

Managing Farm Employees in a Pandemic



Presenter: Jennifer Wright

March 30, 2020

WHAT WE WILL COVER

OFA Welcome

Who is CAHRC

Key HR Information for Managing During a Pandemic

Q& A

WHAT YOU SAID: OFA SURVEY RESULTS

Top concerns:

- financial impact (e.g. operations, commodity markets, liquidity and capital resources);
- decrease in consumer spending, and potential global recession.
- trade/supply chain issues
- access to farm labour
- reduction in productivity.

WHAT YOU SAID: OFA SURVEY RESULTS

Farmers need the Seasonal Agricultural Worker Program.

Of those who use the program, 54% said that potential delays or cancellations would negatively impact their operations.

CANADIAN AGRICULTURAL HR COUNCIL

Who are we

- National, non-profit organization
- Focused on addressing Human Resource issues facing agricultural businesses across Canada
- Led by industry stakeholders

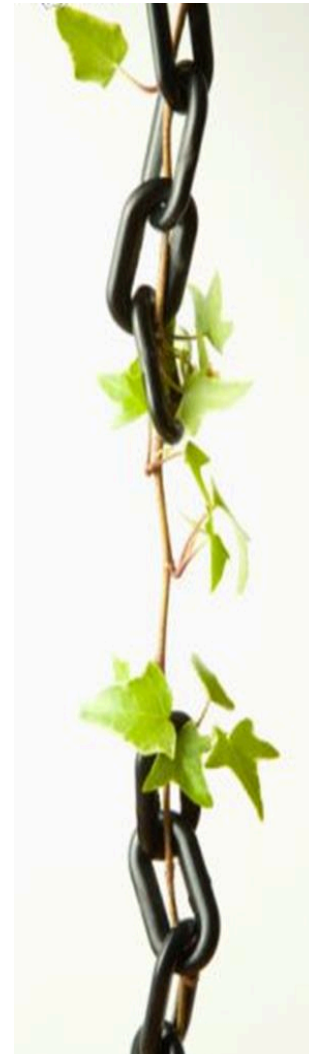


BOARD OF DIRECTORS



- Agriculture Producers Association of Saskatchewan (APAS)
- Agriculture Alliance of New Brunswick(AANB)
- Alberta Federation of Agriculture (AFA)
- British Columbia Agriculture Council (BCAC)
- Canadian Aquaculture Industry Alliance (CAIA)
- Canadian Federation of Agriculture (CFA)
- Canadian Honey Council (CHC)
- Canadian Horticulture Council (CHC)
- Canadian Nursery Landscape Association (CNLA)
- Canadian Young Farmers Forum (CYFF)
- Foreign Agricultural Resource Management Services (FARMS)
- Flowers Canada Growers (FCG)
- Keystone Agricultural Producers (KAP)
- Canadian Herb, Specialty Agriculture & Natural Health Products Coalition (CHSNC)
- Newfoundland and Labrador Federation of Agriculture (NLFA)
- Nova Scotia Federation of Agriculture (NSFA)
- Ontario Federation of Agriculture (OFA)
- PEI Federation of Agriculture (PEIFA)
- Union des producteurs agricoles (UPA)
- Canadian Association of Diploma in Agriculture Programs (CADAP) *

CANADIAN AGRICULTURAL HR COUNCIL





PRESENTER: JENNIFER WRIGHT

SENIOR HR ADVISOR & STAKEHOLDER ENGAGEMENT SPECIALIST

- Grew up working in her family's farm equipment dealership and on the family farm in southwestern Ontario.
- 20+ years experience in human resource management.
- Area of expertise includes HR policies, workplace culture, inclusion, diversity and leadership, as well as research and analysis, facilitation, program management and evaluation.

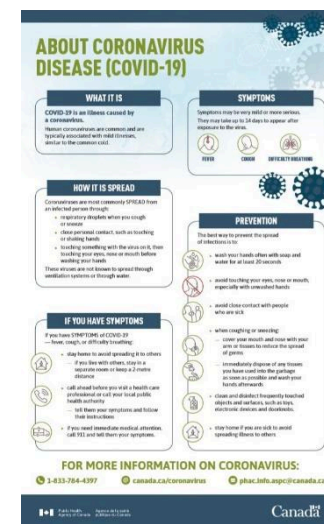
Keeping Employees Safe



KEEPING EMPLOYEES SAFE ON THE JOB

Make sure employees are informed

- Ensure your workers have access to information about proper protocol (e.g. hand washing, see list in Employee section below) to limit transmission.
- Post fact sheets areas



KEEPING EMPLOYEES SAFE ON THE JOB

Ensure employees know what to do

- Remind them of their responsibility to properly notify you if they are feeling unwell or of any risk of exposure to COVID-19 they may have encountered.
- Remind them of your HR policies during this pandemic, specifically around sick leave. If you do not have formal policies in place, templates are available in the [AgriHR Toolkit](#).

