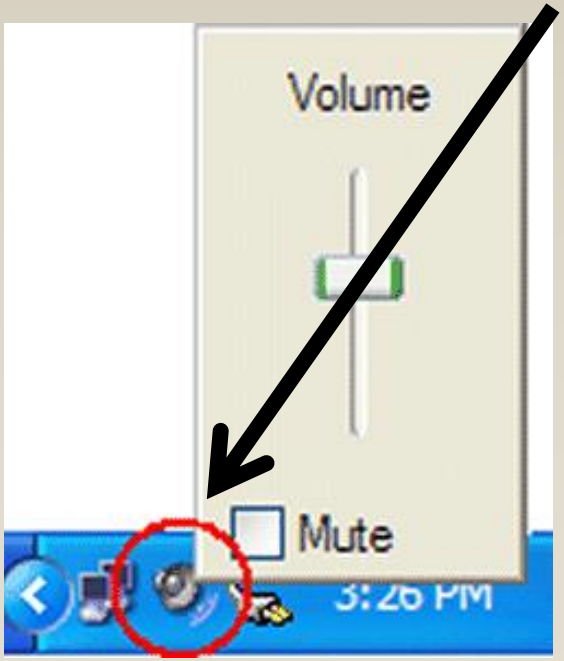
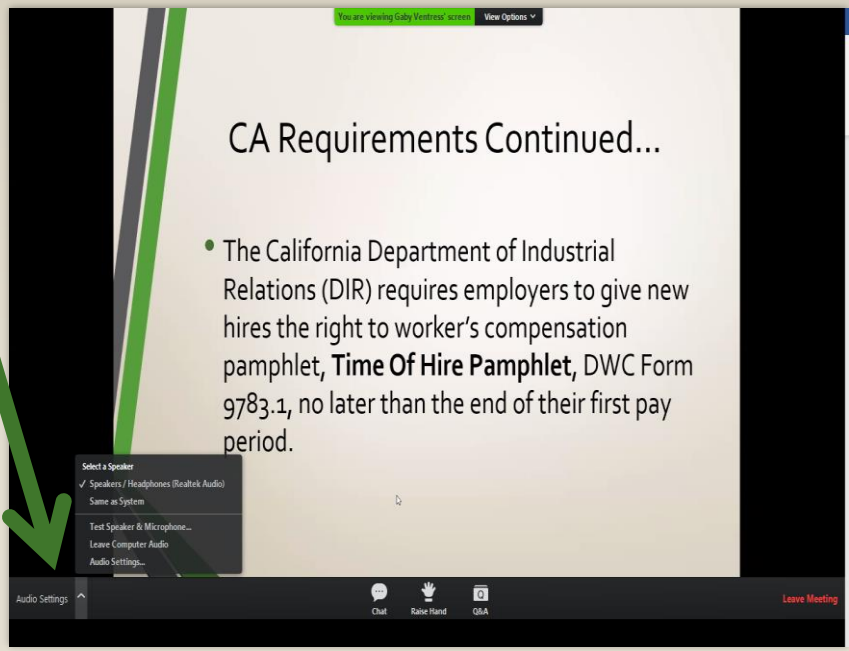
Managing Risk with New Employees During COVID-19

