

COVID-19 Safety Plan  
May 14, 2020  
Updated April 8, 2021

Name of Business: *La Basse Cour*

Industry: *Agriculture: Self-Serve Fresh Eggs Sales from our Milk House, Self-Serve Fresh Vegetable Sales from our Farm Stand in season, Sales of our Yarn in our Farm Store. Farm Tours, Farm Stays, Workshops and Events have been suspended for the foreseeable future.*

Address: *3228 Gun House Hill Road, South Kortright, NY 13842*

Contact Information: [labassecourfarm@gmail.com](mailto:labassecourfarm@gmail.com); 607-538-9707

Owner/Manager of Business: *Diane Frances and Larry Hepner*

Human Resources Representative and Contact Information, if applicable: *N/A*

I. PEOPLE – *La Basse Cour has no employees.*

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele-or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

▪ List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

*La Basse Cour has no employees, Larry and Diane run the farm ourselves.*

▪ How you will manage engagement with customers and visitors on these requirements (as applicable)?

*La Basse Cour has suspended all events, workshops, farm tours and bed&breakfast and farm stays for the foreseeable future. We will revisit this decision from time to time to determine when we will begin to offer events, workshops, farm tours and bed&breakfast and farm stays.*

*La Basse Cour sells our eggs off the farm self-serve. The egg refrigerator is in our milk house, customers can make their own change. A sign is posted on the door reminding our customers of the social*

*distancing requirements; one person is permitted in the milk house at a time. Hand sanitizer is available in the milk house. We offer to bring eggs to a customer's car; we wear our mask and gloves.*

*La Basse Cour offers our fresh vegetables for sale on our farm stand in season. Exact change only, A sign is posted on the door reminding our customers of the social distancing requirements; one person is permitted at the farm stand at a time. Hand sanitizer is available at the farm stand.*

*La Basse Cour offers our yarn for sale in our farm store, located in our carriage house, during the summer season. A sign is posted reminding people of mask and social distancing requirements. Hand sanitizer is available. Only one customer is permitted in the farm store at a time.*

▪How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

N/A

## II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

▪What quantity of face coverings –and any other PPE –will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

*La Basse Cour has on hand a box of N95 masks since we need dust protection when cleaning our barn. We also have a package of KN95 masks and cloth masks. Our supply is adequate for our needs.*

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

▪What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

*Larry and Diane assess the cleanliness of our masks regularly and replace them as needed. We keep our masks in our house when not in use.*

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

▪List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

*La Basse Cour has no employees. Larry and Diane have rubber gloves which we do not share with each other.*

## B. Hygiene and Cleaning.

To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

▪ Who will be responsible for maintaining a cleaning log? Where will the log be kept?

*La Basse Cour has no employees. Diane sanitizes the surfaces in the milkhouse, the farm stand and the farm store (when in use, in season) which customers may touch, such as the door handle, the refrigerator handle, and the cash box.*

Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.

▪ Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

*La Basse Cour has no employees. Diane and Larry regularly wash our hands since we are on the farm with farm animals. No one is allowed on our farm at this time except in the milk house for eggs, our farm stand for vegetables in season, our farm store for yarn in season.*

Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

▪ What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

*La Basse Cour has no employees. Diane and Larry regularly wash our hands since we are on the farm with farm animals. No one is allowed on our farm except in the milk house for eggs, our farm stand for vegetables in season and our farm store for yarn in season.*

## C. Communication.

To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed

with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

▪Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

*La Basse Cour has no employees. Egg and vegetable sales are self-serve. We have suspended all farm tours, workshops, events and bed&breakfast and farm stays for the foreseeable future. We will re-evaluate from time to time to determine when we may resume these activities. We practice social distancing and wear our mask when anyone comes to the farm.*

☐If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

▪If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

*La Basse Cour has no employees. Larry and Diane have both been vaccinated against COVID-19, and the two week waiting period is complete on April 27, 2021. If either Larry or Diane tests positive for COVID-19, the other of us will notify the Delaware County Department of Health.*

### III.PROCESS

#### A. Screening.

To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

☐Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

▪What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

*La Basse Cour has no employees. Larry and I speak to each other regularly about our health and everything else.*

▪If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

*La Basse Cour has no employees.*

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

▪ In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

*La Basse Cour has no employees. Commonly touched surfaces in our milkhouse are sanitized. We have ample cleanser on hand.*

▪ In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

*La Basse Cour has no employees. Should either Larry or Diane test positive for COVID-19 we will inform the Delaware County Health Department. They will conduct the contact tracing.*

#### IV. Other

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

*Due to the continuing uncertainty regarding COVID-19, we have suspended all farm tours, bed&breakfast and farm stays, events and workshops for the foreseeable future. As vaccinations increase and positivity rates decrease across the country and around the world, we will re-evaluate this decision from time to time. We will refer to public health guidance measures to develop policies and procedures specific to small group and indoor activities on our farm, and update this document accordingly prior to resuming any or all of these activities on our farm.*