm (WNF) COVID-19 (Coronavirus) Action Plan

June 4, 2020

This guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/>

The designated COVID-19 Coordinator at WNF is Tony Parham (Facilities manager). Please bring any observations of unsafe conditions to his attention at manager@wackynutfarm.com or 435-200-7783, or notify another member of the management team immediately.

The following protocols will be enforced by WNF Management until such time as local, state, and/or national guidelines are amended to increase or decrease regulations related to the spread of coronavirus:

Barn/Arena Protocols:

- WNF to display signage regarding Barn Safety Tips and specific policies in common areas such as the kitchen, bathroom and tack room.
- WNF Managers are to ask all members of the staff if they are at risk of being sick or carrying illness. The managers are to ask these questions:
 - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
 - Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- WNF Management is to send any worker home if there are any observed symptoms of sickness.
- No visitors are permitted to enter WNF workplaces, including the barn, utility buildings, arenas, or offices, unless fundamental to the execution of work.
- Maintain minimum six-foot separation between all other clients, staff, and vendors in all interactions to the extent possible.
- The grain room, barn office, and hay loft are designated Staff Only, except for emergency situations.
- Wash racks, outside crossties, barn aisle, kitchen, and bathroom are to remain accessible by clients.
- Perform routine environmental cleaning:

- Staff to routinely clean all frequently touched surfaces in the workplace, such as tools, faucets, countertops, and doorknobs, and others as outlined in the *WNF COVID-19 Employee Policies* document posted in the grain room.
 - Clients should thoroughly clean all surfaces they come into contact with using provided wipes and diluted bleach spray bottles, including stall latches, wash racks, crossties, etc. as outlined in the *WNF COVID-19 Barn Policies* document posted on the announcement board in the T-section.
 - Use disposable wipes regularly so that commonly used surfaces (for example, doorknobs, light switches, crosstie hooks) can be wiped down by employees before and after each use.
- Facial coverings are to be kept accessible at all times, and worn anytime close proximity with other staff, clients, or vendors is inevitable or unavoidable.
 - Frequently wash your hands with soap and water for at least 20 seconds. Additionally, or in lieu of running water, use an alcohol-based hand rub that contains at least 60% alcohol (sanitizing station provided in T-Section).
 - Due to these new policies and protocols, we will be enforcing our business hours.
 - June thru September - 8:30am to 7:00pm
 - October thru May - 8:30am to 6:00pm
 - Except in the case of an emergency, please don't arrive before opening, or stay after closing.
 - Clients are strongly encouraged to limit riding/grooming sessions to no more than two hours during busy times of the day.
 - Clients and employees are encouraged to check their temperature prior to leaving home for the farm.

General Protocols:

WNF will actively encourage sick employees to stay home:

- If employees or vendors are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the premises and call (or go to) the doctor:
 - Fever
 - Cough
 - Shortness of breath
- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Employees should immediately notify their supervisor and stay home if they are sick.

- WNF will communicate with our vendors about the importance of sick employees staying home and/or going to the doctor.
- Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- WNF will communicate the following to its employees and contractors:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing.
 - Avoid unnecessary contact with others.
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

COVID-19 Measures:

- Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, WNF will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. WNF will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- We will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

WNF is committed to the safety of its employees, vendors, clients, and our community. The above action plan is consistent with the CDC's Interim Guidance which can be found at - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. WNF's leadership is committed to providing the best experience for our clients, and a safe work environment for all our staff. We will continue to monitor local, state, and national resources for any updates, and will make revisions to this policy as updated information becomes available.

References:

- <https://www.kitsapgov.com/pw/Documents/Kitsap%20Recovery%20Playbook%20052220%20v1%20Reduced%20File%20Size.pdf>
- <https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2OutdoorRecreationGuidancePart2.pdf>
- <https://www.osha.gov/Publications/OSHA3989.pdf>
- <https://www.osha.gov/Publications/OSHA3990.pdf>