AgSafe FOOD & FARMS

If you can't hear me…

Look at the Volume and/or Audio Settings

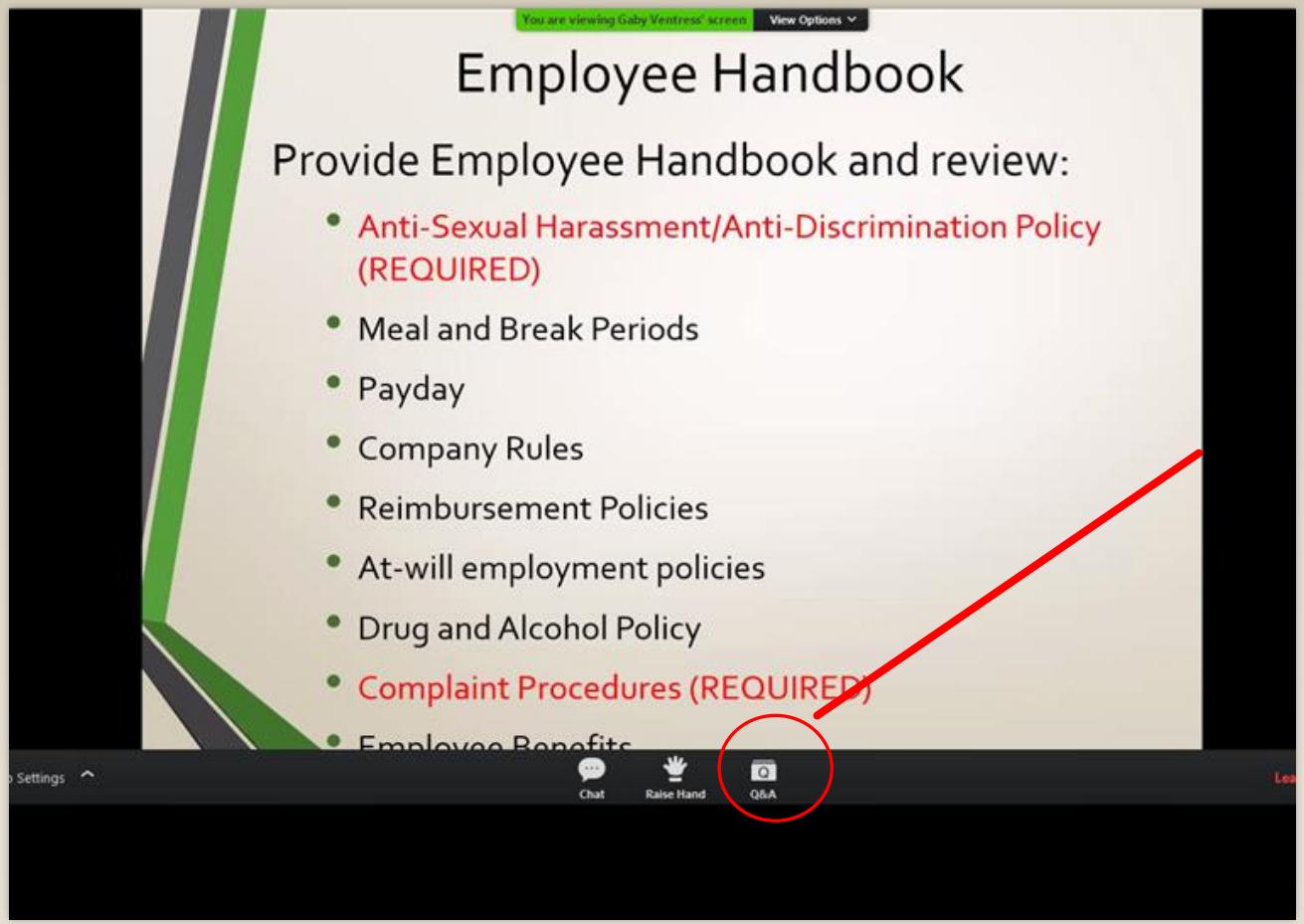




If you can't hear me…

Using the Phone

To ask a question and/or answer presenter questions, please use the Q & A option located at the bottom of the page



Webinar Disclaimer

During a live webinar or online live educational session, participants view the speaker's computer screen from their own computers. *Note: Long distance charges may apply if you opt to listen to the audio portion of a Webinar via a telephone. There is no charge to participate using the audio system of your computer.*

The AgSafe Board of Directors reserves the right to impose limitations on the participation of members, member's employees, sponsors, or participants during any AgSafe webinar as the result of conduct or the manner or mode of participation which is unlawful, offensive, objectionable or contrary to AgSafe's mission or values. Such limitations can include but are not limited to rejection or ejection of a member, member's employee, participant, sponsor or guest or other reasonable methods that are consistent with this policy including refusal of participation where deemed in the best interest of AgSafe or its members or guests.

Webinar Disclaimer

Failure to comply with all written and verbal instructions provided by AgSafe staff, volunteers and/or representatives before, during or after the webinar may result in action by AgSafe, including but not limited to non-issuance of participant registration fee refunds or non-issuance of certificates of participation.

The content of today's webinar is based on publicly available information. Such information is subject to change without notice, may be incomplete or condensed. Except where otherwise indicated, the information provided is based on matters as they exist as of the date of presentation. Such information is provided as general information on the topics presented. Nothing presented today constitutes legal advice or opinion to participants or others attending or reviewing this material and is not a substitute for professional services. Every situation is different and subject to legislative activity and administrative or judicial changes in the law. You should also note that the views or opinions expressed by the presenters do not necessarily reflect the views or opinions of AgSafe.

