Meat Processing Facility COVID-19 Checklist

This document outlines a draft checklist for COVID-19 risk mitigation strategies for meat processing plants. Recommended measures to be implemented are based on the hierarchy of controls, a hazard mitigation framework that outlines controls in decreasing order of effectiveness. This is a guide only and should be adapted to the context of each facility.

**Engineering Controls**

*Engineering Controls are controls that place a barrier between the worker and the virus. They are not dependent on a person’s knowledge, practice, or compliance; thus, they reduce opportunity for human error.*

☐ Wherever possible, exhaust room air and deliver clean air; if re-circulation is required, this should be done in concert with appropriate filtering (HEPA) or sterilization measures (e.g., UV)

☐ If fans are used in the facility, ensure fans blow clean air toward workers’ breathing zone

☐ Determine if it is possible to place physical barrier between workers on production line (e.g., plexiglass)

☐ Identify opportunities to place physical barrier (e.g., plastic sheeting) in hallways to guide employee traffic to/from production and limit crossover

☐ Identify opportunities to place physical barrier at cafeteria lunch tables for tables with built-in seating (e.g., cardboard, plexiglass)

**Administrative Controls**

*Administrative controls are considered less effective than engineering controls but are the primary control measures available for COVID-19. These include policies, procedures, training, and workplace practices. Ineffective policies or practices or inconsistent compliance may heighten exposure risks.*

**Universal Mask Policy**

☐ Policy in place for all employees and essential visitors to wear face masks at all times while in the facility

☐ Provide employees with information on proper face mask use

**Communication/Education**

☐ Provide easy to understand information (e.g., posters, infographics) that can be translated into the multiple languages spoken by workers

☐ Post multilingual signage throughout facility directing risk-minimizing behavior for employees

  Examples:
  ☐ Hand-washing procedures
  ☐ COVID-19 symptoms and how to stop the spread
  ☐ Screening process/requirements
☐ Provide resources to employees on social distancing outside of workplace (e.g., in homes, carpooling)
☐ Refresh staff on proper hand hygiene and glove practices and refraining from touching their face
☐ As available, share information and training via onsite televisions

**General Guidance for Worker Protection at Home and in the Community**

☐ Provide information to employees on self-monitoring of COVID-19 symptoms
☐ Provide information to employees on safe social distancing practices
☐ Provide information to employees on basic protective measures against COVID-19
  Examples:
  ☐ Handwashing procedures
  ☐ Staying home when sick
  ☐ Avoiding contact with people who are sick
  ☐ Following guidance of local and state public health officials on staying home and avoiding unnecessary trips outside of the home
☐ Engage local community leaders (e.g., Imams, elders) to help educate and message to community members
☐ Encourage workers to wear cloth masks outside of the workplace (e.g., transport, at home, close contact situations)
☐ Encourage workers to wear cloth masks during transport to work (if carpooling) and to protect others when waiting to be screened prior to them receiving a new mask for their shift

☐ Carpooling
  ☐ Encourage workers to minimize carpooling to work, when possible
  ☐ As able, limit the number of people per vehicle and space out
  ☐ Remind carpoolers of basic protective measures

**Environmental Cleaning**

☐ Implement an SOP for enhanced cleaning and disinfection of common contact areas
☐ Identify common high-touch surfaces (e.g., tables, door handles) and develop a checklist to ensure frequent sanitization throughout the day
☐ Hand sanitizer dispensers available throughout facility, particularly at entrance, exits, and transition areas
☐ Assess supply of cleaning supplies, sanitizers, and disinfectants and encourage their practical use
☐ Sanitizing wipes and soap readily available in lunch and breakrooms
☐ Identify common shared tools and develop procedures to sanitize between users
☐ Implement a process for route deep cleaning of common areas, either daily/nightly or, at minimum, weekly
☐ Use no-touch receptacles when possible
Active Screening
☐ Designate a single point of entry

☐ Develop and implement screening questions conducted daily for all individuals entering facility

