

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](#)
 - ❑ Assess supply of gloves 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](#)
 - ❑ 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 and routinely clean and sanitize high-risk locations ([Example locations](#)) and develop an SSOP to assure that these locations are routinely clean and sanitized (with enhanced frequency)
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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 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

- ❑ 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 screening sheet that could be used)
- ❑ Instruct staff to practice [social distancing](#)
 - ❑ 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