



Guidelines on coronavirus and restriction of transmission in workplaces

CONTENTS

Page 2	How to prevent transmission Stay at home in case of sickness symptoms Keep your distance Restrict car pooling Keep persons/teams together Avoid unnecessary touch Work from home Clean and disinfect Personal hygiene Welfare arrangements/rooms Protective equipment The Danish Health and Medicines Authority's advice on prevention of transmission (poster)
Page 5	Other matters Instruct the employees and supervise Other players/partners Employers that make accommodation available
Page 6	Get to know more
Page 7	English version



BAU Jord til Bord have prepared these guidelines for businesses within the green industries: Agriculture, forestry and horticulture.

The guidelines give directions for how businesses and employees can relate to about the determination of guidelines for restriction of corona transmission (COVID-19).

How to prevent transmission



In the following, a number of measures against COVID-19 are described aimed at businesses in the green industries: Agriculture, forestry and horticulture. Adapt the guidelines to your business and assignments to that they become very concrete. Appoint a person responsible for this and involve your working environment organisation.

Stay at home in case of sickness symptoms

In general, the recommendations of the healthcare authorities must be adhered to: Stay at home if you are sick or have symptoms of COVID-19 and until 48 hours after the symptoms cease.

The typical symptoms in case on onset and mild sickness resemble general symptoms of flue, and other upper respiratory tract infection with a sore throat, a feeling of sickness, muscle pain, perhaps dry cough and fever.

If you belong to a special risk group with chronic diseases of a moderate or severe nature, then speak to your own doctor if you should stay at home.

Keep your distance

You should keep a distance of at least 1 metre to other persons. However, keep your distance of at least 2 metres in situations with an increased risk of droplet transmission or where a precautionary principle dictates special consideration, such as in case of physical strain, staying in closed areas with limited room to move about, poor ventilation etc. This applies to both indoor and outdoor situations. Also keep distance between the various teams/working groups.

Stagger office hours, breaks and departure from the workplace. This way you can minimize the number of persons being together and give the possibility of the required distance.

Ensure good access roads and circumstances so that persons avoid getting too close to each other. Access roads may e.g. be one-way.

Maintain the agreements you enter into, e.g. in the working environment organisation and ensure to inform everybody to that effect. Also in languages that can be understood by foreign labour. Communicate via the telephone or video meetings where possible.

If physical meetings must be held, it can either take place outside or in an adequately large room. Keep the meetings as brief as possible. Ensure proper distance of at least 1 metre, and keep a distance of at least 2 metres in case of special considerations.

Remember good hand hygiene and cleaning both before and after the meeting. Remember no handshaking.

Restrict car pooling

Find means of transportation where it is possible to keep the required distance. If car pooling is necessary, then adhere to the hygiene and cleaning requirements.

Keep persons/teams together

Attempt to the extent possible to keep the same persons/teams together to reduce the risk of the spread of transmission.

Avoid unnecessary touch

Restrict sharing of working tools etc. If that is not possible, the contact points of the tools must be cleaned.

Frequent cleaning of contact points is particularly important. Cleaning with water and soap may loosen and remove dirt and micro organisms from surfaces and thus reduce the risk of contact transmission. Usual cleaning is mostly adequate, but can be supplemented by subsequent disinfection from a precautionary principle. Cloths are washed at 80 degrees Celsius or disposed of after use. Alternative, wet towelettes with a disinfecting effect can be used.

Work from home

Employees who can do their work from home, should do so to the extent possible.

Clean and disinfect

Daily airing of rooms and cleaning of canteens, toilets, changing facilities, bathing facilities, door handles, switches and other typical contact points must be prioritized. Cleaning must take place by wiping with a usual cleaning agent or cleaning with alcohol. You could affix a note on the door with the cleaning time.

Likewise, frequent wiping must be made using a usual cleaning agent or cleaning with alcohol of machines, hand-held tools, IT equipment etc. when more persons use the same machines and tools. (Surfaces that are touched by hands (such as steering wheels, handles, keyboards etc.)

Personal hygiene

There must be access to washing hands with soap and/or hand sanitizer at the workplace. Everybody must wash their hands frequently or use hand sanitizer. At least in connection with breaks, toilet visits, eating, smoking etc.

How to prevent transmission



Generally:

- Wash or sanitize your hands as the first thing when you turn up at the place of work.
- Dry your hands with paper or leave them to air-dry.
- Place information about correct hand washing (see the Danish Veterinary and Food Administration's website).
- Always cough or sneeze into your sleeve or use disposable handkerchiefs.

Welfare arrangements/rooms

Changing rooms

Changing should be made so that the distance is kept at minimum 1 metre. This applies both indoor and outdoor. However, keep a distance of at least 2 metres in situations where a precautionary principle dictates special consideration, such as staying in closed rooms with limited freedom to move about, poor circulation etc.

Also keep distance between the various teams/working groups.

Toilets

Split toilet facilities for the business' own employers and for external persons (customers, partners, suppliers etc.) Extend the number of toilets by using festival toilets.

Lunch rooms/canteens

Ensure that there is a possibility of a good distance between the employees, perhaps by taking breaks in turns, or staggered working hours.

In particular about breaks/lunch

Take breaks and have lunch in small teams which comprise the persons who already work together. Preferably in the open if possible. Remember to wash your hands and/or use hand sanitizer both before and after breaks. In case of a buffet lunch etc. there must be special focus on cleaning of contact surfaces.

