



## COVID-19 Checklist for Processing Facilities to Protect Workers from Illness

November 10, 2020

This checklist is to guide processors and inspectors in evaluating COVID-19 control programs in processing facilities. Refer to the **Guidance on reducing the risk of COVID-19 to workers in processing facilities** for details.

Facility Name:		Facility Address:	
Number of Staff: <i>Office</i> <i>Production line</i>		Site contact name, position, phone/e-mail:	
Hours of operations:	Number of shifts:	Size of facility (ft <sup>2</sup> or m <sup>2</sup> ):	
Name of auditor:	Date:		
<p>Processor type</p> <p><input type="checkbox"/> Farm field _____</p> <p><input type="checkbox"/> Fresh fruit or vegetable processing _____</p> <p><input type="checkbox"/> Eggs    <input type="checkbox"/> Dairy    <input type="checkbox"/> Honey</p> <p><input type="checkbox"/> Food and beverage _____</p> <p><input type="checkbox"/> Fish/seafood _____</p> <p><input type="checkbox"/> Slaughter (beef, poultry)</p> <p><input type="checkbox"/> Processing (meat, poultry) _____</p> <p><input type="checkbox"/> Wholesale</p> <p><input type="checkbox"/> Warehousing</p> <p><input type="checkbox"/> Other _____</p>			

### How to use this checklist

**Step 1.** Obtain the COVID-19 Safety Plan from the processing facility to review written procedures.

- If available, obtain a floor plan to identify the various areas of the facility and the worker/process flow diagram.

**Step 2.** Review the description of control measures in the COVID-19 Safety Plan.

- Inspect if control measures are adequate (check yes or no). If “no,” provide comments on what elements are missing.
- Check “N/A (not applicable) where the item does not apply.

**Step 3.** Guidance during the inspection

- Include worker representatives.
- Walk through the facility in a systematic manner and establish what controls are in place (baseline) and determine if they are still appropriate.
- Use the checklist and guidance for processing facilities to establish baseline compliance



1. Entry and Exit Points – Workers and Visitors				
Item	Yes	No	N/A	Comments
a. Signage is posted (e.g. Do not enter the facility if sick).				
b. A health screening program for workers /visitors is implemented.				
c. The screening program for workers / visitors includes a log or tracking sheet				
d. A visitor policy is in place to prevent COVID-19 introduction/transmission into the facility.				
e. Personnel flow and points of congregation are controlled when arriving and leaving the facility.				
f. Separate entry and exit is used to facilitate a single direction for personnel flow (where possible).				
g. Workers/visitors wash hands properly (or use hand sanitizer) before entering and leaving work.				

2. Sick Workers and Return to Work				
Item	Yes	No	N/A	Comments
a. The company's sickness policy is developed and has been communicated to workers (assess procedures and records).				
b. Procedures are in place to respond to workers who arrive sick or become sick at work (e.g. workers are sent home and not allowed back to work until recovered).				
c. Additional cleaning and disinfection is performed where the ill worker worked.				
d. COVID illnesses are reported to inspectors if $\geq 2$ workers become ill.				

3. Worker transport, scheduling and multiple site management				
a. Personnel scheduling, cohorting and shift staggering are in place.				
b. Shared transport among workers is controlled and tracked (assess preventative measures).				
c. Personnel working at multiple sites are tracked and recorded.				



