

GUIDELINES ON CORONA VIRUSES AND CONTAMINATION AT WORKPLACE

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3F (United Federation of Danish Workers) has prepared this guide for companies in the green industries:

Agriculture, forestry and horticulture.

The guide gives instructions on how companies and employees can relate to setting guidelines for the control of coronary infection (COVID-19).

How you prevent being infected



The following describes several measures against COVID-19, which are aimed at companies in the green industries: Agriculture, forestry and horticulture. Adapt the guidelines to your business and tasks so that it becomes concrete. Please appoint a person responsible for this and involve your work environment organization.

Stay home at sickness symptoms

In general, the health authorities' recommendations should be followed: Stay home if you are ill or have symptoms of COVID-19 and until 48 hours after the symptoms cease.

The typical symptoms of onset and mild illness are like common symptoms of influenza and other upper respiratory tract infection with sore throat, general malaise, muscle aches and pain, possibly dry cough and fever.

If you belong to a special risk group with moderate or severe chronic diseases, talk to your own doctor about staying home.

Keep distance

Make sure that a distance to each other can be worked at min. 1-2 meters. This applies both indoors and outdoors. Also keep distance between the different teams/workgroups.

Offset meeting time breaks and departure from the workplace. That way you can minimize the number of people who are together and allow for the necessary distance.

Provide good access roads and conditions to avoid getting too close to each other. Access roads may be used.

Maintain the agreements you enter, e.g. in the working environment organization, and be sure to inform everyone about it. Also, in languages that can be understood by foreign labor. Communicate by phone or video conferencing wherever possible.

If physical meetings are to be held, it can either be done outdoors or in a sufficiently large room. Keep meetings as short as possible. In any case, keep a proper distance of min. 1-2 meters, good hand hygiene and cleaning both before and after the meeting.

No handshakes.

Restrict interconnection

Find modes of transport where necessary distance can be maintained. If interconnection is necessary, observe the hygiene and cleaning advice.

Keep people/teams together

As far as possible, try to keep the same people/teams together to reduce the risk of spreading infections.

Avoid unnecessary contact

Restrict sharing of tools. If this is not possible, the contact points of the tools must be cleaned between the use of 2 colleagues. Use hot water and soap to clean the tools, and wash the cloth after use at 80° C or discarded. Alternatively, wet wipes with a disinfectant effect can be used.

Work from home

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

Clean and disinfect

Daily ventilation of rooms and cleaning of dining rooms, toilets, changing rooms, bathroom facilities, door handles, switches and other typical contact points must be prioritized. Cleaning must be done by wiping with ordinary detergent or scrubbing. If possible, place a note on the door with cleaning times.

Frequent wiping should also be done with ordinary detergent or sanitizer for machine cleaning, hand tools, IT equipment, etc. if several people use the same machines and tools. (Surfaces touched by hands, e.g. steering wheel, handle, keyboard, etc.)

Personal hygiene

Sinks must be accessible with soap and/or hand spray at the workplace. Everyone should often wash their hands or use hand sanitizer. At least in connection with breaks, visits to the toilet, eating, smoking etc.

How to prevent infection



In general:

- Wash or spray hands as the first thing you do when you meet at work.
- Dry your hands with paper or let your hands air dry.
- Hang up information on proper washing of hands (See Food Authority website)
- Cough and sneeze always in the sleeve or disposable handkerchief.

Welfare facilities/premises

Changing room

Dressing should be done so that the distance of min. 1-2 meters is observed. Contact surfaces (surfaces, handles etc.) in changing rooms etc. should be disinfected immediately after use.

Toilets

Divide toilet facilities to the company's own employees and to external (customers, partners, suppliers, etc.) If necessary, expand the number of toilets by using festival toilets.

Lunchrooms/canteens

Make sure that there is a good distance between the employees, if necessary by taking breaks in shifts or working staggered.

Especially about breaks / lunch

Take breaks and have lunch in small groups, consisting of the people who already work together. Much like in the open, if possible. Remember to wash your hands and/or shave them both before and after breaks. Restrict sharing of food and avoid buffet. Instead, the food should be serviced.

