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 sheething) 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

**Cohortting 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

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**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