

Food Facility COVID-19 Preparation Checklist

Organizational Measures:			
✓	Area	Person Responsible	NOTES
	Establish facility COVID-19 Task Force and determine frequency of meetings.		
	<ul style="list-style-type: none"> Appoint Task Force point person to facilitate meetings and lead preparation activities. 		
	Appoint a COVID-19 point "HR" person to communicate and follow-up with employees that call in sick, have symptoms, test positive.		
	<ul style="list-style-type: none"> Review/Update attendance policy 		? how long paid sick leave
	<ul style="list-style-type: none"> Review/Update call-in protocol 		
	<ul style="list-style-type: none"> Develop a SOP that details actions to be taken if an employee has COVID symptoms, is being tested for COVID-19 and tests positive or negative for COVID-19 		

✓	Area	Person Responsible	NOTES
	Appoint person to be responsible for COVID Sanitation Protocol		
	Appoint person to be responsible for ordering COVID supplies and other supplies that will have higher usage or have high importance due to COVID protocol.		
	Develop daily employee screening protocol.		
	<ul style="list-style-type: none"> • Appoint person(s) to supervise screening process 		
	<ul style="list-style-type: none"> • Determine entrance/screening location(s) 		
	<ul style="list-style-type: none"> • Utilize screening check-list or App 		
	<ul style="list-style-type: none"> • Utilize temperature check and log 		
	Develop facilities social distance criteria and personal preventative measures		
	<ul style="list-style-type: none"> • 6' rule 		

✓	Area	Person Responsible	NOTES
	<ul style="list-style-type: none"> • Face covering 		
	Develop employee training specific to COVID-19		
	<ul style="list-style-type: none"> • First day of work training. (note: call employees prior to first day and explain how to enter facility and how the screening process will work) 		
	<ul style="list-style-type: none"> • Determine frequency and who is responsible for refresher training 		
	Develop protocol for essential and non-essential visitors (vendors, truck drivers, owners, NYAS QC, USDA)		
	<ul style="list-style-type: none"> • Establish list of permissible visitors (essential) 		
	<ul style="list-style-type: none"> • Develop visitation request process and approval 		
	<ul style="list-style-type: none"> • Develop screening process specific to essential visitors 		

✓	• Area	Person Responsible	NOTES
	<ul style="list-style-type: none"> Develop training and guidelines for working in facility specific to essential visitors 		
	Develop COVID Sanitation protocol		
	<ul style="list-style-type: none"> Identify locations that require additional and frequent sanitation (IE door handles, breakroom tables, restrooms, any surface that has regular hand contact) 		
	<ul style="list-style-type: none"> Create check list with locations to include frequency of cleaning 		
	Consider staffing alternatives that improve social distancing		
	<ul style="list-style-type: none"> Stagger start times to minimize grouping and lines to enter facility 		
	<ul style="list-style-type: none"> Stagger breaks/lunch to minimize number of people in break areas 		
	<ul style="list-style-type: none"> Where social distancing is not possible – establish work groups 		

	that social distance from other work groups		
✓	Area	Person Responsible	NOTES
	<ul style="list-style-type: none"> Consider how office staff and floor employees' distance (IE. use of radios, no floor staff in office and vice versa) 		
	<ul style="list-style-type: none"> Consider how to social distance key people from each other (management, supervisors, maintenance) 		

Operations:

✓	Area	Person Responsible	NOTES
	Establish entrance(s) and screening location (s) for employees and visitors		
	Install signage reminding people of social distance rules		
	Install hand sanitizer stations at all entrances and areas where tools are shared		
	Upgrade break rooms to accommodate social distancing		
	<ul style="list-style-type: none"> • Where possible increase breakroom space 		
	<ul style="list-style-type: none"> • Remove number of seats and/or space seats to maintain distancing 		
	<ul style="list-style-type: none"> • Install dividers between seats if space does not allow for seat removal/separation 		

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	<ul style="list-style-type: none"> Consider removing vending and other items that are shared 		
	<ul style="list-style-type: none"> Remove/disable water fountains and provide bottled water 		
	Increase hand washing units to allow for distancing when employees enter work area		
	Have frequently touched surfaces sanitized between breaks and after work (Refer to COVID sanitation protocol)		
	Have a fully locked facility at all times and install signage for visitors and truck drivers with instructions on how to proceed or make contact with staff		
	Where visitors might have interactions with staff, install plexiglass dividers to minimize contact		

RESOURCES:

<https://instituteoffoodsafety.cornell.edu/coronavirus-covid-19/food-industry-resources/food-facility-strategy-checklist/>