



## **COVID-19 Operational Guidance for Food and Meat Processing Facilities and Workplaces with Assembly Lines Updated June 4, 2020**

### **1. Purpose**

This guidance document provides parameters for food and meat processing facilities and manufacturing facilities (collectively, “facilities”) to protect their workers and reduce the transmission of COVID-19.<sup>1</sup>

### **2. Background**

COVID-19 is a respiratory illness that can be spread from person-to-person. The virus is transmitted by respiratory droplets when someone coughs, sneezes, or speaks near another person. A person who is within 6 feet of someone with COVID-19 can become infected. A person who is not having symptoms can transmit COVID-19. Employers, including manufacturing and food and meat processing facilities, are responsible for maintaining a safe workplace and healthy work environment for their workers and, to that end, must take necessary measures to protect their workers.

### **3. Role and Responsibility of the Department of Public Health and Local Health Departments**

Pursuant to the Department of Public Health Act, 20 ILCS 2305/2, and the Illinois Control of Communicable Diseases Code, 77 Ill. Adm. Code 690, the Illinois Department of Public Health (IDPH) and certified local health departments have the authority and responsibility to investigate and control infectious disease outbreaks, including the COVID-19 pandemic.

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<sup>1</sup> For purposes of this guidance document, the term “workers” should be understood to include not only a facility’s employees, but also any temporary laborers as defined by the Illinois Day and Temporary Labor Services Act, 820 ILCS 175/5 that are assigned to the facility.

- The Centers for Disease Control and Prevention (CDC) has issued general [guidance](#) to employers on reducing the risk of transmission as well as [guidance](#) to Meat and Poultry Processing Workers and Employers.
- IDPH and local health departments may provide specific suggestions on how to reduce risk to workers from acquiring COVID-19, including holding teleconferences to review the situation at the facility and providing suggestions for risk reduction.
- IDPH and local health departments can assist businesses with issues relating to worker access to COVID-19 testing, when necessary.
- IDPH and local health departments may conduct onsite visits to identify any areas in need of improvement in a facility's response to COVID-19.
- Local health departments are responsible for interviewing COVID-19 positive workers and identifying close contacts of that worker, with assistance from the employer for close contacts within the workplace.
- Per the Illinois Control of Communicable Disease Code, 77 Ill. Adm. Code 690, facilities are required to respond to and collaborate with IDPH and their local health department. This includes allowing visits to the facility for an assessment and responding to requests for information including, but not limited to:
  - The employer's current practices to reduce risk to workers;
  - A complete list of workers;
  - A complete list of workers who have called off sick, broken down by date; and
  - Reports within 24 hours of any worker-related COVID-19 cases, including deaths from COVID-19, that the facility has identified, to the local health department.

#### **4. COVID-19 Infection Control Plan for the Facility**

Facilities should immediately develop and implement an infection control plan to address necessary strategies to protect workers and all other individuals who come into the plant while maintaining continuity of operations. Facilities should consider using the Infection Prevention and Control Assessment Tool for Processing Facilities During the COVID-19 Pandemic (attached as Exhibit A) and the COVID-19 Health and Safety Checklist for Processing Facilities (attached as Exhibit B) before any cases occur to identify areas that may need increased attention. The facility may want to consider hiring a consultant to develop a suitable plan. The infection control plan should include the following topics.

## **A. Screening Workers**

Facilities should screen all workers as follows:

- Screen and monitor, workers including fever checks and symptom checks.
  - Perform pre- and post-shift monitoring.
  - Do not rely on fever checks only. A significant number of the confirmed COVID-19 cases in Illinois do not report a fever.
  - Ask workers about symptoms but do not rely only on worker self-reporting. COVID-19 symptoms may include the following: fever (100.4° or above), cough, new shortness of breath, sore throat, new loss of sense of taste or smell.
  - Ask workers if they have family members who have tested positive for COVID-19 or are otherwise experiencing symptoms of COVID-19.
- Facilities should ask workers to complete IDPH's [recommended self-monitoring tool](#).
- Facilities should set up an outdoor location to perform symptom screening in a manner that allows for social distancing and proper hygiene.
- Facilities must not allow workers who are currently evidencing any COVID-19 symptoms to enter the workplace until they have self-isolated at home for 10 days plus 3 days without fever and are also feeling well.
- Facilities should remind workers to immediately report to their supervisor if they get sick during a shift.

