

# 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

- ❑ 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