# On-Farm Food Safety during COVID-19 How to Prepare for an Employee Shortage 

Use this tool as a resource to help you prepare your farm for labor shortages while minimizing disruption to essential operations. Start at the box below.


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| Essential Task | Who(m) <br> Currently <br> Knows How to <br> Complete It | Who(m) <br> Needs to be <br> Trained | How Training <br> will Occur* | Complete <br> by date | Done? |
| :--- | :--- | :--- | :--- | :--- | :--- |$|$|  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |

*Trainings could occur via someone reviewing written SOP instructions, via in-person demo (w/physical distancing), video recording, and/or audio recording of instructions.
**Every month make sure to fill out a new list of essential tasks during the next 4 week period.**


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