Workspace, common areas, office facilities, etc.

Make markings that clearly indicate the boundary between internal and external persons (distance).

Protective gear

Used filter respirators (disposable) must be disposed in a way that others can't come into contact with them.

This can be done by placing them in a plastic bag, which is closed and thereafter disposed. Disposable gloves are also thrown out immediately after use. Reusable protective equipment must be cleaned and disinfected after use and before being used again. Fx helmet, glasses, hearing protection.

Disinfecting cleaning can be done using:

- Ordinary detergents
- Other disinfectants such as detergents (70-85% alcohol)

Poster

The National Board of Health advises on infection prevention Poster - (See next page)

Hang the poster in visible places where people move, as a general information on infection prevention.

The poster is prepared in 7 different languages.

Download: www.sst.dk/da/Udgivelser/2020/Forebyg-smitte-mod-coronasmitte

Coronavirus

Protect yourself and others

Coronavirus typically spreads in places with many people including via handshakes and small drops from coughing and sneezing. Protect yourself and others with these great tips.



Wash your hands frequently or use hand sanitizer



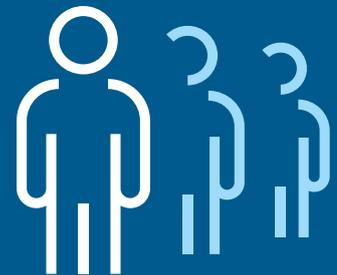
Cough or sneeze into your sleeve – not in your hands



Avoid handshakes, cheeks and hugs
- limit physical contact



Pay attention to cleaning
- both at home and in the workplace



Keep your distance
- and ask others to do the same

Other conditions



Instruct the employees

Instruct employees on how to work and at the same time limit the risk of infection and infection. Emphasize the importance of complying with the guidelines and repeat if necessary. Remember to ensure that foreign employees also understand the guidelines.

Prior to compliance with the guidelines.

Other actors / partners

Ensure that suppliers, service companies and others who have their time in the workplace are informed of agreed guidelines to prevent the spread of infection.

Suppliers who deliver materials to the company

Drivers should, as far as possible, only stay in and around the vehicle and a distance of other persons at a minimum of 1-2 meters should be kept.

The general recommendation is:

That drivers - to the extent possible and by agreement - place materials from outside the company and that those who work at the company provide for the (internal) transport. In this context, it must be ensured that the necessary technical aids are available and used.

When acknowledging the delivery of materials, a process must be ensured where contamination does not pose a risk, e.g. image or video documentation can be used.

Employers who provide housing for employees

Seasonal employees who share the same dwelling are responsible for cleaning the home themselves and are informed of the general cleaning advice prepared by the health authorities to prevent the spread of infection. Home hygiene and cleaning recommendations: <https://www.sst.dk/en/corona/FAQ>

Pay particular attention to informing foreign employees.

Employers are encouraged to provide information about the health authorities' general guidance to foreign employees even before they arrive in Denmark.

The instructions are available in English at www.coronasmitte.dk. If necessary, guidance will be provided upon arrival at the workplace along with information on specific guidelines / agreement for infection control at the company (appendix reference).

Find out more



Danish Health Authority

<https://www.sst.dk/da/corona-eng>

Recommendations for employers:

https://www.sst.dk/da/udgivelser/2020/informationsmateriale_gode-raad-til-dig_-der-er-arbejdsgiver-eller-personaleleder

Information from the Danish authorities about coronavirus/Covid-10

<https://politi.dk/en/coronavirus-in-denmark>

Latest update on the Corona virus/Covid-19 (27 different language)

www.coronadenmark.dk

Sundhedsstyrelsen www.sst.dk

Arbejdstilsynet www.at.dk

BAU Jord til Bord www.baujordtilbord.dk

Fagligt Fælles Forbund www.3f.dk

Gartneri-, Land- og Skovbrugets Arbejdsgivere www.gls-a.dk