KEEPING EMPLOYEES SAFE ON THE JOB

Physical Distancing on the Job

- Do not allow employees to congregate
e.g. No group coffee/lunch breaks
- Consider how physical distance can be maintained on the job
e.g. Reduce numbers of workers in close spaces, adjust schedules/work flow to keep employees apart
- Create work teams to reduce contact
e.g. Have “Barn Teams” that do not interact/cross paths with other “Barn Teams”
- Encourage workers from separate households to travel to and from work on their own for now

KEEPING EMPLOYEES SAFE ON THE JOB

What to Do If Workers Have Symptoms

- Ensure that workers with symptoms of or exposure to COVID-19 are supported to self-isolate.
- Do not provide information regarding the name, date of birth, or other identifiers of any workers diagnosed with the COVID-19 virus.
- Consult with legal counsel before sharing any personal medical information of your workers.
- Do provide information to your workers if they have been exposed to COVID-19 in the workplace.

KEEPING EMPLOYEES SAFE ON THE JOB

Reminders

- Employees are **required to stay home** if:
 - They do not feel well
 - They have been exposed to someone with COVID-19
- Employees **can refuse to come to work** if:
 - They have to take care of others
 - They do not feel the work environment is safe from exposure to COVID-19

KEEPING EMPLOYEES SAFE ON THE JOB

Manage Risk

- Ensure workers feel supported in staying home if sick or exposed = reduces risk to all staff
- Provide protective gear when necessary and available
- Ensure workers have “work clothes” and “home clothes”
- Review operational plans = identify mandatory tasks to prepare for working with reduced staff
- Ensure risk management and operational plans include pandemic plans for HR management.

FEDERAL SUPPORT PROGRAMS

The new Canada Emergency Response Benefit (CERB)

Taxable benefit of \$2,000 a month for up to 4 months to workers, wage earners, self-employed who:

- must stop working due to COVID-19 and do not have access to paid leave or other income support.
- are sick, quarantined, or taking care of someone who is sick with COVID-19.
- working parents who must stay home without pay to care for children that are sick or need additional care because of school and daycare closures.
- still have their employment but are not being paid because there is currently not sufficient work and their employer has asked them not to come to work.
- would not otherwise be eligible for Employment Insurance.

Other: Work-sharing program extended 38 weeks to 76 weeks.

\$5billion to Farm Credit Canada

KEEPING EMPLOYEES SAFE ON THE JOB

Pandemic / Emergency Plans

- Key contacts
 - Emergency response
 - Local hospital
 - Employee emergency contacts
 - Suppliers, customers
- Chain of Command
 - Who is in charge (1st, 2nd, 3rd)
 - Roles and responsibilities

SUPPLIERS AND VISITORS

Reduce Risk

- Limit contact with suppliers and on-farm deliveries
- Keep physical distance of 2 meters
- Wash hands and materials delivered
- Clean points of contact (e.g. door handles, screens, pens)
- Cashless sales and payment
- If providing washroom facilities, ensure they are separate from employee facilities, provide cleaning supplies

Meeting Labour Demands



MANAGING TEMPORARY FOREIGN WORKERS

Temporary foreign workers

- All temporary foreign workers are exempt from travel restrictions and can travel to Canada by air or land.
- If you're travelling by air, you need to pass a health check conducted by airlines before you're allowed to board your flight. Anyone who shows symptoms of COVID-19 will not be allowed to enter Canada by air.
- When you arrive in Canada we'll assess your health before you leave the port of entry.
- You must isolate for 14 days even if you have no symptoms. **This is mandatory.**

<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/visitors-foreign-workers-students.html#restrictions-workers>

MANAGING TEMPORARY FOREIGN WORKERS

Temporary workers

- The interim order exempts certain foreign nationals who are authorized to travel to Canada to work.
- This includes temporary workers who were already established in Canada or who had made arrangements to come to Canada to work before the travel restrictions were put in place. It also includes new workers who are coming to Canada to be employed in critical industries, such as agriculture, food processing, health, transportation and emergency services.
- These foreign nationals can self-identify to airlines at the point of boarding that they are exempt under this provision by presenting
 - a valid work permit, or
 - a letter of introduction from IRCC

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/service-delivery/coronavirus/travel-restrictions.html#travel-restrictions>

MANAGING TEMPORARY FOREIGN WORKERS

Employers must:

- Pay regular pay during 14-day isolation (SAWP, and min 30hrs/week other TFWs)
- Not authorize worker to work at all during 14 day isolation
- Regularly monitor the health of self-isolating workers and maintain record of monitoring (eg. Daily emails/texts)
- Immediately arrange for symptomatic employee to fully self isolate and contact local public health officials
- Ensure all employees have access to tools needed for good hygiene
- Consider providing COVID-19 health information and practices in language of employees
- Follow all laws, including the the Quarantine Act, Government of Canada and provincial/territorial guidance and laws that applies to all Canadians.