Screeners should wear appropriate personal protective equipment (PPE). There should be at least 6 feet between the screener and the worker being screened. If the screener needs to be within 6 feet of a worker, the screener should wear gloves, a gown, face shield, and a face mask. Facilities should ensure protocols for screeners protect them from becoming infected. Consultation with an occupational health group is encouraged.

## **B. Case Identification and Contact Tracing**

As soon as a worker has been diagnosed with COVID-19, the facility should perform the following actions:

- The worker's workstation and tools should be thoroughly cleaned and disinfected.
- The worker should isolate at home for 10 days plus 3 days fever free and feeling well and the facility should not require a note from a health care provider to clear the worker's return to work.
- The facility and the local health department should work together to conduct contact tracing within the workplace.

Although CDC [guidance](#) provides that workers in critical infrastructure jobs may be permitted to work following a potential exposure to COVID-19, provided they remain asymptomatic, have not had a positive test result, and additional precautions are implemented, facilities must understand the following:

- The worker in close contact with an infected person can transmit the virus to other people for up to 48 hours prior to developing symptoms. A person who never develops symptoms can also transmit the virus.
  - Workers in close contact with coworkers who test positive for COVID-19 should be carefully monitored for symptoms and be sent home immediately if symptoms start while they are at work.
  - The facility should follow the health and safety measures provided in this guidance to reduce the risk of transmission.
- The facility may decide that it is best that workers in close contact with coworkers who test positive for COVID-19 stay home to self-quarantine for 14 days.

### **C. Testing for COVID-19**

Testing for COVID-19 is an essential strategy in the public health response. Testing will:

- Provide data regarding the occurrence of COVID-19 among workers; and
- Allow facility managers to identify which workers have tested positive.

IDPH and local health departments can assist with increasing testing capacity and with identifying methods for testing symptomatic workers, such as setting up tents outside of the facility and working with local healthcare providers or requesting assistance from IDPH in linking facilities to companies that can provide testing for the facility. If workers sign appropriate release forms, then laboratory results can be provided to both the local health department and the employer.

At this time, the type of COVID-19 test recommended by the CDC and IDPH is a molecular test (or polymerase chain reaction or “PCR” test), in which a nasal and throat swab is taken and tested for COVID-19.

- A positive test means that the person is a confirmed case and should remain isolated as directed by the local health department.
- A negative test means that the worker was not infected at the time the sample was collected. However, that does not mean the person will not become sick. The test result only means the person did not have COVID-19 at the time of testing.

Serologic testing—which involves testing blood for the presence of COVID-19 antibodies—in the future may help establish whether someone who has been infected has developed protective immunity against the virus.

#### **D. Health and Safety Committee**

Facilities should convene a health and safety committee comprised of labor-management representatives to discuss recommendations, workplace protections and rights, and actions for implementation to support infection control procedures. Facilities should assign a qualified workplace coordinator to lead their COVID-19 prevention response. The following are considerations for such a committee:

- Develop policies that encourage sick workers to stay at home without fear of reprisals and communicate such policies to workers.
- Implement interim leave policies to accommodate workers who are sick.
- Adopt a policy that requires workers who test positive and are symptomatic to stay home for 10 days plus 3 days without fever and feeling well. If a worker tests positive and is asymptomatic they should stay home for 10 days after the positive sample was tested. Refer to the [CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#).
- Do not provide incentives for work attendance or penalize workers for taking time off for testing for COVID-19 or illness related to COVID-19.
- Designate a safety team, with designated team leaders, who can share relevant information with workers and convey worker concerns back to management. Instruct workers on how to report symptoms. With appropriate social distancing, this team may meet with their designated workers on a daily basis. Facilities should use auditors to assess daily any compliance issues with COVID-19 procedures.
- The committee should consider the fact that workers at higher risk for serious illness include older adults and people of any age with chronic medical conditions. Policies and procedures addressing high risk workers should be made in consultation with occupational medicine and human resources professionals.

