

Facility Assessment Checklist for Evaluation of Coronavirus Disease (COVID-19) Assessment and Control Plans For Meat and Poultry Processing Facilities

Using Guidance from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA)

Meat and poultry processing facilities should utilize the guidance issued by Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) for the Meat and Poultry Processing industry to operate while preventing the spread of COVID-19.

All meat and poultry processing facilities developing plans for continuing operations in the setting of COVID-19 occurring among workers or in the surrounding community should consider:

- working with appropriate state and local public health officials;
- incorporating relevant aspects of CDC/OSHA guidance, including but not limited to, the [CDC's Critical Infrastructure Guidance](#); and,
- incorporating guidance from authoritative sources or regulatory bodies as needed.

This checklist is intended to be used to help determine if facilities are utilizing the CDC/OSHA guidance to implement practices and protocols for operating while safeguarding workers and the community.

Meat and poultry processing facilities should create an overall hazard assessment and control plan for COVID-19 based on elements in the CDC/OSHA guidance. A written COVID-19 Control and Assessment Plan is the basis of the overall workplace response.

Assessment Information

Date of assessment:

Facility name:

Facility address:

Point of contact:

Phone number:



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

COVID-19 Control and Assessment Plan

Written plan(s) in place with these elements:	Comments
One or more coordinators responsible for elements of the plan	
Coordinator contact information shared with all workers	
State and local public health partners identified and actively involved	
Periodic worksite assessments identified (note frequency of assessments)	
Covers all persons at facility (e.g., visitors, contractors, workers)	
Role of testing considered	
Role of workplace contact tracing considered	
System in place to monitor trends in absenteeism	
Plan established to continue essential business functions in case of higher than normal absenteeism	
Plan includes all necessary controls implemented at the facility – per checklist below	
Collect feedback for improving the plan from workers and managers	

Controls

The following checklist summarizes the best practice controls described in the CDC/OSHA guidance. The controls and activities described below are the components of the overall plan noted above.

Not every row would necessarily need to be checked "Yes" to have an effective program and an effective set of controls in place at a given facility. Judgment and consultation are necessary between the worksites and a qualified occupational safety and health professional (assisted as needed by CDC/NIOSH project officer(s) and state and local public health entities) to determine that the activities and controls in place at the facility meet the intent of the CDC/OSHA guidance as appropriate for that worksite.

Ability to Maintain Social Distancing

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Physical distancing is in place where possible				
Work environment configured for spacing at least 6 ft apart				
Alignment of workstations allow for at least 6 ft spacing				
Workers not facing each other when possible				
Table and chair spacing in break rooms is at least 6 ft apart				
Alternative break areas identified (e.g., training and conference rooms, outside tents)				
Use of physical barriers, such as partitions, to separate workers in production areas, when 6 ft spacing is not possible				
Partitions present in break areas (e.g., lunch areas, break rooms, prayer rooms)				
Workers are able to maintain distance from others (at least 6 ft) when clocking in or out				
Workers are able to maintain distance from others (at least 6 ft) when in locker rooms, changing areas, break areas, smoking areas, and rest rooms				
Workers designated to monitor and facilitate distancing on processing floor lines				
Visual cues (floor markings, signs in appropriate languages) used throughout plant to promote social distancing				

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Shifts have been adjusted to promote distancing				
Arrival and departure times staggered				
Break times and/or meals staggered				
Encourage workers to avoid carpooling if possible, or provide guidelines for controls that can be used during carpooling (e.g., limiting the number of persons per vehicle as much as possible, use of cloth masks, cleaning and disinfecting commonly touched surfaces after each trip)				

Promote Hand Hygiene

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Hand sanitizer stations with at least 60% alcohol available in multiple locations (preferably touch-free) or handwashing stations; promote frequent and thorough handwashing				
Touch-free clock in/out stations (if possible)				
Provide training on hand hygiene and cough/sneeze etiquette				
Has the number of breaks been increased to allow for additional opportunities to practice hand hygiene?				
If carpooling cannot be avoided, encourage workers to use hand hygiene before entering vehicle and at destination				
If carpooling cannot be avoided, encourage use of cloth face coverings while in vehicle				
If carpooling cannot be avoided, encourage workers to use cough/sneeze etiquette in vehicles				

