



ESSENTIAL UPDATES AND TIPS CONCERNING THE CORONAVIRUS

REDUCING RISK AT MAINTENANCE FACILITIES

We should do all we can to reduce the risk of infection for all of our customers, employees, and other business partners.

Follow these suggested protocols:

RETAIL OPERATIONS:

- o Maintain your retail location in a safe and sanitary manner.
- o Make alcohol-based hand sanitizers available.
- o Use alcohol-based wipes to clean counters and card readers regularly.
- o Make alcohol-based wipes available to clean handles of shopping carts and feed flats.
- o Clean door handles and knobs hourly.
- o Ensure bathroom surfaces are sanitized.
- o Sanitize employee breakroom surfaces.
- o Promote proper personal hygiene with employees — encourage them to wash their hands frequently, abstain from touching their face, and cough or sneeze into their elbow, arm, or a tissue that is promptly thrown away. Use an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds.
- o Follow the guidance provided by our public officials regarding social distancing.

AG SUPPLY OPERATIONS

- o Part of the business you run is critical to ensuring maintenance of the food chain – you should identify the parts of your operation that are critical and necessary for farm operations
- o Once those areas are identified, you will need to construct a system whereby a member/farmer may access those operations and products, even if the store itself has been closed. This system can be triggered if your facility is closed. Part of this plan will be determining how you will communicate this plan to your members.

GUIDELINES FOR DEALING WITH EMPLOYEES

- o Employees should notify their supervisor and stay home if they are sick. If an employee who is obviously sick reports to work, send that person home.
- o Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- o 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 should be separated from other employees and be sent home immediately.
- o Consider implementing travel and meeting restrictions
- o Comply with local or federal directives regarding virus protocol – good guidance and information is available on the CDC and State of Tennessee websites and links are included here:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html> & <https://www.tn.gov/governor/covid-19.html>