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 effect of disinfectants 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

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 May 11, 2020.
☐ 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

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**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