#### **E. Social Distancing and Other Administrative Controls**

Pursuant to Executive Order 2020-38, Section 5, facilities must ensure that workers are adhering to social distancing, which includes maintaining at least six feet of physical distance between individuals at all times to the greatest extent feasible, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces,

and not shaking hands. Maintaining six feet between workers is a critical step in reducing the risk of the spread of COVID-19, especially because individuals can transmit the virus in the 48 hours prior to the onset of symptoms.

Facilities should evaluate all areas for social distancing, including staggering access to certain areas, such as:

- Break room, meal room, and similar shared spaces
  - Consider staggering meals and breaks to decrease the number of people on break at the same time.
  - Consider using tape to mark the areas where workers may sit or stand in cafeteria to ensure compliance with social distancing.
  - Consider removing some seating from meal and break rooms to ensure workers do not sit within six feet of each other.
  - Weather permitting, consider adding picnic tables or tents outside for social distancing during breaks and meals.
  - Develop a protocol for how workers can safely store their personal protective equipment (PPE) while eating.
- Bathrooms
  - Consider making portable toilets available.
- Processing lines
  - Stagger shifts, start times, and break times as feasible to prevent congregating.
  - Reduce production line staffing to the extent feasible to minimize close worker contact. Adjust line speed to allow workers to maintain distance. Wherever it is not feasible to maintain a distance of six feet between workers in a production line, workers should be separated by barriers and be provided PPE including, at a minimum, face masks.
  - Group workers and assign those groups to the same shift with the same coworkers. This will simplify tracing of close contacts at work.
  - Operate only essential lines and shut down non-essential lines.
- Locker rooms
  - Consider assigning lockers to workers in each shift and ensuring that assigned lockers are six feet away from each other. Alternatively, consider staggering the use of the locker room to ensure workers are six feet away from each other.

- Facilities should provide cleaning supplies and allot enough time for workers to clean their assigned lockers each shift.
- Entrances and exits
  - Designate one-way entrances and exits in and out of the facility.
  - Mark distances six feet apart where workers may stand in line when waiting to clock in or out, conduct health assessments, wait for transportation, and other areas where workers normally congregate.
  - Ensure that any biometric device or other timekeeping system that requires workers to touch a common surface, such as a screen or keypad, is cleaned routinely. A touch-free process is ideal. In addition, hand sanitizer or disinfecting wipes should be located next to the timekeeping system for worker use before and after clocking in or out.
  - Provide workers with enough time to clock in and clock out to ensure that PPE is appropriately donned and doffed, lockers and equipment are thoroughly cleaned, and lines do not form.
- Tool rooms
  - Disinfect tools between use when used by multiple workers.

In addition, facilities should:

- Identify ways to physically separate workers from each other in all areas of the facility, such as the use of strip curtains or plexiglass barriers.
- Adapt workstations to minimize close contact of workers.
- If shuttle buses are used to bring workers to a work site, ensure workers observe appropriate social distancing and wear face masks on the bus and that the shuttle buses are regularly cleaned and disinfected, especially door handles, handrails, and seatbelts. The number of people in each vehicle should be limited. Persons should wash hands thoroughly before entering and immediately after exiting the vehicle.
- Use visual cues (e.g. floor markings or signs) to show 6 feet separation.
- Consult with a mechanical engineer to ensure adequate ventilation of worker areas. Refrain from using fans that blow air from one worker to another. Ensure that fans blow clean air if fans are used in the facility. Remove personal cooling fans to prevent transmission of COVID-19 while taking steps to reduce any heat related hazards.
- If there is employer-provided housing, separate COVID-19 positive workers from asymptomatic workers.

