Food Processing and Manufacturing COVID-19 Best Practices Checklist

The checklist below includes best practices for COVID-19 risk mitigation strategies for food processing and manufacturing plants. This information is based on recommendations from MDH, MDA, MNOSHA and CDC. For links to additional guidance, please visit Food Safety during the COVID-19 Pandemic (https://www.health.state.mn.us/people/foodsafety/emergency/covid.html).

Employee and visitor screening

Comprehensive employee and visitor screening is vitally important to limiting the introduction and further spread of COVID-19 in food processing plants.

- A single point of entry
- Verbal screening of all employees and visitors entering the facility with questions covering common COVID-19 symptoms: cough, fever, shortness of breath, sore throat and muscle aches
- Daily temperature screening of all employees and visitors prior to entering the facility
- Individuals who answer yes to any screening question or has a temperature greater than 99.5 F are further screened in a private location by staff with medical training
- Secondary screening assessment is methodical, using a form covering illness and exposure history, testing recommendations, and outcome
- Primary and secondary screeners use adequate PPE, and as applicable, maintain social distancing
- A COVID-19 testing strategy is in place, developed in coordination with local public health officials, local medical clinic(s), the plant and MDH

Comments:
Distancing and Barriers

- Physical and operational changes have been made to allow for physical distancing of 6 feet in all directions between employees throughout the facility, including management office areas.
- Where workers wait or congregate, such as to be screened, to punch in, or to perform hand hygiene, 6 feet marks on the wall or floor indicate where to stand.
- Start times, break times, and lunch times have been staggered.
- Unidirectional flow of personnel has been adopted throughout plant where feasible.
- Unnecessary doors or turnstiles have been removed or propped open.
- Barriers or partitions have been installed between employees in work areas where 6 feet distancing is not possible, and masks +/- face shields are in use in these areas.
- Social distancing has been assured in all wellness areas, and barriers have been installed on break and lunchroom tables.
- Additional employee space has been designated for breaks, lunch, lockers, or prayer.
- Walk-up windows have been created and protected with Plexiglas barriers for employees needing assistance from human resources, for laboratory coats and other PPE, and other employee needs.
- Designated staff monitor employee compliance with distancing.
- Transportation, if provided, has been adjusted to increase distancing among riders.
- Carpooling
  - Workers encouraged to minimize carpooling to work, when possible.
  - The number of people per vehicle is limited, as able.
  - Masking recommended for carpoolers.
- Cohorting of work teams has been implemented where possible to decrease the number of potential exposures for each person and to simplify identifying possible exposures if a case presents.
- If housing is provided, ill persons are separated from well persons.

Comments:
Cleaning and disinfection

☐ Enhanced cleaning and disinfection of common contact areas has been implemented throughout the plant. There is a checklist in place to ensure consistency, including high-touch areas such as stair rails, doorknobs, microwave handles, computers, and tools

☐ Staffing is adequate for frequent cleaning and disinfection of break areas, lunchrooms, bathrooms, and other common areas throughout the facility

☐ Work stations of ill employees are cleaned and disinfected before reassigning

☐ Label directions are followed for all cleaning and disinfection products and contact times are observed

☐ No-touch hand sanitizer dispensers are available throughout facility, particularly at entrance, exits, and transition areas

☐ Hand sinks are well-stocked with soap and paper towels in no-touch dispensers

☐ Cleaning of employee break and lunch tables between use is ensured through an indicator system such as a laminated card flipped to red when employee finishes eating lunch to inform cleaning staff that table is in need of cleaning; once cleaned, flips to green side indicating table ready for use

☐ Adequate ventilation has been ensured. Wherever possible, room air should be exhausted and clean air delivered; if re-circulation is required, this should be done using appropriate filtering (HEPA) or sterilization measures (e.g., UV)

Comments:

Personal protective equipment (PPE) and facial coverings

☐ All employees and essential visitors are required to wear face masks routinely in the facility

☐ Face shields are used with face masks when supervisors/employees must communicate or work closely together

☐ Appropriate PPE and PPE training are provided by employer
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CHECKLIST

☐ Checklist/instructions posted in multiple languages for putting on and taking off PPE
☐ Mask usage during carpooling or other transport is encouraged

Comments:

Communication

☐ Information in multiple languages on basic protective measures against COVID-19 are posted
   Examples:
   ☐ Signs and symptoms of COVID-19
   ☐ Handwashing procedures, including after PPE removal
   ☐ Staying home when sick and avoiding contact with people who are sick
   ☐ Following guidance on self-isolation and self-quarantine
   ☐ Social distancing at work and when away from work

Comments:

Workforce policies

☐ Flexible workplace and sick leave policies have been instituted and communicated to all workers
☐ A no-penalty approach for those taking sick leave has been instituted
☐ Workers are incentivized properly
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☐ Standard operating procedures (SOPs) are in place for actions to be taken if an employee tests positive for COVID-19
  ☐ Plant follow-up for identifying workplace contacts, and excluding them per state guidance
  ☐ Notifying local and state authorities of COVID-positive employees

☐ Workers are allowed to return to work per state guidance

☐ A team has been assembled including representatives from the plant, local public health, and the local medical clinic. The team creates a plan for testing symptomatic employees that includes having a release form in place at the test sampling site to ensure that the plant receives results and can perform workplace contact follow-up in real time.

☐ Plant works with local public health, which can provide housing and needed services for COVID-positive employees or workplace contacts who cannot safely self-isolate or self-quarantine at home.

Comments: