

# Guidance to Beef Operations on Prevention and Response to Suspect or Confirmed COVID-19 Employees

## Purpose

*This document shares best practices (as were generally available on the date of development) for maintaining the health and safety of farm/ranch employees, while continuing safe and secure business operations during the coronavirus disease (COVID-19) pandemic. This information is provided for information purposes only, and due to the rapidly changing circumstances surrounding COVID-19, may not reflect the most current recommendations of your local public health authorities.*

*This guidance document does not constitute legal or professional advice, and producers are encouraged to consult their provincial government and local public health authorities to ensure compliance with all applicable provisions and regulations.*

## Be Proactive

- Appoint an individual as the COVID-19 point-person to handle communication and coordination of activities (consider appointing at least two people to account for the possibility of the point person becoming ill, for larger operations it may be more appropriate to have a small team)
- Develop and implement a pandemic plan. Key elements to consider include:
  - Training and education
  - Health screening protocols
  - Visitor management
  - Quarantine and isolation protocols
  - Business continuity
  - Prioritize and communicate work streams
  - Review workflows to reduce direct contact between employees

## Stay Informed and Communicate Often

- Monitor regulatory updates/ changes and health advice at national and local levels to ensure compliance
- Ensure all information being obtained is coming from credible sources and government websites
- Establish emergency contacts and provide their mobile numbers to all employees
- Keep all staff up to date on any new developments including messaging from government and public health agencies, as well as updates on company policies and practices
- Establish appropriate intervals to keep internal teams updated on the outbreak
- Conduct regular check-ins with employees to evaluate morale and ensure that they are handling the stress appropriately and taking care of their physical and mental well-being (including adequate sleep)
- Get employee feedback on the pandemic measures put in place, in order to identify any problems with compliance resulting from contradictory/problematic instructions and/or potential improvements to the protocols

## Public Health Measures

- Ensure employees are aware of, understand, and comply with infection prevention policies and practices in the workplace
- Focus on the fundamentals of good personal hygiene – use awareness posters
  - [Handwashing Poster - Public Health Agency of Canada](#)
  - [About Coronavirus Fact Sheet - Public Health Agency of Canada](#)
  - Consult the Canadian Cattlemen's Association COVID-19 Resources [webpage](#) for useful links to further information
- Encourage employees to:
  - Avoid touching eyes, nose, and mouth especially with unwashed hands
  - Cough or sneeze into the bend of the arm or into a tissue and throw away the tissue
  - Effectively wash hands often with soap and water for at least 20 seconds
  - Use alcohol-based hand sanitizer containing at least 60 per cent alcohol (note: organic matter on hands will reduce/eliminate the effectiveness of hand sanitizers)
  - Avoid high-touch (frequently touched) surfaces where possible, wash hands often as it can be hard to avoid high touch areas.
  - Do not shake hands, but use non-contact greetings like waving
  - **Stay home when sick, even with mild illness**
  - Use any personal protective equipment (PPE) by who it is directed/required
  - Keep environment clean by disinfecting frequently touched surfaces, in addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty. For more information, see: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>
  - Practice physical distancing – keep a distance of 2 metres between individuals
  - The use of cloth masks, scarf or bandana may assist in reducing the spread of COVID-19 by limiting the risk from asymptomatic or pre-symptomatic individuals. For more information, see: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