Period of employment begins upon arrival to Canada

HIRING CANADIANS

Resources to connect with local workers

How do you connect to local workers?

- Word of mouth
- Social media posts
- Post jobs on recruitment websites:

Examples include:

<https://www.workhorsehub.ca/>

<https://www.jobbank.gc.ca/home>

<https://www.agrijobmatch.ca/>

<https://www.agcareers.com/results.cfm>

www.indeed.com

www.kijiji.ca

HIRING CANADIANS

Considerations for Hiring

- Look at workers with transferrable experience
e.g. restaurant workers with WHIMIS and food safety training
- Use telephone interviews and video conferencing
- Check references
- Ensure health and safety training provided when new hires arrive to work
- Use resources from AgriHR Toolkit to help recruitment and hiring process

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HERE TO HELP

COVID-19 Information Page

<https://cahrc-ccrha.ca/programs/emerging-agriworkforce-issues/information-and-updates-coronavirus-covid-19>

Topics

- [Latest COVID-19 Information & Resources](#)
- [Where can I Find Links to Reputable Public Health Authorities?](#)
- [How Do We Manage On the Farm?](#)
- [Information for Your Employees](#)
- [Managing the Risk to the Work Environment](#)
- [Has there Been Animal-to-Human Infection in Canada?](#)
- [Frequently Asked Questions](#)

Latest COVID-19 information & Resources

- [Resources for Canadian Business - Trade Commissioner Service](#)
- [Government Online, Self-Testing Tool - COVID-19 Self Assessment](#)
- [Canada's COVID-19 Economic Response Plan](#)
- [Foreign Worker News: Government Media Release](#)
- [Foreign Worker News: CFA Media Release](#)
- [***NEW! Travel Restriction Exemptions in Place for Foreign Workers](#)
- [***NEW! Travel Restriction Measures: COVID-19 Program Delivery](#)
- [Agriculture and Agrifood Canada Q&As -COVID-19](#)
- [Agri-Food Supply Chains and COVID-19: Balancing Resilience and Vulnerability](#)

Where can I find links to reputable public health authorities?

- [Public Health Agency of Canada](#)
- [Employment and Social Development Canada](#)
- [Public Health Agency of Canada - Travel Advice](#)
- [World Health Organization](#)

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HERE TO HELP

HR TOOLKIT

AGRI
HR TOOLKIT

Recruitment, Selection, and Hiring ▾

Compensation and Benefits ▾

Worker Performance ▾

Succession Planning ▾

Workforce Planning ▾

HR Policies ▾

Health and Safety ▾

Workplace Wellness ▾

Diversity and Inclusion ▾

NEW! Foreign Workers

Welcome to the The AgriHR Toolkit

Français



AGRIJOBS

Customizable



INTERVIEW GUIDE

FARM SUPERVISOR – APPLE PRODUCTION

The Interview Guide provides you with tips and guidelines on how to conduct an interview as well as sample questions to assess the most critical competencies required.



Photo credit: Lydio Schouten

FARM SUPERVISOR – APPLE PRODUCTION

Supervises activities relating to planting, cultivating, and harvesting crops. Farm supervisors operate farm equipment and acquire skills/knowledge through a combination of on-the-job training, formal training, and experience. Typically, farm supervisors need some combination of two to three years of post-secondary education; or two to five years of apprenticeship training; or three to four years of secondary school and more than two years of on-the-job training, specialized training courses or specific work experience.

Associated Job Titles: Foreman/Forewoman, Orchard Supervisor

How to use: Please tailor to the requirements of your business operation.

TIPS ON HOW TO CONDUCT THE INTERVIEW

INTERVIEW QUESTIONS

RATING SCALE

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HERE TO HELP

HR Policy Manual



AGRIJOBS

Customizable



JOB DESCRIPTION

FARM SUPERVISOR – APPLE PRODUCTION

A job description defines the responsibilities, competencies, education, experience, knowledge, and other requirements for success in a position.



Photo credit: Lydia Schouten

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How to use: Please tailor to the requirements of your business operation.

INSERT
COMPANY
LOGO

POSITION DESCRIPTION

COMPANY DESCRIPTION

MAIN RESPONSIBILITIES

COMPETENCIES

FARM EQUIPMENT AND MACHINERY

WORKING CONDITIONS

TRAINING/EDUCATION AND WORK EXPERIENCE

QUALIFICATIONS

LANGUAGE

DRIVER'S LICENSE

REMUNERATION

BENEFITS



Questions and Discussion



Français



CANADIAN AGRICULTURAL
HUMAN RESOURCE COUNCIL
CONSEIL CANADIEN POUR LES
RESSOURCES HUMAINES EN AGRICULTURE
CAHRC-CCRHA

ABOUT

TOOLS

PROGRAMS & SERVICES

NEWSROOM

SEARCH

Growing the AgriWorkforce

HOW CAN WE HELP YOU?



Join the conversation

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