

# **COVID-19 Autumn/Winter 2020 Guidance for Food, Horticulture and Agriculture**

## **Project Outline**

To develop practical guidance and deliver webinars available for the wider food industry at farmer/grower level and at site/manufacture level in managing COVID through winter. With a special focus on the farmer/grower and site/manufacture level, who do not have any larger group wide support, and are left vulnerable to the topics below.

Interpretation of the government guidance including real practical experience from suppliers will be developed, consulted with and disseminated to and shared with the widest range of stakeholders across the food industry in order to fill the gap in government/industry guidance and provide practical support on the following topics on how to manage.

We will ensure that this practical guidance is clearly in addition to the government guidance and does not replace any form of government guidance. It will be shared with government and Public Health with the aim that they ideally endorse it or at least support it. However, this is beyond the control of any of the groups involved in this work.

The practical guidance will also be suitable to be shared widely as best practice in other markets around the world, where a similar gap may or may not exist.

This practical guidance will support the whole food and agricultural industry to be able to manage on a day to day basis the below topics:

- COVID on a day to day basis at the site level
- Virus outbreaks
- Track & Trace (as per devolved governments)
- Serious illness and death of workers from COVID on site
- Managing return to work
- All regulatory bodies relevant – HSE, PHE, PHW, PHS, PHNI, Directors of Public Health, Local Council Teams in Public Health, Track and Trace (as per devolved governments)
- Engagement with customers
- Direct feedback from workers on their perspective on the COVID crisis and working through the crisis

## **Project Management and Workstreams**

The project will be overseen and managed by FNET, ALP and nGaje. There will be a project management group consisting of 2 x FNET member retailers (Coop and M&S), 2 x FNET Supplier Members (Mel Miles (Greencore) and Andy York (Tulip), Gillian Haythornthwaite (nGaje), David Camp (ALP) and Jenni Edwards (ESC International).

All invoicing and financial oversight for the project will be handled by this group who will meet weekly to ensure budgets and timelines are maintained and costs are controlled.

All financial invoicing and payments for the project will be managed by FNET Secretariat.

All costs are to be approved by this group who will maintain the budget and allow for some flexibility in spend areas, should the COVID situation change, and we no longer need a previously costed item as below or we need to increase spend in another area. FNET Board and SAG members on this group will ensure that this is consistent with the outline of the project as outlined above.

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The guidance will be completed in early/mid-September. Any ways of working and development work not defined in this document will be agreed in due course by the project management group as listed above, providing the budget oversight and control is maintained within the total figure as outline below.

The project will work in 2 main workstreams: -

### **Developing the Guidance/Inputs – Workstream 1**

Mel Miles and Andy York, FNET Board/SAG Reps will lead on this workstream. Jenni Edwards, ESC International, will work as the consultant support to pull together the guidance currently used by FNET supplier base and other stakeholders, **including but not limited to**, DEFRA, PHE, PHW, PHS, PHNI, ALP, NFU, FPC, Red Tractor, AIM Progress etc. She and her team if needed, will also research other relevant guidance to form the practical guidance in each of the project areas, from other industry areas/countries etc

- Supplier members and other stakeholders who wish to donate expertise/resources/significant time to this working group will be welcomed. The working group will meet at least weekly to ensure that the project remains on track and in budget. The guidance will include but not be limited to practical advice, template polies and checklist for businesses to use.
- Government and Multi Stakeholder PHE, PHW, PHS, PHNI and Trade Associations Engagement, to gain support and endorsements for the guidance and to link into other sources of practical help and support. ALP to manage.

### **Sharing the Guidance – Workstream 2**

nGaje/ALP and 2 x retailers (Coop and M&S) will lead on this workstream.

- 2 training webinars will be developed to be delivered mid/end September to train people on what to do when managing these situations. They will be practical, and process driven, building on lessons learnt through case studies to enable businesses to put the guidance into action with their emergency response teams and other relevant functions in their businesses. nGaje and ALP to manage.
- Making webinars, tools and guidance that are already being undertaken available to a wider group of participants. This will include providing a fortnightly update until the end of the year on information related to Covid-19, signposting to new and updated government and PHE information and from wider stakeholder group with a UK and global focus. Louise Herring/Jenni Edwards to manage and deliver.
- Setting up an independent webpage with easy access for the guidance, the fortnightly updates and links to other resources and information which is available.
- Government and Multi Stakeholder PHE, PHW, PHS, PHNI and Trade Associations Engagement, to gain support and endorsements for the guidance and to link into other sources of practical help and support. ALP to manage.
- Provide direct worker experience of working through the COVID crisis and drawing out their experiences of this time

### **Project Outputs/Deliverables**

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1. Best practice guidance documents (unbranded at this stage), to be used by the wider food industry within their supply chains at farmer/grower level and at site/manufacturer level. This can also be shared with other relevant stakeholders who have contributed significant expertise/resources/significant time to the project or who are identified during the project as wanting to contribute by sharing the guidance within their membership, e.g. ALP, NFU, Red Tractor, FPC, Aim Progress etc. Ways of working and agreements round this will be developed by the project management working group and FNET Members, supplier and retailers.
2. Two webinars in September focused at Farmers/Growers (Outside businesses) and Production/Manufacturing sites (inside businesses). The content of the webinar will build on the practical guidance develop during August and include government and PHE guidance as well as practical experience from suppliers. It will reflect how businesses need to get ready for winter and how and what sites need to do to manage Covid-19.

At this stage it is proposed that there will be two themes:

- Managing Covid-19 on a day to day basis and managing outbreaks at farmer/grower level. – Lead by Jenni Edwards, ESC International.
  - Managing outbreaks and dealing with regulatory authorities/customers at site/manufacturer level – Lead by nGaje/ALP
3. Fortnightly briefing documents/updates/websites until the end of the year on any changes in government guidance/best practice/practical guidance – Managed and delivered by Louise Herring/Jenni Edwards

### **Project Collaborators**

Aldi	Herring Consultancy Ltd	PHE
ALP	JZ Flowers	Sainsburys
Bakkavor	Lidl	Samworth Brothers
Coop	M&S	Tesco
ESC International	Morrison's	Total World Fresh
FNET	New England Seafood International	Tulip Ltd
Fresca	nGaje	Waitrose & Partners
Greencore	Ocado	

### **Project Stakeholders**

British Apple and Pear Board	British Growers	Fresh Produce Consortium
British Meat Processors Association	ETI	Provisions Trade Federation