



### General Safety Procedures

#### 1. Hand-washing Guidelines

- a. All employees or volunteers handling produce for processing, sale, or distribution will use proper handwashing techniques before beginning work and after returning to work after taking breaks, going to the restroom, eating, or otherwise compromising the sanitary nature of their hands.
- b. Proper handwashing technique includes the following:
  - i. Wet hands with clean water (warm is preferred if available), apply soap, and work up a lather.
  - ii. Rub hands together for at least 20 seconds.
  - iii. Clean under the nails and between the fingers.
  - iv. Rub fingertips of each hand in suds on palm of opposite hand.
  - v. Rinse under clean, running water.
  - vi. Dry hands with a single-use towel.
- c. Hands should be washed after touching any potentially unsanitary surface. When possible, a single-use towel will be used to turn off the faucet instead of directly with the hand when using a sink and faucet. Paper towels will not be used more than once or shared with others.
- d. Handwashing stations will be provided at each garden site and packing station. Hand sanitizer will be available at pick-up locations and as needed.

#### 2. Employee, Volunteer, and Customer Health Guidelines

- a. Any employee, volunteer, or customer exhibiting cold or flu-like symptoms or who has experienced symptoms in the past 14 days should not report to work, handle produce, touch food-handling surfaces, or visit CSA pick-up locations or farm stands. Any person exhibiting such symptoms will be turned away from work or pick-up locations.
- b. Volunteers and customers who are over 60 years-old, have underlying health conditions, or otherwise immune-compromised are respectfully asked to refrain from visiting any garden site or pick-up location.
- c. All staff and youth farmers undergo Food Handler safety training, and maintain current Food Handler Cards.
- d. When working at the farm or at produce distribution sites, all people are expected to maintain social distancing measures and remain at least 6 feet apart. When

working in the field, employees will stagger work shifts as much as possible, and limit the number of people to no more than five in any given area at one time.

- e. Shared garden equipment, such as shovels, hoes, rakes, trowels, wheelbarrows, and other tools will be sanitized with bleach towels or wipes before the start of any work day and between uses.

### 3. Personal Protective Gear

- a. Anyone handling, packing, or delivering produce will wear personal protective gear, including food-grade, disposal gloves and masks. Single use masks will be disposed of at the end of each shift, and reusable masks will be washed regularly.
- b. Any employee or volunteer is expected to wear clean clothes that have not been worn since they were last washed. As a best practice, clothes worn in public should be washed immediately after returning home.

## Harvest Protocols

### 1. Pre-Harvest Sanitation

- a. Employees or volunteers will follow handwashing guidelines and wear personal protective gear before beginning the sanitation process of harvest equipment and packing areas.
- b. If an object comes into contact with produce it must be clean, in good working condition, and sanitized or disinfected. This includes, but is not limited to, hands, harvesting equipment (knives, etc.), harvesting totes and boxes, transportation equipment, processing equipment (tables, cooling tubs, scales), and storage equipment.
- c. All harvesting equipment is sanitized in a three-step process, where it is first washed with hot water and soap and rinsed in hot water before being sanitized. All sanitized harvest tools and bins are kept on a sanitized surface, away from used equipment.
- d. All food contact surfaces are sanitized, including tables and counters inside the packing station and any to be used outside.
- e. High-contact points, such as door handles, refrigerator and cooler handles, light switches, and any other item deemed necessary by staff will be sanitized with bleach towels or wipes before the beginning of the harvest period.
- f. Supa Fresh will be following EPA guidelines on recommended sanitizers, using food-grade detergents and disinfectants. More information can be found at the following link:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

### 2. Safe Harvest Practices

- a. Workers will follow general safety procedures outlined above, including handwashing guidelines and wearing appropriate personal protective gear throughout the harvest process.

- b. Any tool, such as a knife, used to harvest produce will be cleaned and disinfected before use each day and as frequently as reasonably necessary to protect the produce from contamination.
  - c. Only properly cleaned and sanitized bins will be used to harvest produce from the field, and contaminated bins returning from the field will be kept separate from sanitized bins, tools, and surfaces.
  - d. Tools returning from the field will be placed into a clearly marked “dirty” container. Tools will then go through the three step sanitation process before being placed into a sanitized and clearly marked “clean” container, before being used to harvest again.
  - e. Harvest workers will be trained not to harvest decayed or contaminated produce. Produce that is dropped, damaged, or otherwise contaminated will not be harvested or processed.
  - f. If any worker is injured during the harvest process, they will attend to the injury immediately and access the first aid kit kept in the packing station. This includes any cuts, abrasions, or other injury incurred while working. If the injury is critical or life threatening, employees are instructed to call 911 for proper care. Employees with exposed cuts, sores or lesions shall not be engaged in handling product.
    - i. If the injury causes any bloodily fluid, such as blood, to come in contact with produce, the produce is immediately removed from the field or packing station and disposed of properly.
3. Post-Harvest Procedures
- a. The packing and storage facilities will be clean and orderly before and after use. At the end of each day, packing areas are dry swept and free from trash and litter that may contaminate produce or food contact surfaces. These areas are also free of standing water and drains are free from obstructions.
  - b. Washing, grading, sorting, packing lines, and food contact surfaces are cleaned and sanitized according to above sanitation procedures, including the removal of debris and damaged produce.
  - c. All water used in postharvest handling, including washing and cooling water, is potable.
  - d. Produce bags, ties, rubber bands, and other materials used for packing produce are new, single-use items that are properly stored, in order to prevent them from being a source of contamination.
  - e. Cloths, towels, or other cleaning materials that pose a risk of cross-contamination are not used to wipe produce.

### Distribution Protocols

1. CSA and Farm Stand Procedures
- a. Any staff or volunteers handling produce for distribution will follow the general safety guidelines.

- b. Safety measures for pick-up sites will be distributed to customers electronically before the first pick-up or market date. Signage with these procedures will also be posted at distribution locations.
- c. In order to minimize contact, Supa Fresh will institute a curbside pick-up system for CSA boxes. Staff will maintain social distancing measures, including limiting the number of people working at the pick-up location, wearing protective gear to handle boxes, and keeping 6 feet apart whenever possible.
- d. Supa Fresh asks that customers also follow our general safety guidelines and limit the number of people coming to curbside pickup or market locations. Customers who are sick, have experienced symptoms within the past 14 days, or are immunocompromised are asked to refrain from visiting the pick-up or market location.
- e. Any food contact surfaces, including tables, scales, bins, cashboxes, or any other necessary items will be sanitized in preparation for CSA distribution or market.
- f. Whenever possible, produce will be pre-packaged or pre-portioned in the sanitized packing station in order to minimize chances of contamination.
- g. Customers are asked to avoid handling any produce that they do not intend to purchase, or from handling the CSA boxes of other customers.
- h. High contact points will be minimized as much as possible at CSA distribution sites and market locations, and hand sanitizer will be provided for both staff and customers.
- i. In transporting produce for deliveries or market, staff will work to minimize contamination by following sanitation procedures:
  - i. Prior to leaving the farm, staff will sanitize all high-contact components of the vehicle including keys, door handles (inside and out), steering wheel, gear shift, and any other contact points.
  - ii. Any bins used to transport produce will be cleaned and sanitized through the three step process.