- Limit visitors to those essential to business operations and restrict where visitors can go within the facility.

## **F. Personal Protective Equipment (PPE)**

Facilities should:

- Provide workers with the necessary PPE and replace when necessary.
- Require that workers wear masks.
  - Masks should fit snugly over the nose and mouth.
  - Masks should be secured with ties or ear loops and have multiple layers of fabrics.
  - Workers should avoid touching the front of the mask and should not allow the mask to hang around the neck.
  - The mask should allow breathing without restriction.
  - Once masks become wet or contaminated, they should be replaced at no cost to workers.
  - When masks are removed for lunch, the mask should be put on a paper towel with the exterior side down until putting the mask back on.
- Train workers on how to properly don and doff PPE to prevent contamination or the transfer of infected materials.
- Stress good hand hygiene after gloves or facial coverings are removed.
- Train workers to avoid touching their faces, including eyes, nose, and mouth until after they have washed their hands.
- Consider using face shields in addition to masks. Face shields are considered to be PPE and source control. Face shields can be attached to helmets but are not considered a substitute for eye protection. Face shields can minimize contamination of masks. Face shields need to be cleaned and disinfected after each shift and kept in a clean location. A face shield should wrap around the side of the wearer's side of the face and extend below the chin.

## **G. Cleaning, Disinfecting, and Sanitizing**

Facilities should:

- Disinfect "high touch surfaces" in production areas with products meeting the Environmental Protection Agency's criteria for use against COVID-19 and approved under the facility's sanitation standard operating procedures. High touch surfaces

include, but are not limited to, doorknobs, light switches, shared equipment, toilet handles, sink faucets, clock in/out areas, vending machines, and tools.

- Ensure handwashing stations are readily available, with access to soap, clean water, and single use paper towels for handwashing. Provide no-touch receptacles when possible.
- When handwashing stations are not available, provide alcohol-based hand sanitizers containing an alcohol content of at least 60% ethanol or 70% isopropanol.
- Monitor to ensure cleaning and disinfecting is being done routinely and that proper handwashing practices are being followed.
- Perform enhanced cleaning and disinfection after persons with suspected or confirmed COVID-19 have been in the facility.
- Develop a protocol for sanitizing hard hats, face shields, and other PPE at the end of the shift.

## **H. Education**

Facilities should provide ongoing training and education to their workers about the COVID-19 pandemic, including the transmission, symptoms, information about testing, necessary safety precautions, the steps the facility is taking to mitigate the spread of COVID-19, and anti-retaliation laws.

- The training should be consistent with CDC and IDPH guidance and should emphasize the importance of workers staying home when sick.
- The training should educate workers about where they can get tested, how to inform their employer if they test positive for COVID-19, procedures for returning to work after the 14-day self-isolation period, and benefit time available to workers for getting tested and staying home if infected.
- Training and education materials should be provided on an on-going basis to account for developments in COVID-19 guidance. They should be easy to understand, include accurate and timely information, and be available in languages appropriate to preferred language(s) spoken or read by the workers. Refer to the CDC's website for guidance materials that are available in a variety of languages.
- Employers should consider literacy issues when providing training.
- Such training can be provided via various methods, including:
  - On televisions in the workplace or via text message;
  - From team leaders;
  - On easy to understand posters with pictures about symptoms, proper handwashing, and disease transmission;
  - Videos of donning and doffing of PPE.

- The materials should include updated content to ensure workers pay attention.
- Facilities should maintain copies of all materials used for training purposes while this guidance is in effect.
- Facilities should reinforce training and best practices by posting signage in common areas.

### **I. Workers' Rights**

The Occupational Safety and Health Act of 1970 prohibits employers from retaliating against workers for raising safety or health concerns. In Illinois, workers may also raise workplace concerns with the Attorney General's Workplace Rights Bureau (844-740-5076 or [workplacerrights@atg.state.il.us](mailto:workplacerrights@atg.state.il.us)).