Learning Objectives

- Hiring Process
- First Day of Employment
- Disciplinary Protocol During COVID-19

AgSafe FOOD & FARMS

Hiring Process

- Critical to consider all aspects of organizational risk, in particular during the COVID-19 pandemic:
  - Legal
  - Financial
  - Human

AgSafe FOOD & FARMS

Hiring Process

- Preparing office, hiring and HR staff
  - Have a plan – either update existing or develop for the first time, write it down
  - Communicate the plan across the company – everyone on the same page
  - Update the plan based on how the process unfolds – what's working, what isn't, what requirements get changed by the federal, state or local government
    - Communicate those changes in a timely fashion

AgSafe FOOD & FARMS

Hiring Process

- In the office vs. offsite
  - Managing the number of people interacting
  - Ability to minimize human, legal and financial risk and other factors beyond your control
  - What helps you manage your process best, both around COVID-19 and other safety and human resources regulations (ex. - assisting with completing Form I-9)

AgSafe FOOD & FARMS

Hiring Process

- Job application distribution and receiving
  - Job application availability – inside the office, outside the office, online
  - Communicating availability to current employees, previous employees, using social media, signage at your operation
  - Including your process as a cover sheet on the application and in your communication to all parties

AgSafe FOOD & FARMS

Hiring Process

- Interviews
  - Ensure your process protects all parties involved
  - If using technology, consider access to teleconferencing services, timing, and that the process doesn't appear discriminatory (ADA protections)
  - Disclose the interview process on the application

AgSafe FOOD & FARMS

Hiring Process

- Reference checks
  - Continue as a best practice
  - Recognize that many individuals are working from home, so ask for multiple points of contact – phone and email
  - Consider extending the time window for response

AgSafe FOOD & FARMS

Hiring Process

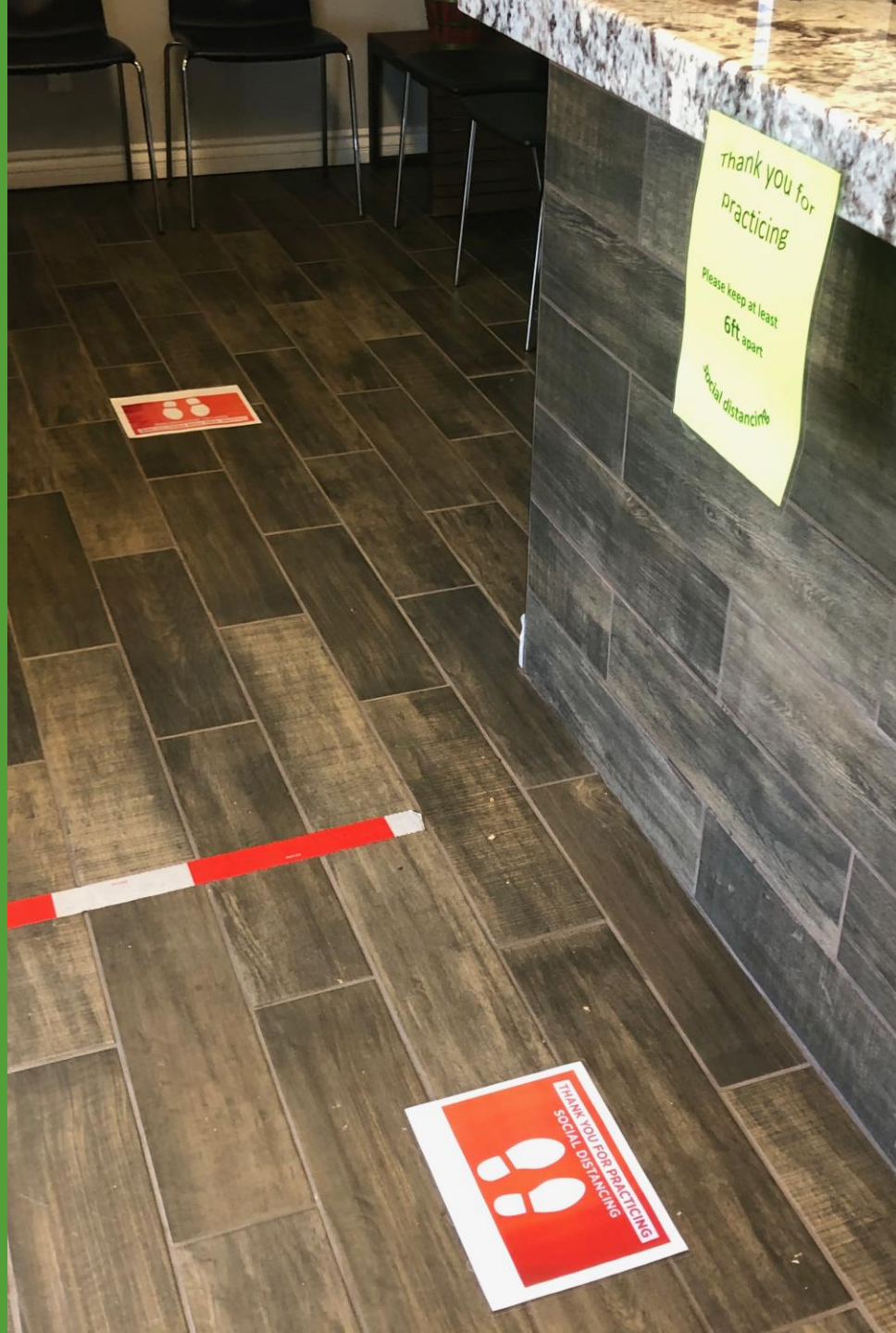
- Drug testing
  - Connect with your testing vendor to determine their modified processes
  - Communicate this process to applicants upfront
  - Consider additional vendors to have multiple options available because of the increased time to complete the process

