Food Facility COVID-19 Strategy Checklist

This document outlines a draft checklist on COVID-19 risk management strategy implementation for food companies. Possible measures to be implemented are organized following the “TOP” principle – Technical/Organizational/Personnel. This is a guide only and any given company is strongly encouraged to modify this to fit their situation and circumstances.

This is a work in progress; please contact Louise Felker with feedback and suggestions for corrections. We will post updated versions as we further improve this document.

Technical Measures

☐ Install hand sanitizer dispensers, particularly at entrances, exits and transition areas

☐ Verify the virucidal effects of hand sanitizers with [EPA Guidance Document](#)

  - Use the [DEC List](#) if operating within NYS

☐ Assess supply of gloves, Face Coverings and other PPE, encourage their judicious use, and re-order supplies asap (without over-ordering)

☐ Assess supply 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
    - Glove usage
    - Face Coverings
    - Cleaning and Disinfecting- example guidance; [NYS Dept. of Health and Dept. of Agriculture & Markets Guidance](#)
    - COVID-19 Symptoms and how to stop the spread

☐ Identify high-risk locations/surfaces (Example locations) and develop an 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

☐ Hold initial staff meetings on COVID-19 control strategies (obey 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 of personal illness and close contact with individuals that test positive for COVID-19

☐ Reduce the number of staff to a minimum needed to keep the operation running while promoting social distancing

Check the [Institute for Food Safety at Cornell University’s website](#) to be sure that you have the latest version of this file.

*Updated on April 28, 2020.*
- Organize the staff into groups and shifts to promote social distancing during work and breaks
- Appoint a person or a team within the organization to regularly and frequently clean and disinfect frequently touched surfaces
- 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
- 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 or consult with your state food safety agency on appropriate process authorities.
- Develop an 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

**Personnel Measures**

- Develop and use protocol for employee screening
  - See here for a suggested/example of a general screening sheet
  - See here for a suggested/example of a COVID-19 symptoms checklist
- Instruct staff to practice social distancing
  - Maintain at least 6 feet of distance between each other whenever possible
  - Avoid personal contact: shaking hands, etc.
  - Wear a Cloth Face Covering every time social distancing is not possible
- Refresh staff on proper hand hygiene, including glove practices, hand-washing 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 and washing your hands, etc.
- Reset break and meeting rooms seating or introduce barriers to promote physical distancing