### **J. Voluntary Shutdown**

Facilities should consider voluntarily shutting down their operations when any of the following circumstances are present:

- Increasing COVID-19 infection rates amongst facility workers;
- An inadequate number of workers to safely perform work;
- An inability to maintain social distancing spacing requirements of at least six feet between workers; or
- An inadequate supply of PPE.

### **K. Involuntary Shutdown**

A facility that does not comply with the Department of Public Health Act, 20 ILCS 2305, and applicable regulations may pose a public health risk requiring closure by a local health department pursuant to the Control of Communicable Diseases Code. 77 Ill. Adm. Code 690.1330. The Attorney General's Office or local State's Attorney may assist the local health department in bringing an enforcement action if the facility does not comply with the closure order. See 77 Ill. Adm. Code 690.1340.

## L. References and Resources

Centers for Disease Control and Prevention, *Meat and Poultry Processing Workers and Employers*, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/meat-poultry-processing-workers-employers.html>

Centers for Disease Control and Prevention, *Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)*, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Centers for Disease Control and Prevention, *If You Are An Essential Critical Worker Who Has Been Exposed to COVID-19*, [https://www.cdc.gov/coronavirus/2019-ncov/downloads/Essential-Critical-Workers\\_Dos-and-Donts.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/Essential-Critical-Workers_Dos-and-Donts.pdf)

Centers for Disease Control and Prevention, *Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19*, <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

IDPH's Business and Organization Guidance, <https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/business-guidance>

*Food Industry Recommended Protocols When Employee/Visitor/Customer Tests Positive for COVID-19*, April 1, 2020, [http://www.afdo.org/resources/Documents/COVID19/2020-04-01%20FBIA%20COVID19\\_Case%20Recommended%20Protocols%20V4.pdf](http://www.afdo.org/resources/Documents/COVID19/2020-04-01%20FBIA%20COVID19_Case%20Recommended%20Protocols%20V4.pdf)

*Emergency Prevention Measures to Achieve Physical (Social) Distancing in Food Manufacturing Facilities as Related to COVID-19*, March 31, 2020, <https://www.idfa.org/wordpress/wp-content/uploads/2020/04/2020-03-31-Emergency-Preventions-Measures-for-Physical-Distancing-in-Food-Manufacturing-as-Related-to-COVID-19.pdf>

Illinois Control of Communicable Diseases Code, 77 Ill. Adm. Code 690, <http://ilga.gov/commission/jcar/admincode/077/07700690sections.html>

U.S. Department of Labor, Occupational Safety and Health Administration COVID-19 webpage, <https://www.osha.gov/SLTC/covid-19>

# **Exhibit A**



## **Infection Prevention and Control Assessment Tool for Processing Facilities During the COVID-19 Pandemic**

This tool is intended to assist health departments in the assessment of infection prevention and control programs and practices in meat processing facilities in order to make recommendations regarding COVID-19. It is not intended to assess for regulatory compliance. If feasible, direct observation of infection prevention and control practices are encouraged. To facilitate the assessment, if health departments are planning to visit a facility, they are encouraged to share this tool with the facility in advance of their visit.

### **Overview**

Section 1: Facility Demographics

Section 2: Infection Control Program and Infrastructure

Section 3: Guidelines and Other Resources

Section 4: Direct Observation of Facility Practices

### Section 1. Facility and workforce characteristics

Date(s) of assessment	
Type of assessment	<input type="checkbox"/> On-site <input type="checkbox"/> Other (specify):
Facility name (for health department use only)	
Type of food processed	<input type="checkbox"/> Beef <input type="checkbox"/> Pork <input type="checkbox"/> Poultry <input type="checkbox"/> Other (specify):
Number of animals processed per day	
Number of employees/contractors	
Number of production employees/contractors	
Number of USDA Food Service Inspection Service (FSIS) inspectors	
Number and types of shifts	
Shift start, shift end, and break times	
Names of departments in facility	
Number of languages spoken by workforce	
Primary languages spoken by workforce	
Employer-provided transportation to work	<input type="checkbox"/> Yes, entire workforce <input type="checkbox"/> Yes, some of the workforce <input type="checkbox"/> No What are other ways employees get to work?
Other workforce characteristics	
Union representation	<input type="checkbox"/> Yes, entire workforce <input type="checkbox"/> Yes, some of the workforce <input type="checkbox"/> No
Name of union(s) and point of contact information for each	
USDA point of contact information	
State Department of Agriculture/State Veterinarian contact information	

