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**COVID-19 Continuity of Business Plans**

The ND Department of Agriculture has developed the following guidance and recommendations for farms and ranches. Agriculture provides critical and essential functions for all Americans and it is vital that farming and ranching operations and those providing essential products and services continue in the event of illness.

**Continuity of Business (COB) Plans**

In the event you get sick, a COB keeps operations running smoothly. NDDA recommends all farms review and update or write a COB so a family member, neighbor, or employee can step in to assist with operations if you need to be isolated or treated due to COVID-19. Remember, if you contract COVID-19, you cannot have visitors to discuss how the farm will continue to operate.

**General Farm Information**

1. Land and acres (include rented property)
2. Contact sheet
3. Suppliers
4. Key contacts and relationships for markets
5. Next of kin or trusted person to be in charge (make this a 3-deep manager or supervisor list)

**Crop-based COB based on enterprise**

1. Planned crop rotation by field
2. Soil test and soil health records/nutrient management plan
3. Planned IPM program (include pesticide records/license/storage, weed control)
4. Key workers for seasonal work
5. Equipment locations
6. Plan for leased or custom help

**Animal-based COB based on enterprise**

1. Carrying capacity of fields for grazing and field rotation plan
2. Barn layouts and functions
3. Animal inventory and age. Major services by age for each enterprise (hoof trimming, vaccinations)
4. Breeding records location and plans
5. Location of AI materials or contract
6. Health records location and veterinary relationship record (include vet contacts)
7. Feeding and nutrition records, feeding plan by age group and life stage
8. Processing and hygiene programs and supplies
9. Biosecurity plan/visitor plans for farm
  - a. Include procedures for personal protective equipment, shoe coverings, gloves, masks, etc.
10. Key workers including part time workers. Relief milkers with contacts.