

# Cal/OSHA COVID-19 General Checklist for Food Packing and Processing

July 2, 2020

This checklist is intended to help food packing and processing employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Food Packing and Processing](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).
- Update the plan as necessary to prevent further cases.



## Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

- ❑ Proper use of cloth face covers, including information in the [CDPH guidance](#).
- ❑ Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ❑ Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



## Individual Control Measures & Screening

- ❑ Symptom screenings and/or temperature checks.
- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Provide and ensure workers use face coverings and all necessary PPE.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Restrict non-employees entering the facility to only those classified as essential by management.



## Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces.
- ❑ Clean and sanitize all tools and shared equipment between each use.
- ❑ Coordinate cleaning product use with the USDA and/or FDA if used in food production areas.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Ensure delivery vehicles and equipment are cleaned before and after delivery routes and carry sufficient sanitation materials.
- ❑ Avoid sharing tools and other items. If shared, clean and disinfect.
- ❑ Sanitize hard hats and face shields at the end of each shift.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Ensure employees have ready access to sanitizer and other sanitary items they may need.
- ❑ Ensure all water systems are safe to use after a prolonged facility shutdown to minimize risk of Legionnaires' disease.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Provide time for workers to implement cleaning practices during their shifts.
- ❑ Stagger breaks and provide additional sanitary facilities if needed to maintain physical distancing during scheduled breaks.

- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- Consider upgrades to improve air filtration and ventilation.
- If fans are used in the facility, ensure that fans blow clean air at the workers' breathing zone.
- Modify offerings in on-site cafeterias, including prepackaged foods and flatware.



## Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Modify the alignment of workstations, including along processing lines so workers are at least six feet apart in all directions.
- Install physical barriers, such as strip curtains, Plexiglas or similar materials between workers.
- Designate workers to monitor and facilitate distancing.
- If necessary to ensure physical distancing, increase the number of shifts in a day, slow down the line speeds, and space out workers in accordance with CDC guidelines.
- Consider cohorting (grouping together) workers to always work together.
- Limit the number of workers in enclosed areas.
- Delineate one-way pathways to prevent employees from coming into close contact in narrow hallways.
- Stagger start times and alternate locker locations to increase physical distancing inside locker rooms and at the time clock.
- Reconfigure, restrict or close common areas and create alternative space for breaks where physical distancing is possible.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing. Provide virtual meeting and training opportunities if possible.
- Keep drivers in their trucks while on property, with a non-contact delivery protocol at the security gate.
- Adjust delivery and pickup processes to minimize contact.
- Encourage workers to avoid carpooling to and from work, if possible.