## Section 2. Facility Policies and Procedures

<b>COVID-19 Workplace Health and Safety Plan</b>		
Elements to be assessed	Assessed	Notes/ Areas for improvement
Workplace COVID-19 coordinators identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who are the coordinators? What are their backgrounds?
Plans have been developed to continue essential functions with a reduced workforce	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mechanism for monitoring and tracking absenteeism and duration of exclusion from work for ill employees in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Standard operating procedures for cleaning, disinfection, and sanitation reviewed and modified as necessary for COVID-19	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Leave policies are flexible, non-punitive, and encourage ill employees to stay home	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are leave policies?
Coordination with occupational safety, health, or medical professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	What role, if any, are they playing in health screening, referral for further evaluation, testing, and other policies?  Are employee health services being provided on site?
Collaboration with local and/or state public health authorities and other stakeholders	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-shift employee and visitor health screening has been considered or implemented	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section 2, Administrative controls for more information
Policy for managing workers with potential exposure to COVID-19 in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are the policies?
Policy for managing ill workers with COVID-19 in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are return-to-work criteria for workers with COVID-19?

Infection prevention and control policies and practices		
Engineering controls		
Elements to be assessed	Assessed	Notes/ Areas for improvement
Workstations, production lines, and other work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is there ability to maintain social distancing <math>\geq 6</math> feet? Does this vary by department?</p> <p>Can workstation alignment be modified to increase worker separation (<math>\geq 6</math> feet) and ideally workers are not facing each other?</p> <p>If not, can barriers (e.g. stainless steel, lexan, plastic strip curtains) be used to separate workers? How will barriers be sanitized?</p>
<p>Other areas where workers may congregate, such as</p> <p>Health screening area Entrances/exits Clock-in areas Uniform and equipment pickup area Tool sharpening area Hallways Break areas Locker rooms Smoking areas Parking lots</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is there ability to maintain social distancing in these areas?</p> <p>Can barriers or dividers be used to physically separate workers?</p> <p>Can the number of tables in lunch or break areas be decreased and/or other building space or tents be used for overflow?</p> <p>Can the number of workers in a space at a time be limited?</p>
Visual cues to maintain social distancing	<input type="checkbox"/> Yes <input type="checkbox"/> No	What methods are used?
Handwashing and hand sanitizer stations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Are handwashing stations and/or hand sanitizers (ideally touchless) placed in multiple locations? Where are they located (e.g. all entrances, common areas)?</p> <p>Is there ability to maintain social distancing?</p>

Ventilation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eliminate personal cooling fans. If present, ensure fans do not blow air from one worker directly towards another worker.
<b>Cleaning/disinfection/sanitation</b>		
Elements to be assessed	Assessed	Notes/Areas for improvement
Food production areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are disinfection agents used? Are they consistent with USDA and EPA recommendations?  What is the frequency of cleaning/disinfection?
Non-food production areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are disinfection agents used? Are they consistent with EPA recommendations?  What is the frequency of cleaning/disinfection?
Targeted and more frequent cleaning of high-touch surfaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	What surfaces are receiving additional cleaning/disinfection?  What is the schedule for this cleaning?
Enhanced cleaning and disinfection after persons with suspected or confirmed COVID-19 have been in the facility	<input type="checkbox"/> Yes <input type="checkbox"/> No	What policies and procedures are in place?