AgSafe FOOD & FARMS

Office Closed
Y Appointment Only
349-2714 if you have any questions.
can use south side of building.
Oficina Cerrada
Solamente podrá entrar si tiene una cita.
Por favor de llamar al 805-349-2714 si tiene alguna pregunta. Gracias.

OPEN
GRACIAS
GRACIAS

THANK YOU FOR PRACTICING
SOCIAL DISTANCING


Thank you for practicing
Please keep at least
6ft apart
Social distancing
THANK YOU FOR PRACTICING
SOCIAL DISTANCING

W222
A&G PUMPING
831-385-5803

EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer.

Your application for employment is valid for 30 days from the date you submitted it.

You may submit a new application after 30 days have passed and you are still available for employment.

Completing this employment application does not guarantee employment; however, it places you in our database for future employment opportunities.

smartsheet.com

EMPLOYMENT APPLICATION

Full Name *
Enter Your Full Name as Shown on your Legal Identification

Street Address *

City, State *

Zip Code *

Primary Phone Number *

Alternative Phone Number

E-Mail (if any)

Preffered Communication Method *

- ( ) Phone Call / LLAMADA TELEFONICA
- ( ) Text to the Primary Phone Number / MENSAJE DE TEXTO A MI NUMERO PRIMARIO
- ( ) Text to the Alternative Phone Number / MENSAJE DE TEXTO A MI NUMERO ALTERNATIVO
- ( ) Email / CORREO ELECTRONICO

Work Authorization *
When offered employment, can you submit verification of your legal eligibility to work in the U.S.?

( ) YES/SI ( ) NO

Minor *
Are you
Under 18 years of age?

First Day of Employment

- Completing new hire paperwork
  - Developing a plan and again, communicating that plan to all
  - Limiting group sizes and ensuring proper distancing
  - Allowing for sufficient time
  - Providing PPE – masks, hand sanitizer
  - Cleaning down surfaces between new employees
  - Providing new writing utensils each time

AgSafe FOOD & FARMS

First Day of Employment

- Employee training and orientation
  - Physically spacing groups – indoors or outdoors?
  - Limiting group size
  - Use of online tools to minimize the number of trainers (remember, SHP and WPS require qualified trainers)
  - Sanitizing equipment and common areas between each training
  - Use of technology – providing materials to follow along on cell phones, review again later and have a copy for their records

AgSafe FOOD & FARMS

walsh
VINEYARDS MANAGEMENT
NEW EMPLOYEE SAFETY & HR TRAINING LOG (WVH F-1)

Disciplinary Protocol

- Develop a plan, yet again
  - Communicate to all parties, consider training supervisors/foremen to ensure process is thoroughly understood
  - Social distancing protocol to conduct conversations – all parties, including witnesses
  - Sanitation and PPE
  - Use of new writing utensils

AgSafe FOOD & FARMS

Questions or Need Assistance?

Please contact us:

safeinfo@agsafe.org

209-526-4400

AgSafe FOOD & FARMS

WESTERN EXTENSION RISK MANAGEMENT EDUCATION

This material is based upon work supported by USDA/NIFA under Award Number 2018-70027-28587.