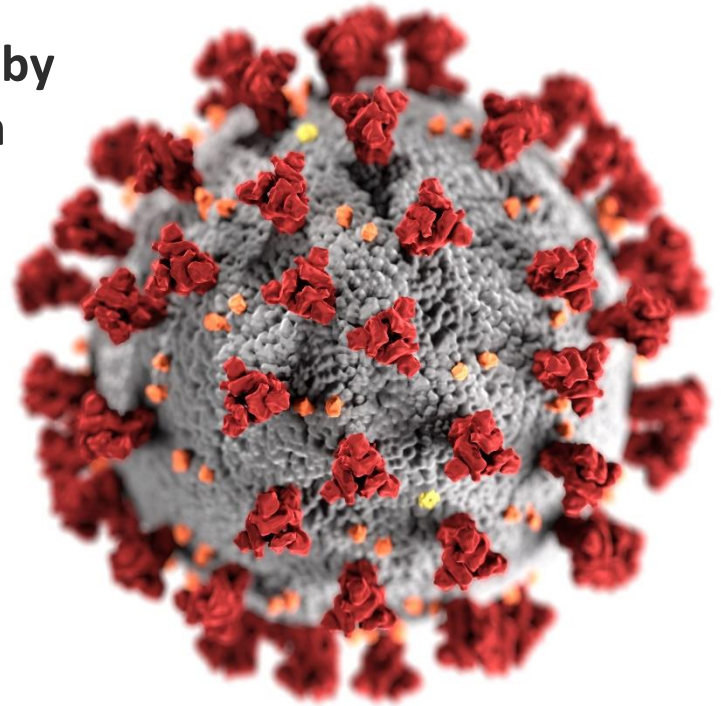


# Virtual Occupational Technical Assistance (VOTA)

**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](https://cdc.gov/coronavirus)

Last updated: June 16, 2020

# 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

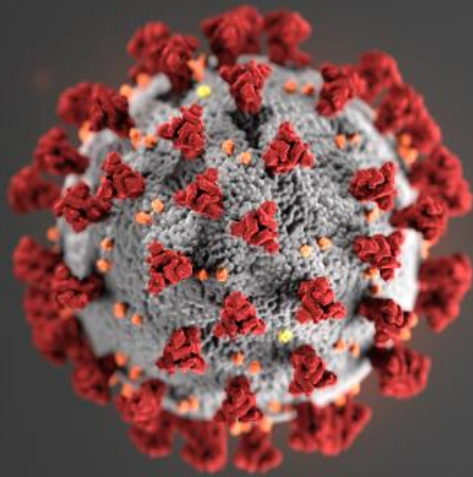


# Goals Addressed by the Facility Assessment Checklist

- 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*





For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://www.cdc.gov)

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

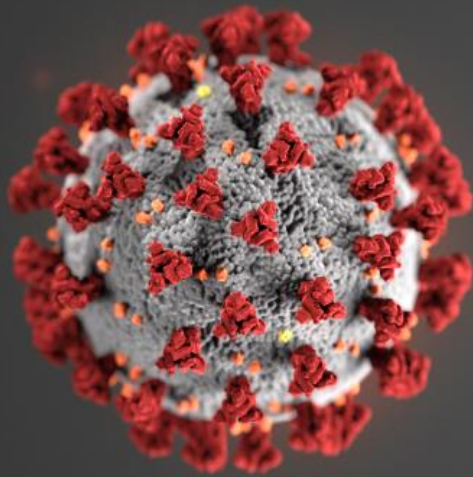
- Consider assessment of specific areas of the facility at the following times:
  - Start of shift
  - End of shift
  - During health screenings
  - Mealtimes
  - Breaks
  - During production
  - During cleaning and disinfection



# 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





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