4. Worker Education and Supervision				
Item	Yes	No	N/A	Comments
a. Worker education and awareness of COVID-19 has been developed in the language(s) the workers understand best. The COVID-19 protocol is posted and available to workers.				
b. COVID-19 safety coordinators are assigned and aware of their roles and responsibilities.				
c. Physical distancing, hand washing and personal hygiene signs are posted				
d. Signage is posted in appropriate languages				
e. Floor markings are used indicate travel directions and delineate where to stand				
f. Workers are aware of COVID-19 symptoms and their duty to self-report if they are ill.				
g. COVID-19 safety coordinators tracks worker education with worker sign-off on training; periodic verification occurs				

5. Changerooms, Laundry and Other Common Areas (e.g. stairwells and elevators)				
Item	Yes	No	N/A	Comments
a. Signage is posted on doors or entry points, indicating the maximum capacity of personnel.				
b. Physical distancing is implemented.				
c. Floor markings are used indicate travel directions				
d. Individual lockers or storage bins for workers are provided.				
e. Workers don and doff workwear properly on-site, and workwear is clean and laundered daily.				

6. Personal Protective Equipment (PPE)				
Item	Yes	No	N/A	Comments
a. Workers wear masks in areas where physical distancing is difficult to maintain (face-shields by themselves are not an acceptable replacement for masking).				
b. Workers are trained on the proper use of masks and other PPE.				
c. Workers dispose of used PPEs (i.e. masks and gloves) in a trash can when leaving the workplace.				



d. A collection area for reusable PPE is designated, and a disinfection procedure exists and is followed.				
e. Appropriate PPE is provided to First aid attendants.				

### 7. Hand and Worker Hygiene

Item	Yes	No	N/A	Comments
a. Handwashing breaks are assigned and encouraged.				
b. Handwashing stations or hand sanitizers are installed in multiple locations at the entrance and exit points and throughout the facility.				
c. Sneezing and coughing etiquette is practiced.				

### 8. Ventilation

Item	Yes	No	N/A	Comments
a. Ventilation is adjusted to increase fresh air circulation where needed.				
b. HVAC filtration is upgraded to MERV 14(?) if possible				
c. Portable fans or air conditioners are situated not to blow air from one worker to another.				

### 9. Production Area, Shipping/Receiving and Warehouse

Item	Yes	No	N/A	Comments
a. Physical distancing is implemented. (assess against control program)				
b. Floor markings are used indicate travel directions and delineate where to stand				
c. Workers are assigned to the same shifts with the same coworkers				
d. Effective control measures are in place and observed (e.g. spacing workers, reducing production speed, controlling congregation points, designating a drop-off/pick-up point for items, staggering delivery time etc.)				
e. Barriers are installed, masks, and other PPE are worn where 2-meter physical distancing is not possible (note: face-shields are not a replacement for masks.)				



f. Shared equipment and vehicles are disinfected at least once between shifts and ideally after each use. (e.g. disinfectant spray or wipes should be conveniently located for users.)				
g. Hand washing is practiced after touching surfaces, shared tools and documents etc.				
h. Signage is posted on doors or entry points, indicating the maximum capacity of personnel.				
i. Policy for delivery drivers, limiting access to staff areas. Is a separate waiting area and washrooms available				

### 10. Lunch Room and other Break Areas

Item	Yes	No	N/A	Comments
a. Break and lunchtimes are staggered, and physical distancing is established.				
b. Signage is posted on doors or entry points, indicating the maximum capacity of personnel.				
c. Additional spaces such as meeting rooms are available to be used as break rooms to assist with physical distancing				
d. No communal food is available, and any shared dishware is cleaned and sanitized between use.				
e. Shared community water coolers are removed, or increased cleaning and disinfection of high touch surface is implemented.				
f. Disinfectant sprays or wipes are available for workers to disinfect the area after each use.				

### 11. Cleaning the workplace

Item	Yes	No	N/A	Comments
a. A cleaning and disinfection schedule is in place to cover all high touch areas, equipment and newly installed barriers or devices.				
b. Along with the cleaning and disinfection schedule is a log or tracking sheet used to confirm that cleaning and disinfection occurred.				



c. Disinfectants are approved by Health Canada and used according to the manufacturer's instructions.				
d. Personnel are assigned and trained on cleaning and disinfection procedures.				

**12. Other recommendations & Comments**

For more information, see <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses/food-businesses>  
And <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

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Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