## WASH YOUR HANDS



## Reducing the Infection Risk on Ranch/Farm

- Continue to follow recommended on-farm biosecurity and food safety best practices
- Limit or restrict visitors to the operation. Request all visitors, customers and individuals delivering or picking up feed, fuel, animal health supplies, commodities and cattle use hand sanitizer located at key locations on the operation. A similar strategy should be used for service providers, e.g. utility companies or others doing on-site work. For visibly soiled hands, soiling should be removed with an alcohol-based hand wipe first, followed by use of alcohol-based hand sanitizer.
- Do not allow visitors into the home. Restrict their movement, and contact with employees
- Provide adequate washroom facilities that are sanitized regularly. In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty. For more information, see: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>.
- Ensure employees are informed of the risks, symptoms, and steps to isolate/quarantine (self-isolate)
- Restrict travel (business or leisure)
- Businesses receiving foreign workers should monitor advisories from the government departments responsible for the [Temporary Foreign Worker Program](#)
- Businesses providing housing for their staff will need to ensure their risk management plan considers large numbers of employees who are under quarantine (self-isolate) orders, isolated or requiring health care. Please collaborate with local health care providers to provide additional guidance.
- A pandemic management plan (template attached) should identify what to do if staff are not available to conduct time sensitive work (e.g. feeding cattle) due to sickness. This may include having agreements with surrounding neighbours for support. Information to have available could include:
  - Carrying capacity of fields for grazing and field rotation plan
  - Barn layouts and functions
  - Animal inventory and age including major tasks by age for each (e.g. hoof trimming, vaccinations, etc.)
  - Breeding records location (computer, gestation wheel, etc.) and plans
  - Location of AI materials or contract with AI and other animal services
  - Health records location and veterinary relationship record (including vet contacts)
  - Feeding and nutrition records, feeding plan by age group and life stage
  - Processing and hygiene programs and supplies
  - Biosecurity plan/visitor plans for farm
  - Key staff including part-time, who work on farm (relief staff with contacts)
  - Site addresses in the event an emergency should arise, i.e. fire, utility outage, etc.

## Managing Illness or Suspected Illness of an Employee

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### **Situation A: Employee is at home and has symptoms associated with COVID-19**

- If an employee is home and exhibits symptoms associated with COVID-19, or is suspected to have COVID-19, they should report this to their supervisor immediately and contact their local public health authority. Encourage the employee to see guidance from local public health authorities and/or health professionals about testing/care protocols.
- The employee should not be permitted to return to work until assessed by local public health authorities (PHA) and/or health professionals. If the employee is confirmed to have COVID-19, they should isolate as directed by local PHA and/or health professionals. Continue to check in with the employee while they are away from the workplace.
- Assess the potential level of exposure risk in the workplace in collaboration with local PHA. Speak with the affected employee if possible, via telephone or other appropriate means to obtain this information.
- While respecting the privacy of the employee in question, be transparent, communicate the situation and actions taken to address the matter to other employees. Reiterate to employees the importance of practicing good hygiene standards such as hand hygiene, cough etiquette, physical distancing, cleaning etc.

### **Situation B: Onsite employee has symptoms associated with COVID-19**

- If an employee onsite has symptoms associated with COVID-19, send the employee home immediately. If medical attention is required, contact the local health facility and the local public health authority, and arrange for transportation avoiding public transit.
- Assess level of exposure risk and take necessary actions in collaboration with local PHA. Speak with the affected employee if possible, via telephone or other appropriate means to obtain this information.
- In collaboration with PHA, identify and contact any employee(s), visitors, suppliers, etc. who may have been in close proximity of the affected individual and inform them of the situation and necessary actions/next steps. Advise these individuals to seek medical attention per the recommendation of local PHA and remind them to practice good hygiene standards.
- While respecting the privacy of the employee in question, be transparent, communicate the situation and actions taken to address the matter to other employees. Reiterate to employees the importance of practicing good hygiene standards such as hand hygiene, cough etiquette, physical distancing, cleaning etc.
- Clean and disinfect the affected employee's work area, tools/equipment, etc., along with other commonly used locations such as lunch rooms and change rooms
  - Close off all areas used by the affected person
  - Ensure all necessary PPE is worn by the individual(s) tasked with cleaning duties
  - Additional PPE may be required based on cleaning/disinfectant products being used and the risk of splash
  - Clean and disinfect all areas used by the ill person(s), with increased focus on frequently touched surfaces and items
  - Be sure to wash hands immediately after completion of cleaning and removal of gloves
  - Discard gloves and gowns used during cleaning
  - Clean using established sanitation standard operating procedures, and pay particular attention to ensure that cleaning parameters such as time, temperature, chemical concentration and mechanical action requirements are followed to ensure cleaning efficacy
- Employees who have confirmed positive for COVID-19 and have remained in isolation, can stop home isolation only under the direct guidance of their local public health authority.

