COVID-19 Risk Management Strategy Checklist for Food Processing Companies (Version 2)

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)

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

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- 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 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