

COVID-19 Prevention Checklist for Food Producers and Manufacturers

1. Aims

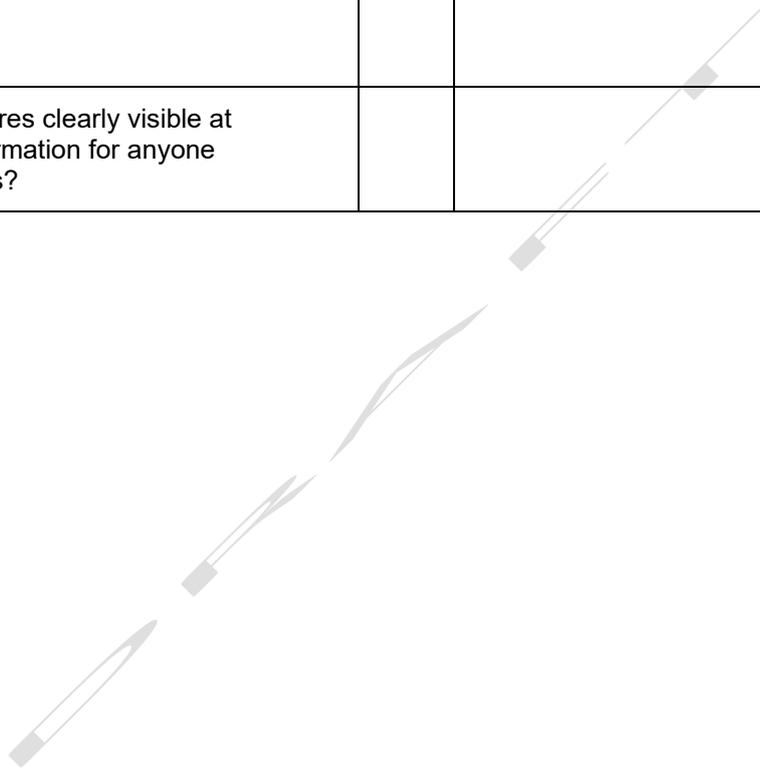
To assist food manufacturing settings in self-assessing their measures for preventing COVID-19 infection in the workplace.

COVID-19 Key message

Prevention is the most effective method of stopping transmission and outbreaks of COVID-19. Enhanced infection prevention and control measures should be in place in all food manufacturing settings during the COVID-19 pandemic. This checklist can help businesses assess whether they have all appropriate measures in place to prevent infection as far as is possible.

Organisational Policies and Procedures		Comments
Has a COVID-19 risk assessment been carried out?		
<p>Is there an up to date business continuity plan in case of higher than usual absenteeism?</p> <p><i>Strategies should prioritise positions without which critical work would stop. This should include an analysis of work tasks, workforce availability at specific worksites, and assessment of hazards associated with tasks.</i></p>		
Is there a system to identify and respond to absenteeism?		
Are employment records up to date for contact tracing purposes?		
Are infection control, health and safety, and food safety policies up to date, read and followed by all staff?		
<p>Are staff aware of all policies and where to find them?</p> <p>(daily briefings, translated / pictorial information, location of posters)</p>		
Are all staff up to date with training in H&S, food safety and COVID-secure practices?		
Have staff and staff representatives been engaged in changes to working practices, including new/changed IPC measures?		
Are there reporting systems with clear lines of authority and accountability, to enable staff feedback where poor IPC practice is noticed?		
Have first aiders been issued with guidelines to follow should someone appear to have Covid-19 symptoms whilst on site?		
Communications		
Do you have a breakdown of the key nationalities / main languages of your workforce?		
<p>Are staff provided with written and visual information about prevention measures?</p> <p><i>Consider using screens and video messaging where possible</i></p> <p>https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus/business-support/business-toolkits</p>		
Is information provided in the languages spoken by staff, and at appropriate literacy levels? (Translated resources are available)		

<p>Are there regular briefings (translated as appropriate) to update staff and reinforce messages?</p> <p><i>Remind staff of the need to maintain 2m social distancing whenever possible inside and outside the setting</i></p>		
<p>Are notices of COVID-19 safe measures clearly visible at all entrances including exclusion information for anyone (staff or visitors) displaying symptoms?</p>		



