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.

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**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)

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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 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

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*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

**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

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*Updated on May 11, 2020.*