## Clean High Touch Areas Often

- Public health authorities recommend businesses identify and clean high-touch surfaces at the minimum once per day with a suitable cleaner and disinfectant. It is recommended to develop a checklist to ensure that all identified areas are cleaned and disinfected more often, as well as when visibly dirty.
- Examples of high-touch areas include:

### Individual Office & Conference rooms

- Door handles, push plates, thresholds and hand railings
- Light switches
- Desks, tables and chair arms
- File cabinet handles
- Trash receptacle touch points
- Telephones and keypads
- Computer, keypad and mouse



### Public areas

- Door handles and push plates
- Handrails
- Reception desk counter
- Public phone
- Public computers
- Light switches
- Garbage bin



### Cafeteria/Dining, Locker Rooms

- Door handles, push plates, thresholds and hand railings
- Lunch tables
- Counters
- Chairs and booths
- Benches
- Trash receptacle touch points
- Beverage stations
- Condiment/seasoning containers
- Kettle handle / dispensing nozzles
- Lockers (inside and outside)



### Public Restrooms

- Door handles
- Sink faucets and toilet handles
- Towel dispenser handles
- Soap dispenser push plates
- Trash receptacle touch points
- Bathroom fixtures



## COVID-19 information & Resources

- [National Biosecurity Standards](#)
- [Resources for Canadian Business - Trade Commissioner Service](#)
- [British Columbia Government Online COVID-19 Self-Assessment](#)
- [Alberta Government Online COVID-19 Self-Assessment](#)
- [Saskatchewan Government Online COVID-19 Self-Assessment](#)
- [Manitoba Government COVID-19 Information Page](#)
- [Ontario Government Online COVID-19 Self-Assessment](#)
- [Quebec Government COVID-19 Information Page](#)
- [New Brunswick COVID-19 Information Page](#)
- [Nova Scotia COVID-19 Information Page](#)
- [Prince Edward Island COVID-19 Information Page](#)

