

Food Facility COVID-19 Strategy Checklist

This document outlines a checklist on COVID-19 risk management strategy implementation for food companies. Possible measures to be implemented are organized following the “TOP” principle - **T**echnical/**O**rganizational/**P**ersonnel. This is a guide only and any given company is strongly encouraged to modify this to fit their situation and circumstances.

Technical Measures

- Install hand sanitizer dispensers, particularly at entrances, exits and transition areas
- Verify the virucidal effects of hand sanitizers with [ODA Disinfectant Guidance Document](#)
- Assess supply of gloves and other PPE, encourage their judicious use, and re-order supplies asap (without over-ordering)
- Assess inventory of cleaning supplies, sanitizers, and disinfectants, encourage their judicious use, and re-order supplies asap (without over-ordering)
- Post informational signage directing risk-minimizing behavior for employees

Examples:

- [Hand-washing procedures \(CDC Website\)](#)
- [Glove usage \(CDC Website\)](#)
- Cleaning and Disinfecting- example guidance; [OHA Cleaning Tips for Food Service](#)
- COVID-19 [Symptoms](#) and how to [stop the spread \(CDC Website\)](#)

Identify high-risk locations/surfaces and develop a Sanitation Standard Operating Procedure (SSOP) to assure that these locations are routinely clean and sanitized (with enhanced frequency).

Organizational Measures

- Appoint a COVID-19 point person within the organization to handle communication and coordination.
- Assign staff to serve in role of “Social Distancing Officer” to monitor behaviors of employees and customers.
- Hold initial staff meetings on COVID-19 control strategies (follow social distancing during these meetings, train in small groups and maintain a distance of > 6ft between people) and regularly update and remind staff on COVID-19 control strategies. Use the meetings to enforce and communicate:
 - A proactive sick leave policy
 - A method for confidential reporting personal illness and close contact with individuals that test positive for COVID-19
- Prohibit non-essential visitors and outside contractors
- Prohibit interaction with truck drivers and limit their movement in the facility
- Identify supplies that may be jeopardized in the current supply chain and plan allocation accordingly
- For Food Processors: If at any time there is a substitution or change in formulation or packaging, your food safety plan should be reviewed; this may lead to the need for a process authority review; see [here](#) for a list of process authorities
- Develop an Standard Operating Procedure (SOP) that details actions to be taken if an employee is tested for COVID-19 and/or tests positive for COVID-19; see [here](#) for an example

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Personnel Measures

- Develop and use protocol for employee screening (See [here](#) for a suggested/example of a screening sheet that could be used)
- Instruct staff to practice social distancing and designate a “Social Distancing Officer”:
 - Maintain at least 6 feet of distance between each other whenever possible
 - Avoid personal contact: shaking hands, etc.
- Refresh staff on proper hand hygiene and glove practices including [handwashing](#) and refraining from touching your face
- Develop and use protocol for respiratory hygiene (see [here](#) for example guidance)
- Promote protective behavioral measures such as avoiding to touch doorknobs by hand, etc.
- Reset break and meeting rooms seating to promote physical distancing.