☐ Employees are subject to daily temperature screening prior to entering the facility
   ☐ Screener is trained to administer the temperature checks
   ☐ Screener has adequate PPE and, as applicable, maintains social distancing as testing is performed

☐ Secondary screening, if offered, conducted by staff with medical training

☐ If using an infrared temperature tool, ensure proper validation prior to use

Social Distancing
☐ Limit visitors except for required essential services

☐ Maintain at least a 6 feet distance whenever possible

☐ Strategies in place to ensure social distancing during breaks
   ☐ Staggered break times to avoid large groups of employees
   ☐ Additional rooms designated for break areas or tents outside
   ☐ Break and meeting room seating are reset to promote physical distancing
      ☐ Limit chairs per table
      ☐ Use tape on floors, if necessary, to designate spots 6 feet apart
      ☐ Ensure cleaning of tables between use (by self-cleaning or e.g., Cargill example of laminated card flipped to red when employee finishes eating lunch to inform EVS worker table is in need of cleaning; once EVS cleans, flips to green side indicating table ready for use)

☐ If office staff required onsite, maintain 6 feet distancing practice

☐ Create walk-up windows for employees needing assistance from HR

Cohort and Personnel Workflow/Movement
☐ Wherever possible, implement cohorting of work teams
   ☐ Work teams should be small and consistent, so that staff in close proximity to each other always work together, with lockers, breaks, and meals taken together
   ☐ This serves to both decrease number of potential exposures for each person and to simplify identifying possible exposures if a case presents

☐ Limit crossover in entrances, hallways, and common spaces by adjusting personnel workflow
   ☐ Limit the number of persons in a hallway or entryway at one time
   ☐ As able, limit contact with high-touch surfaces (e.g., keep doors open to allow movement without touching knobs when possible and when it doesn’t impact food safety zoning)

☐ As able, promote unidirectional flow through locker areas and when entering/exiting production floor
   ☐ Employees enter the uniform area with clean hands
   ☐ Touching non-selected uniform clothing and hangars kept to minimum
Workforce Policies
☐ Institute flexible workplace and sick leave policies and communicate these policies to all workers
  ☐ Unemployment and disability compensation are not adequate sick leave policies for COVID-19
☐ Institute a no-penalty approach for those taking sick leave
  ☐ Ensure supervisors understand that they are not to penalize workers for using these benefits
☐ Recognize certain policies may incentivize employees to come to work sick (e.g., extra food at end of shift, bonus pay)
☐ Develop SOPs that detail actions to be taken if an employee or visitor is tested for COVID-19 and/or tests positive for COVID-19 or is exposed to an individual positive for COVID-19. This should include:
  ☐ Process to contact relevant third parties who may have been exposed
  ☐ Cleaning and disinfecting surfaces to limit employee exposure
  ☐ Working with local authorities to take appropriate steps
☐ Develop a return to work policy in coordination with local public health to department
☐ Identify workplace coordinators for COVID-19 issues and their workplace impact
  ☐ Coordinators should be known and accessible to all
  ☐ They should serve as the main source of information and primary person(s) to answer questions related to COVID-19 (e.g., Occupational Health RN, Plant Safety Manager)
☐ Engage plant safety/ergonomics teams and supervisors in strategy development and implementation
☐ Provide frontline supervisors additional training on COVID-19 and PPE so they can provide effective and reliable communications to workers and monitor for protective measures and PPE compliance
☐ Develop plans to operate with a reduced workforce
☐ Cross-train workers to perform essential functions to maintain operations

Testing
☐ A testing strategy should be developed in coordination with local public health officials
☐ Work with local and state public health officials to conduct testing of priority cases

Personal Protective Equipment (PPE)

*PPE is considered the least effective method to protect workers due to its reliance on the user; if the user wears improperly, or the PPE fails, the worker is exposed.*

☐ Measures to distribute daily cycled PPE to avoid unnecessary touching by multiple workers
☐ Adequate PPE provided to all employees
☐ PPE worn correctly by all employees
☐ Emphasize proper hand hygiene after gloves or facial coverings are removed
☐ Checklist/instructions posted for donning/doffing PPE in multiple languages