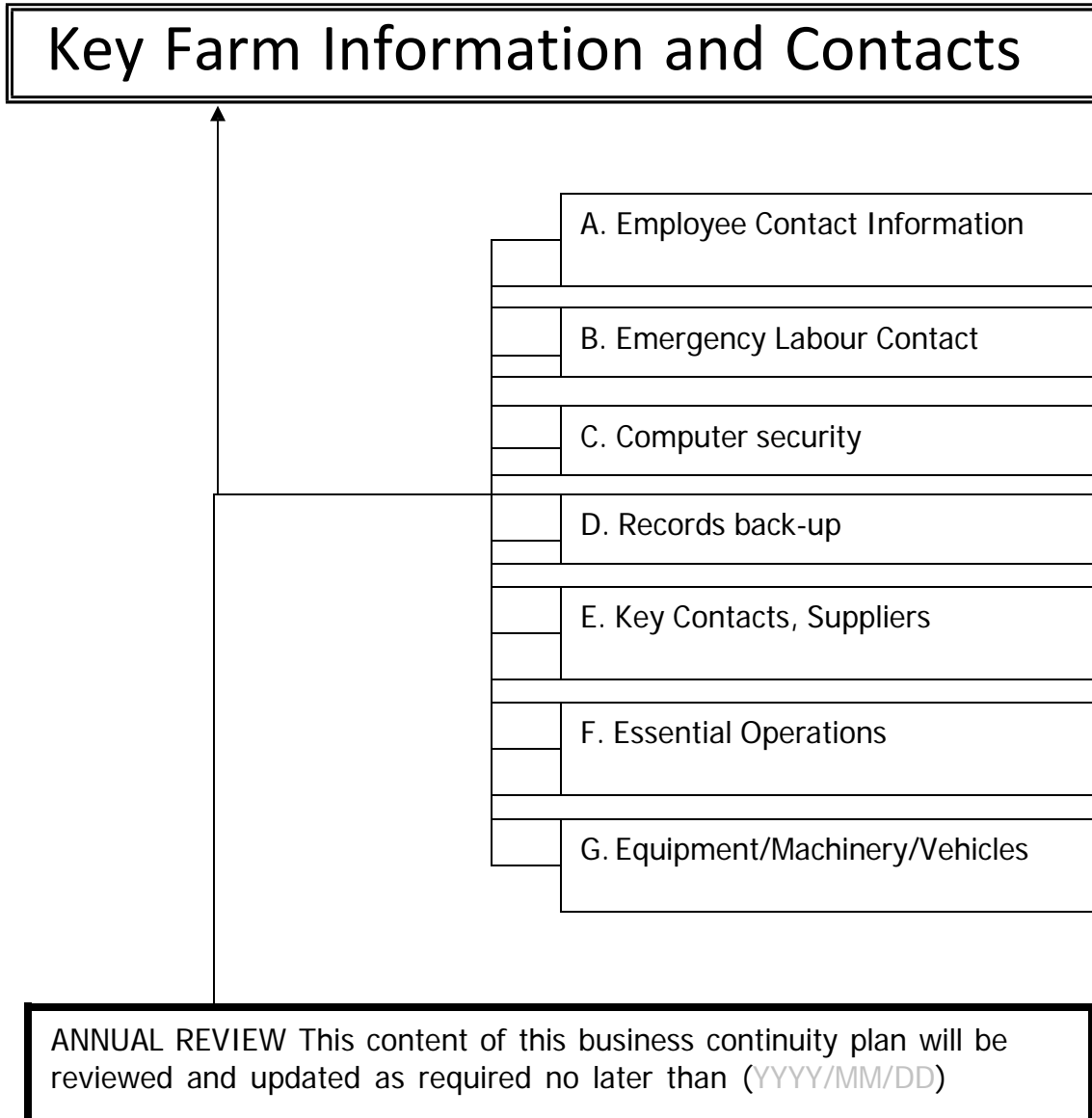
## Public Health Information

- [Health Canada Approved Disinfectants](#)
- [Public Health Agency of Canada](#)
- [Employment and Social Development Canada](#)
- [Public Health Agency of Canada - Travel Advice](#)
- [World Health Organization](#)

## Sources:

- Canadian Agricultural Human Resource Council
- Canada Beef
- Canadian Beef Breeds Council
- Canadian Cattlemen's Association (and their Provincial Members)
- Canadian Food Inspection Agency
- Canadian Meat Council
- Food and Consumer Products of Canada
- Public Health Agency of Canada
- National Cattle Feeders Association

# Cattle Operation Pandemic Plan Template



# Pandemic Planning Guide

The purpose of this template is to record key business information and contacts which family members, decision makers and workers on your farm may need in the event of an emergency. While recording your information, you should identify areas to be improved upon now, in terms of planning, training, resources and information. It is important to develop your plan with your family and to consult with your farm workers and main suppliers.

Get started by asking yourself these questions:

1. How will you maintain operations if one or more of your workers or family are ill?
2. How will you cope when other businesses and suppliers you rely on experience absenteeism and service is affected?
3. How will you adapt to disruptions if haulers or processors are affected?
4. How can your farm adapt to control the spread of the virus to and amongst your family and employees?

**Some pages of this planning guide will need to be duplicated to list various suppliers and farm labour contacts (or you may simply note the information on an additional sheet of paper).**

## Emergency contact information - Pandemic

Public Health Agency Canada	1-800-484-8302
Health Canada (Local Office)	
Regional Health Authority	
Canadian Food Inspection Agency	
Emergency Management [province]	
Provincial Agriculture Department	
Municipal emergency response contact	
Doctor	
Hospital	
Police	
Fire	
Ambulance	
Public Health Nurse	
Other numbers (see page 6 for key contacts)	



# Key Farm Information and Contacts

At a glance reference: current and contingency business information including key emergency contacts and decision makers.

## Primary Farm Site

Business Name

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Street Address

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Legal Land Descriptions

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City, Province, Postal Code

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Telephone Number

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Fax Number

Cell Number

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The following person(s) is (are) the farm owner(s). If these persons are unable to manage the farm during a crisis, the emergency manager will assume management duties.