Working rooms, common areas, office facilities etc.

Make markings that clearly shows the border between internal and external persons (distance).

Protective equipment

Used filters and disposable respiratory protection must be disposed of in a way so that others cannot get into contact with them. This may be done by putting them in a plastic bag which is subsequently closed and thrown away. Disposable gloves are also discarded immediately after use.

Protective equipment which may be reused must be cleaned and disinfected both after use and before they are used by others.

Such as helmets, glasses and hearing protection.

Disinfectant cleaning can be made by using:

- Usual cleaning agents
- Other disinfectants such as cleaning with alcohol (70-85% alcohol)

Poster

On the next page, you will find the poster with the Danish Health and Medicines Authority's advice on prevention of transmission.

Place the poster in visible places where persons move about, as general information about prevention of transmission.

The poster has been prepared in seven different languages, which can be downloaded here www.sst.dk/da/Udgivelser/2020/Forebyg-smitte-mod-coronasmitte

Protect yourself and others

COVID-19 typically spreads from one person to another in places with many people present via direct physical contact (shaking hands, hugging, kissing, etc.) and via droplets when an infected person coughs or sneezes. Take care of your health and protect others by doing the following



**Wash your hands frequently
or sanitize your hands with
an alcohol-based hand rub**



**Cough or sneeze into your
sleeve, not your hands**



**Limit physical contact
– avoid handshakes, refuse
kisses on the cheek and
avoid hugging**



Be diligent with cleaning



**Keep your distance and ask
others to be considerate**

Other matters



Instruct the employees and supervise

Instruct the employees of how to work while at the same time restrict the risk of transmission and being infected. Emphasize the importance of complying with the guidelines and repeat it if required. Remember to ensure that also foreign employees have understood the guidelines.

Supervise that the guidelines are adhered to.

Other players/partners

Ensure that suppliers, service businesses and others with access to the workplace are informed about agreed guidelines to avoid transmission.

Suppliers that deliver materials at the business Drivers should to the extent possible only stay in or around the vehicle, and should keep a distance of at least 1 metre to other persons and at least 2 metres in situations where there can be an increased risk of droplet transmission, or where a precautionary principle dictates special consideration.

The general recommendation is:

That drivers – to the extent possible and according to agreement – unload materials outside the business than those working in the business ensure the further (internal) transportation. In that connection it must be ensured that the necessary technical aids are available and used.

When signing for the delivery of materials, a procedure must be ensured where transmission is no risk, e.g. picture or video documentation can be used.

Employers that make accommodation available to employees

Seasonal workers who share the same dwelling handle the cleaning of the dwelling and are informed about the general health advice for cleaning prepared by the healthcare authorities to avoid transmission Recommendations for hygiene and cleaning in the home:

www.sst.dk/da/corona/FAQ

Pay particular attention to inform foreign workers. Employers are urged to ensure to state the healthcare authorities' general guidelines to foreign workers already before they arrive in Denmark. The guidelines are found in English at www.coronasmitte.dk. Perhaps the guidelines are handed out on arrival to the workplace together with information about actual guidelines/agreements for restriction of transmission in the business (see page 7 for an English version).

Get to know more



Leaflet to employees in businesses:

www.sst.dk/-/media/Udgivelser/2020/Corona/PJECER/Arbejdspladsen/Gode-r_d-til-arbejdspladsen-Digital

Recommendations for the employers:

www.sst.dk/-/media/Udgivelser/2020/Corona/Informationsmateriale/SST-Covid-19-Gode-raad-arbejdsgivere

www.coronasmitte.dk

(recommendations and guidelines are found in English)

www.coronadenmark.dk

www.sst.dk

www.at.dk

www.baujordtilbord.dk

www.3f.dk

www.gls-a.dk

The Danish Working Environment Authority has reviewed the guidelines and finds that the contents, including text and pictures relating to working environment matters, comply with the requirements that follow from the working environment legislation.

The Danish Working Environment Authority has only assessed the guidelines as they are, and points out that there may be working environment issues and requirements not dealt with in the guidelines.

The Danish Working Environment Authority has reviewed the guidelines in compliance with rules and practice as at 29 My 2020.

English version



The Danish Health Authority's general advice with regards to limiting the spread of infection and protecting risk groups are:

- Wash your hands frequently or use hand sanitiser
- Cough or sneeze into your sleeve
- Limit physical contact
- Be diligent with cleaning at home, including airing out
- Elderly and those with chronic disease – keep your distance and ask others to be considerate

Follow this advice and integrate it into everything that you do.

If you follow the authorities' advice, you can help prevent the spread of infection and protect yourself and others from becoming infected.

Pay attention to developing symptoms. The typical symptoms of beginning and mild illness resemble common symptoms of the flu and other upper respiratory infections:

- Sore throat
- General malaise
- Muscle aches and pains
- Dry cough and fever

Some may also experience headache, nausea, diarrhoea and possibly other symptoms. These mild symptoms of COVID-19 cannot be distinguished from a cold or the flu, which are caused by other viruses.

If you are sick and have symptoms, stay home and read more about what to do in the section "I've become ill – what should I do?" on www.coronasmitte.dk and

Contact your employer as soon as possible.