<b>Administrative controls</b>		
Elements to be assessed	Assessed	Notes/Areas for improvement
Pre-shift employee health screening (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is screening completed outside the plant entrance?</p> <p>Who performs the screening?</p> <p>Does screening include every person prior to building entry (including visitors and employees who arrive early or late or through other entrances)?</p> <p>What information is assessed (e.g. temperature, symptoms, contact with symptomatic persons)?</p> <p>Is secondary screening done for those with fever or reported symptoms? If so, what does it include?</p> <p>Is social distancing being maintained during the process?</p> <p>How are employees who screen positive managed?</p>
Physical distancing coaches	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are they being used? If so, are they effective?
Training and communication	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What is the mode of delivery (e.g., online, written materials, beginning of shift updates)?</p> <p>What are topics covered?</p> <p>What languages are used? Who are the interpreters?</p> <p>Is there any signage? If so, where is it placed? What topics are covered?</p>

<b>Personal protective equipment (PPE) and source control</b>		
Elements to be assessed	Assessed	Notes/Areas for improvement
PPE for usual job duties	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What types of PPE are required for which job tasks?</p> <ul style="list-style-type: none"> <li>• Eye protection</li> <li>• Gloves, type:</li> <li>• Respirator, type:</li> <li>• Other facial covering, type:</li> <li>• Gown/coveralls</li> <li>• Other, type:</li> </ul>
If required, PPE/face coverings/face shields are being provided by the facility	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What types of PPE/face coverings/face shields are provided?</p> <p>Is there an area for PPE donning and doffing?</p> <p>Are there challenges in sourcing PPE?</p>
PPE use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Have workers received training on topics including</p> <ul style="list-style-type: none"> <li>• When to use PPE</li> <li>• What PPE is necessary</li> <li>• How to put on, use, take off, dispose of, and maintain PPE</li> <li>• Limitations of PPE</li> </ul> <p>Are there visual cues for PPE donning/doffing procedures?</p> <p>Are employees wearing PPE correctly?</p>
Face covering use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What is the facility's policy for face coverings?</p> <p>In which parts of the facility are they being used?</p> <p>Are they being replaced when they are being contaminated?</p> <p>Do they interfere with PPE and how has that been addressed?</p>

### **Section 3: Guidelines and Other Resources**

CDC COVID-19 website

[www.cdc.gov/coronavirus/2019-ncov/](http://www.cdc.gov/coronavirus/2019-ncov/)

CDC Interim Guidance for Businesses and Employers: Plan, Prepare and Respond to Coronavirus Disease 2019

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

CDC Recommendations for Cloth Face Covers

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

CDC Tools for Cross-Cultural Communication and Language Access

<https://www.cdc.gov/healthliteracy/culture.html>

NIOSH Coronavirus Disease 2019 website

[www.cdc.gov/niosh/emres/2019\\_ncov.html](http://www.cdc.gov/niosh/emres/2019_ncov.html)

CDCINFO: 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | website: [www.cdc.gov/info](http://www.cdc.gov/info)

OSHA COVID-19 website

[www.osha.gov/SLTC/covid-19/controlprevention.html](http://www.osha.gov/SLTC/covid-19/controlprevention.html)

OSHA Meatpacking website

<https://www.osha.gov/SLTC/meatpacking/index.html>

OSHA Poultry Processing website

<https://www.osha.gov/SLTC/poultryprocessing/index.html>

EPA List N: Disinfectants for use against SARS-COV-2

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

#### Section 4. Direct Observation of Facility Practices (optional)

This section is intended as a guide to topics and facility areas for direct observation during an on-site evaluation of infection prevention and control practices at meat processing facilities. This chart can help guide collection of information to supplement Section 3. It is not meant to be exhaustive list. For example, other topics or areas of interest (e.g. specific departments or production areas) can be added to adapt this tool based on local circumstances.