Owner/Manager

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Owner/Manager

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Emergency Manager

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Emergency Manager

---

Telephone Numbers / Email

---

Telephone Numbers / Email

---

Second emergency manager

---

Second emergency manager

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Telephone Numbers / Email

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Telephone Numbers / Email

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# 1 - FARM BUSINESS OPERATIONS:

## A) Employee Contact Information (fill one sheet per person)

*Gather information on all employees including family members so that each person can be contacted by the manager **or a replacement**. Maintain an up to date copy of contact information for each employee in an accessible and secure location.*

Name:			
Key Responsibilities:			
Home Address:			
City/Prov/PC:			
Home Phone:		Cell Number:	
Home Email:			
Emergency Contact:		Relationship:	
Emergency Contact Phone:		Alternate Phone:	
Certifications:	First Aid CPR Other		
Other information			

**B) Emergency Labour Contact Information**

The following is a list of temporary employees or volunteers who could be contacted if needed during a pandemic:

Name	Home Phone	Email	Cell Phone	Office Phone

**C) Computer security**

Person who has access to essential computer records including contact information:

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**D) Records back-up**

\_\_\_\_\_ is responsible for backing up the critical records including payroll and accounting systems. Alternate is \_\_\_\_\_.

Back-up records including a copy of this plan, site maps, inventory of essential documents, procedures, insurance policies, bank account records and computer back-ups are stored on-site in the following location:

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Power of Attorneys and wills are held by:

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Phone number \_\_\_\_\_

Address \_\_\_\_\_

**E) Key Contacts and Suppliers (fill one sheet per supplier)**

List the key contacts for administration of your business such as your bank, your creditors, your insurance agent, accountant, etc. They also include services in the community you need to help you resume operations, such as utilities, emergency responders, media outlets, business partners and business organizations. Your key customers are an essential part of this list.

Type:

- |  |  |
|--|--|
| <input type="checkbox"/> Accountant                | <input type="checkbox"/> Cattle hauler                     |
| <input type="checkbox"/> Bank                      | <input type="checkbox"/> Industry Associations             |
| <input type="checkbox"/> Creditor                  | <input type="checkbox"/> Telephone Company                 |
| <input type="checkbox"/> Veterinarian              | <input type="checkbox"/> Utility (gas, electricity, water) |
| <input type="checkbox"/> AI Technician             | <input type="checkbox"/> Workman's Compensation Board      |
| <input type="checkbox"/> Lawyer                    | <input type="checkbox"/> Fuel supplier                     |
| <input type="checkbox"/> Insurance Agent/Broker    | <input type="checkbox"/> Processor                         |
| <input type="checkbox"/> Feed Company              | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Insurance (Health Claims) |  |

Company Name:			
Account Number:			
Materials/Services Provided:			
Street Address:			
City/Prov/PC:			
Main Company Phone:			
Primary Contact:		Title:	
Primary Contact Phone:		Primary Contact Cell:	
Alternate Contact:		Title:	
Alternate Contact Phone:		Alternate Contact Cell:	
Alternate Contact Fax:		Alternate Contact Email:	
Website address:			
Other information:			

## F) Essential Operations

Use this form to identify what operations are critical to the survival of the farm.

The following are some key questions to help you decide what they are:

- What are my most critical and time sensitive operations?
- How much down time can I tolerate for each operation?

Operation		
Priority:	<input type="checkbox"/> Critical (requires resumption immediately or within 24 hours) <input type="checkbox"/> Vital (requires resumption within 72 hours) <input type="checkbox"/> Necessary (requires resumption within 2 weeks) <input type="checkbox"/> Desired (could be delayed for 2 weeks or longer but are required to resume after crisis)	
Person in charge:		Alternate:
Timeframe or Deadline:		
Who else can perform this operation? <i>(List all that apply)</i>		
Family Member or Employee(s):		
Vendor(s):		
Brief description of procedures to complete operation:		

### **G) Equipment/Machinery/Vehicles**

*Identify the key equipment/machinery necessary to run your farm, i.e. the equipment or machinery that would shut you down or severely curtail production of cattle if it failed or was compromised.*

*This would include tools and spare parts vital to the operation of equipment.*

Item:	
Make/Model:	
Status:	Currently in use <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Vendor/Supplier:	
Alternate Vendor/Supplier:	
Related business function(s):	
Backup Available:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Order time for replacement:	
Other information:	

#### **Sources and Acknowledgments.**

This pandemic planning guide for Cattle Operations is based on the Dairy Farm Pandemic Planning Guide produced by the Dairy Farmers of PEI.