Identify and Exclude Sick Workers from Working

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Does the facility have procedures in place for workers to report illness before arrival?				
Is a screening strategy for all persons entering facility in place?				
Temperature less than 100.4° F (38.0°C)				
Symptoms (cough, shortness of breath)				
Is there a plan for workers identified as having fever or symptoms?				
Encouraging self-isolation and contacting a healthcare provider				
Providing information on return-to-work policies				
Informing human resources, worker health unit (if available), and supervisor while maintaining worker confidentiality				
Health and safety considerations for screeners				
Engineering controls (e.g., barriers) to promote distancing are in place				
Screeners that need to be within 6 ft of workers have appropriate personal protective equipment (PPE) , which may include gloves, gown, face shield, and facemask or respirator				
A plan in place for workers who become ill at work				
Alerting management when a worker is experiencing symptoms including fever				
Identifying close contacts at work for 48 hours before symptoms began				
Separating ill worker from others and send home				
Disinfecting the workstation, tools, and locker area of the ill worker				
Protections are in place for personnel managing ill workers (distancing, appropriate PPE)				

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Sick leave policies and incentive programs ensure that ill workers are not in the workplace				
No bonuses based on attendance				
Encouraging workers with symptoms or ill household members to stay home without fear of punishment				
Policies are communicated to workers				
There is a return-to-work policy for asymptomatic, exposed workers				
Policy is consistent with CDC Critical Infrastructure Guidance ; workers can continue to work with additional safety precautions provided they remain asymptomatic				
Policy is developed in consultation with state and local health departments				
There is a return-to-work policy for workers with COVID-19				
Policy is consistent with CDC interim guidance for ending home isolation				
Policy is developed in consultation with state and local health departments				
A plan exists to inform those in contact with ill workers of possible exposure and the plan				
Maintains confidentiality as required by the Americans with Disability Act				
Includes working with state and local health department to identify close contacts of ill workers				
The facility has considered cohorting workers				
The facility always assigns groups of workers to same shift with same coworkers				
The facility's use of lunchrooms is by individual departments or in shifts with cleaning in between; making sure there is time in between shifts to allow for cleaning or minimized contact				
On-site occupational healthcare personnel are following CDC and OSHA guidance for healthcare and emergency response personnel as applicable				

Provide Education, Training, and Communication

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Education, training, and communication are provided in languages and literacy levels appropriate to workforce				
A worker education program is in place to prevent spread of COVID-19 and to identify symptoms				
Worker education program covers signs and symptoms of COVID-19				
Worker education program covers risks for workplace exposures				
Worker education program covers avoiding touching the mouth, nose, and eyes				
Worker education program covers hand hygiene				
Signage is posted in the facility that encourages staying home when sick, cough and sneeze etiquette, proper hand hygiene practices, and social distancing				

Cleaning/Sanitizing/Disinfection

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
One shift reserved for cleaning and sanitization following USDA guidelines and OSHA safety regulations to protect the cleaning team				
Cleaning and disinfection of commonly touched surfaces after each carpool trip (e.g., door handles, handrails, seatbelt buckles)				
Cleaning and sanitization protocols are in place for tool-intensive operations and food contact surfaces				
Disinfection protocols including increased frequency and supplies are in place.				
Disinfection protocols are in place for common areas				

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Disinfection protocols are in use for frequently touched surfaces (e.g., faucets, microwave or refrigerator handles or vending machine touchpads)				
Disinfection protocols are in use for physical barriers (if present)				
Proper disinfectants are in use (refer to EPA list N and USDA regulations for food production areas) with appropriate PPE				
High-touch areas are disinfected frequently during each shift (note frequency) and appropriate time allowed in between each shift to accommodate cleaning				
Products are applied at the appropriate concentration for the appropriate contact time				

Provide PPE, as Appropriate

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Employer has conducted a hazard assessment to determine PPE needs for routine operations, not limited to COVID-19				
Appropriate PPE is in use based on hazard assessment				
Continuing the usual PPE program, including regular training and emphasis on disinfection and storage				
Stressing hand hygiene before and after handling PPE				

Provide Cloth Face Coverings, as Appropriate

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Determination on facility policy for cloth face covering requirement/recommendation has been made				
Employer is providing readily available clean cloth face coverings				
Policies ensure proper wearing, laundering, and disposal of cloth face coverings				
Considered use of face shields				
Face shields may help keep face covering and glasses clean				
Face shields provide additional barrier protection				
Face shields are appropriately used and stored				
Employer has considered allowing voluntary use of filtering facepiece respirators (such as an N95, if available)				

Evaluate and Maintain Ventilation

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Employer has considered consulting with a heating, ventilation/air-conditioning engineer to ensure adequate ventilation (if applicable)				
Fans are arranged to minimize blowing air from worker to worker (if applicable)				
Personal cooling fans have been removed, if applicable				
Employer has taken steps to prevent heat hazards if fans are removed				