Infection prevention and control		
Are staff and visitors educated about hand hygiene and respiratory hygiene, with posters displayed widely?		
Does hand hygiene take place on entry and exit to the facility, on breaks and before/whilst moving through the facility?		
Are liquid soap and disposable paper towels available at each wash basin, and alcohol-based hand rub (at least 60-80%) in every communal/work area? <i>Consider touch-free hand sanitiser stations and/or individual containers of hand rub</i>		
Are waste bins foot operated?		
Are stocks of liquid soap, paper towels and hand sanitiser regularly checked and adequately maintained?		
Do staff change out of uniforms or protective clothing prior to leaving the workplace? <i>If uniforms are laundered at home, they should be washed at the highest temperature that the material will tolerate</i>		
Is there visible monitoring and enforcement of IPC measures?		
On-site Facilities		
Are staff working from home wherever possible (e.g. office staff)?		
Is 2m distancing in place throughout the workplace? <i>Consider redesigning processes to allow social distancing</i>		
Are one-way routes used to avoid congestion?		
Are breaks/rest times, and shift start and end times, staggered so as to avoid large numbers of workers being in the same place and moving between places at one time?		
Are there specific limits on the numbers of people allowed in one particular (work or rest) area at one time?		
Has staff density been reduced to allow 2m social distancing? <i>Consider cross-training workers to minimise numbers needed to continue operations and limit the impact of self-isolation/quarantine on business function.</i>		
Has cohorting of staff been considered where 2m social distancing cannot be maintained? <i>Cohorts should be built around natural work teams: to work together, take breaks together, and change together, to limit close contact between cohorts. Cleaning should be scheduled around zones and cohort lines.</i>		
Where 2m distancing is not possible, are there screens or other barriers to separate people and physical barriers to separate cohorts of staff?		

<p><i>Use physical barriers, such as strip curtains, plexiglass or similar materials, or other impermeable dividers or partitions, to separate meat and poultry processing workers from each other</i></p>		
<p>Where 2m is not possible, is face-to-face contact avoided? (i.e. workers should be side-by-side) Are face visors supplied?</p>		
<p>Is 2m distancing in place throughout communal areas such as:</p> <ul style="list-style-type: none"> • rest rooms? • canteens? • smoking shelters? <p><i>Consider removing or rearranging chairs and tables, and using additional areas to accommodate overflow such as training and conference rooms or outside tents</i></p>		
<p>Do rest / break areas promote messages relating to not sharing items among staff (e.g. food, drinks, cigarettes, lighters)?</p>		
<p>Are there designated workers to monitor and facilitate distancing on processing floor lines?</p> <p><i>Consider using CCTV to monitor compliance in communal areas outside main workspace</i></p>		
<p>Have steps been taken to ensure adequate ventilation in enclosed areas of the workplace e.g. opening windows, stopping fans blowing from one worker directly towards another?</p> <p><i>Consider consulting with a heating, ventilation and air conditioning engineer</i></p> <p>Where there are temperature controlled air conditioning / handling systems have the PHE guidelines been consulted? Are they regularly maintained by competent persons?</p>		
Personal Protective Equipment (PPE)		
<p>Are there procedures in place for hygienic handling, storage and disposal of face coverings for staff members who wear them?</p> <p><i>Consider adapting work wear policy and food safety procedures to support staff who would like the option of wearing a face covering in the workplace to do so safely</i></p> <p>How are PPE items eg face visors cleaned?</p>		
<p>Are gloves changed after carrying out non-food related activities, such as opening and closing doors by hand, handling money and emptying bins?</p> <p><i>Food workers should avoid touching their mouth and eyes when wearing gloves</i></p>		
<p>Are personnel performing screening activities, including temperature checks, appropriately protected from exposure to potentially infectious workers entering the facility?</p>		

