

## **Audit Guidelines during COVID-19**

Due to the requirements for AHEP's Salmonella insurance program, audits must include an on-farm biosecurity evaluation component. Review the guidelines below to ensure both you and the auditor are kept safe during your audit.

### **General Guidelines:**

- Both parties should wear a mask or face covering and gloves at all times
- Maintain physical distancing of 6ft or more
- Provide handwashing stations or hand sanitizer at frequent intervals
- Minimize number of people involved in audit
- If either the auditor or producer are feeling sick/presenting with flu-like symptoms, the audit should not proceed

### **Preparing for the Audit:**

- Ensure you have a mask or face covering and gloves for the audit
- Prepare handwash/sanitize areas for the auditor
- Prepare all your materials/records to minimize time auditor must be on-farm
- Sanitize all shared or commonly touched surfaces (eg. doorknobs, sink taps, light switches, pens)
- Discuss with the auditor any protocols specific to your farm and if the auditor has specific protocols of their own

### **Audit Components & Guidelines:**

#### **Outside Area/Barns:**

- If possible, auditor should complete the outdoor assessment for CHEQ/PIE/ACP alone, noting any areas that require the producer's attention
- If the auditor must be accompanied, ensure you are both wearing a mask and maintain physical distancing from the other person (6 ft)

#### **Record Evaluation:**

- To reduce the amount of time required on-farm, you may be able to complete the record portion of the audit over the phone before the auditor arrives. Discuss this option with the auditor, and what information the auditor would need to make this possible.
- If the auditor is assessing records on-farm, ensure that the records are in an easily accessible location.
  - If possible, leave the auditor to complete the record check alone and go over any issues after everything has been assessed
  - If not possible, maintain physical distancing and avoid touching any shared surfaces or pens

#### **Barn Walkthrough:**

For a Full Animal Care audit, a walkthrough of one barn is required. Records audits have no barn walkthrough

- During the walkthrough, both parties must be wearing a mask and maintain physical distancing at all times (6 ft)
- During the walkthrough, if an auditor sees they should indicate to the producer that something needs to be addressed. The auditor should move away from the area to let the producer inspect and respond to the query.