Virtual Occupational Technical Assistance (VOTA)

Review of Facility Assessment Checklist for Use by Management and Occupational Safety & Health Professionals at Individual Facilities

And Review of Facility Assessment Tool for Use by Public Health Officials

cdc.gov/coronavirus

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Presentation overview

Section 1
Manufacturing Facility Assessment Checklist

Section 2
Manufacturing Facility Assessment Tool
Key Steps to a Successful Facility Assessment

- **Pre-Assessment**
  - Include management and employee representatives (e.g., union representatives, if present)
  - Inform all parties of the focus of the assessment
  - Review the checklist or tool and determine applicability of each item
- **Conduct a facility walkthrough with the facility assessment checklist**
  - Limit participation to those who are familiar with plant processes
  - Include management and employee representatives
  - Observe as much of the plant as possible and appropriate
- **Post-Assessment**
  - Discuss observations
  - Develop action items
  - Discuss next steps (if any)
Considerations for the Assessment Checklist and Tool

- The following slides will cover and highlight key aspects of the Facility Assessment Checklist and the Facility Assessment Tool.

- It’s important to remember to review the Checklist and Tool prior to and during assessments.

- These tools can serve as a template for assessing a facility; elements and response options can be removed or added depending on the local situation, assessment goals, and facility characteristics.

- These tools are not intended to be used to determine regulatory compliance.
Section 1: Manufacturing Facility Assessment Checklist
Manufacturing Facility Assessment Checklist

- This checklist is intended to be used to help assess a facility’s COVID-19 control plan and determine whether control measures align with CDC/Occupational Safety and Health Administration (OSHA) guidance
  - Organized by goals, and items not listed in order of importance
  - Some activities may be more important for a given facility than others
  - Judgement is necessary by the evaluator to determine that the activities and controls in place at the facility meet the intent of the CDC/OSHA guidance
- Can help facilities implement practices and protocols for operating while safeguarding workers and the community
  - Assessment should be done when control plans are formed, and each time a control plan is revised
Goals Addressed by the Facility Assessment Checklist

- COVID-19 Control and Assessment Plan
- Maintain Social Distancing
- Promote Hand Hygiene
- Identify and Exclude Sick Workers from Working
- Provide Education, Training, and Communication
- Promote Cleaning/Sanitizing/Disinfection
- Provide PPE, as appropriate
- Provide Cloth Face Coverings, as appropriate
- Evaluate and Maintain Ventilation

*Used to assess a manufacturing facility’s overall hazard assessment and control plan for COVID-19 based on elements in the CDC/OSHA guidance*
The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.
Section 2:
Manufacturing Facility Assessment Tool
Manufacturing Facility Assessment Tool

- Follows the example of the Infection Control Assessment and Response (ICAR) Program

- Developed to assist in assessing infection prevention practices and guide quality improvement activities
Facility Assessment Tool Sections

1. Facility and workforce characteristics
2. Facility policies and procedures
3. Guidelines and other resources
4. Direct observation of facility practices
Facility Assessment Tool Section 1: Facility and Workforce Characteristics

- Obtain basic information about the facility included in the checklist with a focus on:
  - Number and types of shifts
  - Shift start, shift end, and break times
  - Names of departments in facility
  - Transportation to and from work
  - Primary languages needed for education and communication
  - Union information (for participation in meetings and walkthrough)
  - Primary points of contact for agencies, such as state health departments, OSHA, U.S. Food and Drug Administration (FDA), and U.S. Department of Agriculture (USDA)
Facility Assessment Tool Section 2: Facility Policies and Procedures

- Reviews the facility COVID-19 workplace health and safety plan
- Lists elements to be assessed consistent with CDC/OSHA guidance on manufacturing workers and employers
- Provides space to indicate if an element has been assessed by the facility, and note areas for improvement
Facility Assessment Tool Section 2: Facility Policies and Procedures

- COVID-19 workplace health and safety plan
- Infection prevention and control policies and practices covered:
  - Engineering controls
  - Cleaning/disinfection/sanitation
  - Administrative controls
    - Health screening
    - Training/communication
  - Personal protective equipment (PPE) and source control
    - PPE use, cleaning, and disinfection
    - Cloth face coverings
Facility Assessment Tool Section 3: Guidelines and Other Resources

- The assessment tool has web links to detailed information from:
  - CDC
  - National Institute for Occupational Safety and Health (NIOSH)
  - OSHA
  - FDA
  - United States Environmental Protection Agency (EPA)
Facility Assessment Tool Section 4: Direct Observation of Facility Practices

- Matrix to help guide collection of information to supplement section 3

- Not meant to be an exhaustive list

- Can be modified based on local guidance and the facility. For example, if no work is currently being performed on-site, or there is a particular area of interest (e.g., specific department)
Facility Assessment Tool Section 4: Direct Observation of Facility Practices

- Consider assessment of specific areas of the facility at the following times:
  - Start of shift
  - End of shift
  - During health screenings
  - Meal times
  - Breaks
  - During production
  - During cleaning and disinfection
Facility Assessment Tool Section 4: Direct Observation of Facility Practices

- Evaluate items such as:
  - Adherence to social distancing
  - Cleaning and disinfection practices
  - Communications
  - Availability of hand hygiene supplies
  - PPE and cloth face covering use
For more information, contact CDC
1-800-CDC-INFO (232-4636)

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