Consider assessment of specific areas of the facility at the following times:

- Shift start and end
- Mealtimes
- During production
- During health screening
- Breaks
- During cleaning and disinfection

	Health screening area <sup>1</sup> (if present)	Entrance/exits Clock-in/out areas <sup>1</sup>	Uniform and equipment pickup area	Tool sharpening area	Production area	Break areas, cafeterias <sup>2</sup>	Locker rooms, restrooms	Other areas: e.g. parking lot, smoking areas (as needed)
Adherence to social distancing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, <i>Physical barriers at workstations</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cleaning and disinfection practices	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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<p>Visual or other cues to maintain social distancing</p> <p><i>Clearly visible?</i></p> <p><i>Languages?</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No							
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	Health screening area <sup>1</sup> (if present)	Entrance/exits Clock-in/out areas <sup>1</sup>	Uniform and equipment pickup area	Tool sharpening area	Production area	Break areas, cafeterias <sup>2</sup>	Locker rooms, restrooms	Other areas: e.g. parking lot, smoking areas (as needed)
Communications about COVID-19 and worker safety and health  <i>Topics?</i> <i>Languages?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Availability of hand hygiene supplies and opportunities	<input type="checkbox"/> Yes <input type="checkbox"/> No							
PPE use  <i>Type(s)?</i> <i>Correct use?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Cloth face covering use	<input type="checkbox"/> Yes <input type="checkbox"/> No							

1. Consider evaluating during shift changes.
2. Consider evaluating during mealtimes and breaks.

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## **Exhibit B**

## COVID-19 Health and Safety Checklist for Meat and Poultry Facilities

<b>Establishment name:</b>	<b>Establishment #:</b>		<b>Location city/county:</b>		
<b>Type of establishment (select one)</b>	Livestock slaughter only	Livestock slaughter and processing	Poultry slaughter only	Poultry slaughter and processing	Processing only
<b>Establishment operating? (select one)</b>	Yes	No			
<b>If not operating, why? (select one)</b>	COVID positive personnel	Seasonal	Supply issues	Other (explain)	

<b>Checklist Items</b>					
<b>Positive Cases</b>					
Have any employees tested positive for COVID-19?	Yes	No	Unknown		
If yes, did the establishment take additional steps to clean and sanitize the facility, including high contact surfaces?	Yes	No	Unknown		
If yes, did the facility notify its employees regarding potential exposure?	Yes	No	Unknown	N/A	
<b>Employee Safety and Health</b>					
Are there any visibly symptomatic employees in the facility? (e.g. cough, shortness of breath)	Yes	No	Unknown		
Percentage of normal workforce present	100%	75%	50%	25%	
Percentage of normal production	Above Normal	100%	75%	50%	25%
Does the establishment need assistance in locating or procuring PPE?	Yes	No	Unknown		
<b>Personal Protective Equipment Measures</b>					
What types of PPE is the facility providing to employees?	Gloves	Disposable Masks	Face Shields	Goggles	Cloth Masks
	Safety Glasses	Other (list out)			
Are employees wearing masks covering nose/mouth?	Yes	No			

Personal Hygiene Controls					
Is hand sanitizer available to employees?	Yes	No			
Are handwashing stations readily available to all employees?	Yes	No			
Health Screening Upon Entry to Facility					
Does the establishment conduct screening of employees upon entry to the facility?	Yes	No	Unknown		
Does the screening include taking the temperature of each employee?	Yes	No	Unknown	N/A	
Does the screening include a questionnaire for the employee to self-report symptoms?	Yes	No	Unknown	N/A	
Is the facility sending employees home if they fail the screening?	Yes	No	Unknown	N/A	
Social Distancing Measures					
Are employees maintaining at least 6 ft of social distancing while in the facility?	Yes	No	Unknown		
Is the facility regularly and thoroughly cleaning/sanitizing equipment, work areas, and high contact surfaces?	Yes	No			
Signage/Visual Cues					
Has the facility posted signs or other visual cues regarding practices employees should follow to prevent the spread of COVID-19 (e.g., social distancing, hygiene, and sanitization)?	Yes	No			