



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

May 29, 2020

This checklist is to guide food processors and inspectors in evaluating COVID-19 control programs in food 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 ² or m ²):
Name of auditor:	Date:	Phone/email

How to use this checklist

Step 1. Obtain the COVID-19 protocol from the food processing facility to review written procedures. If available, obtain a floor plan to identify common areas and the worker/process flow diagram.

Step 2. Review the description of control measures in the COVID-19 protocol.

- 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.

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. A visitor policy is in place to prevent COVID-19 introduction/transmission into the facility.				
d. Personnel flow and points of congregation are controlled when arriving and leaving the facility.				



e. Separate entry and exit is used to facilitate a single direction for personnel flow (where possible).				
f. Workers/visitors wash hands properly 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 ≥ 2 workers become ill.				
e. Personnel scheduling, cohorting and shift staggering are in place.				
f. Shared transport among workers is controlled and tracked (assess preventative measures).				
g. Personnel working at multiple sites are tracked and recorded.				

3. 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. Workers are aware of COVID-19 symptoms and their duty to self-report if they are ill.				



4. 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. Individual lockers or storage bins for workers are provided.				
d. Workers don and doff workwear properly on-site, and workwear is clean and laundered daily.				

5. Personal Protective Equipment (PPE)				
Item	Yes	No	N/A	Comments
a. Workers wear masks and/or face shields in areas where physical distancing is difficult to maintain.				
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.				

6. 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 throughout the facility.				
c. Sneezing and coughing etiquette is practiced.				

7. Ventilation				
Item	Yes	No	N/A	Comments
a. Ventilation is adjusted to increase fresh air circulation where needed.				
b. Portable fans or air conditioners are situated not to blow air from one worker to another.				



8. Production Area, Shipping/Receiving and Warehouse				
Item	Yes	No	N/A	Comments
a. Physical distancing is implemented. (assess against control program)				
b. 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.)				
c. Barriers are installed, masks, face shields and other PPE are worn where 2-meter physical distancing is not possible.				
d. 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.)				
e. Hand washing is practiced after touching surfaces, shared tools and documents etc.				
f. Signage is posted on doors or entry points, indicating the maximum capacity of personnel.				

9. 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. No communal food is available, and any shared dishware is cleaned and sanitized between use.				
d. Shared community water coolers are removed, or increased cleaning and disinfection of high touch surface is implemented.				
e. Disinfectant sprays or wipes are available for workers to disinfect the area after each use.				



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

11. 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>

May 15, 2020
COVID-19 Checklist for Food Processing Facilities to Protect Workers from Illness

