**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 - **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.

This is a work in progress; please contact [Louise Felker](mailto:lmf226@cornell.edu) 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 effect of disinfectants with [EPA Guidance Document](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
  + Use the [DEC List](https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf) 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](https://foodsafety.ces.ncsu.edu/wp-content/uploads/2020/03/Handwashing_COVID-19_Flyer_031220-1.pdf?fwd=no)
    - [Glove usage](https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf)
    - [Face Coverings](https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf)
    - Cleaning and Disinfecting- example guidance; [NYS Dept. of Health and Dept. of Agriculture & Markets Guidance](https://coronavirus.health.ny.gov/system/files/documents/2020/04/agm-doh_covid19_cleaningfoodstores_rev_041120.pdf)
    - COVID-19 [Symptoms](https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf) and how to [stop the spread](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf)
* Identify high-risk locations/surfaces ([Example locations](https://dairyextension.foodscience.cornell.edu/sites/dairyextension.foodscience.cornell.edu/files/shared/Examples-%20Frequently%20Touched%20Surfaces%20in%20Dairy.pdf)) and develop an [SSOP](https://instituteforfoodsafety.cornell.edu/coronavirus-covid-19/risk-management-strategy-checklist/) 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](http://www.afdo.org/foodprocessing) 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](https://instituteforfoodsafety.cornell.edu/sites/instituteforfoodsafety.cornell.edu/files/shared/sop-actions-when-worker-tests-positive-for-covid-19-V5-04142020.pdf) for an example

**Personnel Measures**

* Develop and use protocol for employee screening
  + See [here](https://dairyextension.foodscience.cornell.edu/sites/dairyextension.foodscience.cornell.edu/files/shared/Visitor_Employee%20Screening%20Checking%20List%20.pdf) for a suggested/example of a general screening sheet
  + See [here](https://instituteforfoodsafety.cornell.edu/coronavirus-covid-19/risk-management-strategy-checklist/) for a suggested/example of a COVID-19 symptoms checklist
* Instruct staff to practice [social distancing](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html)
  + Maintain at least 6 feet of distance between each other whenever possible
  + Avoid personal contact: shaking hands, etc.
  + Wear a [Cloth Face Covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) every time social distancing is not possible
* Refresh staff on proper hand hygiene, including [glove practices](https://instituteforfoodsafety.cornell.edu/coronavirus-covid-19/frequently-asked-questions/#gloves-hand-washing), [hand-washing](https://www.cdc.gov/handwashing/when-how-handwashing.html)   
   and refraining from touching your face
* Develop and use protocol for respiratory hygiene (see [here](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) 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