Environmental cleaning		
<p>Is there heightened environmental cleaning of surfaces, production line areas, all hand contact surfaces and equipment, ideally once an hour but at least once a shift/every rotation of workers?</p> <p><i>Pay particular attention to frequently touched surfaces, e.g. levers, door handles, tabletops, lift buttons, taps, tools, monitoring records/smart screens</i></p> <p>Are deep cleaning procedures in place between shifts?</p> <p>Ensure any cleaning during production does not generate aerosols, outside production if high pressure cleaning /fogging is carried out staff must wear appropriate PPE</p>		
<p>Are staff trained in cleaning a potentially COVID-19 contaminated workplace?</p>		
<p>Are there adequate levels of cleaning materials in anticipation of increased need?</p> <p>Is cleaning equipment dedicated to specific areas?</p>		
Visitors		
<p>Are visitors limited to essential persons, with non-essential visits conducted remotely instead?</p> <p><i>If visits are required for situations such as emergencies/inspections, keep the visit as short as possible</i></p>		
<p>Are visitors reminded to:</p> <ul style="list-style-type: none"> • wash hands and dry thoroughly before and after visits • limit any contact with surfaces? • follow social distancing? • be vigilant for symptoms in the next 14 days, self-isolate if any develop, and inform the workplace? <p>Has the fitness to work /visit questionnaire for essential visitors been updated to include Covid-19?</p>		
<p>Are contractors and hauliers limited from mixing with staff on the site e.g. separate entrances/exits/avoiding visits?</p>		
<p>Are infection control measures applied to goods transfer (materials coming in, products going out)?</p>		
<p>Are visitors' details being recorded for NHS Test and Trace purposes?</p>		
Supporting vulnerable staff		
<p>Are clinically vulnerable staff members supported to work from home where possible?</p> <p><i>Consider redeployment into suitable roles</i></p>		
<p>Have individual risk-assessments been carried out for vulnerable employees to assess specific work needs/fitness to work in different roles e.g. BAME, shielding?</p>		

If working from home is not possible, are vulnerable staff always able to work at 2m?		
Transfer of staff		
Has the movement of different staff members across multiple sites/factories been minimised? <i>Transfer of staff between sites should be avoided unless this is essential to maintain safe working practices</i>		
Temporary and agency staff		
Is the use of agency staff and temporary staff at a minimum?		
Are employment agencies aware of the need to minimise changes in staff?		
Is there a process to alert employment agencies when staff on their books have been advised to self-isolate? And when there are positive cases of Covid-19?		
Off-site risks		
Are staff advised against car sharing with members of other households? Where this is not possible are staff asked, keep the windows open, wear face coverings and regularly clean the vehicle? <i>Encourage walking or cycling where possible. Consider providing alternative transport such as coach or minivan with social distancing and face covering use</i>		
Where shared transport is provided for staff: <ul style="list-style-type: none"> • is 2m social distancing maintained? or • 1m plus face coverings? 		
If workplace accommodation is provided, are staff in single-occupancy rooms? For those who aren't, have they been provided with adequate information on prevention measures?		
Are staff reminded of the need to social distance with people who are not household members?		
If staff work in cohorts, are these cohorts maintained for travel and accommodation?		
Do staff share childcare between their homes? If so are they aware of infection transmission risks and supported to take preventive measures outside of work?		
Will staff members be able to appropriately self-isolate if the need arises? <i>Consider arranging back-up single occupancy accommodation in case staff in shared accommodation need to self-isolate</i>		
Are IPC measures rigorously enforced in staff accommodation (e.g. hand hygiene, environmental cleaning, socially distanced communal areas)?		

Are cleaning materials and equipment provided? (effective cleaning and hand hygiene will minimise spread, this should therefore be considered, particularly in the case of symptoms /positive cases)		
Are you aware of any staff working for other agencies / in other roles? (Eg Care Settings) If so, do they understand the risks of transferring infection and are being supported to take preventive measures? (refer to Workers leaflet)		
Staff support and wellbeing		
Is there support for staff mental and physical health needs?		
Are staff financially supported to self-isolate? <i>Measures might include fixed term salaried contracts, advances on future sick leave and allowing employees to donate sick leave to each other.</i>		
Do staff need any practical support to self-isolate?		
Are there measures to encourage/reward compliance with isolation and IPC measures?		
Is there regular communication with staff on financial and mental/physical health support?		