

# COVID-19 HAZARD IDENTIFICATION TOOL

## FOOD PROCESSING AND PACKING

This checklist can be used to identify hazards or needed prevention measures to protect workers from COVID-19. Follow these steps:

- 1 **Do a walk-through** of the facility to see if there are hazards or if protections are not in place.
  - Look at production and processing lines, cold storage areas, warehouses, packaging areas, break rooms and cafeterias, locker rooms and restrooms, and offices.
  - If your answer is “no” to any of the questions in the chart below, follow-up is needed.
- 2 **Propose solutions.** What changes are needed? Who can help you address these?
- 3 **Follow up.** Use the *Make the Workplace Safer Tracking Chart* at the end of this document to record solutions and any needed changes. Update and review this chart periodically as needed to ensure all changes are completed.

NAME OF FACILITY:

DATE AND TIME:

| COVID-19 Cases and Exposure |  | YES | NO | DON'T KNOW | COMMENTS |
|-----------------------------|--|-----|----|------------|----------|
| 1                           | Are employees encouraged to self-screen for symptoms each day before their shift starts?   |     |    |            |          |
| 2                           | If a worker has symptoms, are they encouraged and instructed to not come to work and to get a COVID-19 test and quarantine if needed?                                |     |    |            |          |
| 3                           | Are workers informed in writing within 1 day if they have been exposed to a COVID-19 case at work?   |     |    |            |          |
| 4                           | Are workers who are exposed at work offered testing at no cost during paid time, and instructed to quarantine for at least 10 days, with pay and benefits preserved? |     |    |            |          |

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| Physical Distancing — at least 6 feet |  | YES | NO | DON'T KNOW | COMMENTS |
|---------------------------------------|--|-----|----|------------|----------|
| 5                                     | Are workers able to maintain distance from others (at least 6 feet) in all areas of the facility?  |     |    |            |          |
| 6                                     | Are measures in place so that workers and others can maintain physical distance, such as:  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Floor markings and signs showing where workers should stand (in languages workers understand)?</li> </ul>   |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Clearly marked and separate entrance and exit routes?</li> </ul>  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Are workers distributed on the production line to allow at least 6 feet from others in all directions?</li> </ul>   |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Cleanable solid physical barriers (such as stainless steel, Plexiglas partitions, or plastic strip curtains) to separate workers at workstations and on the production line?</li> </ul> |     |    |            |          |
|                                       | — Are the physical barriers cleaned periodically?  |     |    |            |          |
| 7                                     | Are workers able to maintain at least 6 feet of distance in the following areas?   |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Symptom screening areas</li> </ul>  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Entrances and exits</li> </ul>  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Clock in/clock out area</li> </ul>  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Uniform and equipment pick-up area</li> </ul>   |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Freezer and cold storage areas</li> </ul>   |     |    |            |          |

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| Physical Distancing — at least 6 feet |   | YES | NO | DON'T KNOW | COMMENTS |
|---------------------------------------|---|-----|----|------------|----------|
|                                       | <ul style="list-style-type: none"> <li>Hallways</li> </ul>  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Locker rooms, break rooms and lunch areas, meeting rooms</li> </ul>                                    |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Restrooms and handwashing stations</li> </ul>  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Parking lots</li> </ul>  |     |    |            |          |
| 8                                     | Are there workers designated to monitor and facilitate distancing?  |     |    |            |          |
| 9                                     | Are there staggered break and lunch schedules?  |     |    |            |          |
| 10                                    | Are outdoor break areas provided, with shade coverings and distance between chairs?   |     |    |            |          |
| 11                                    | Have changes been made to how the work is done in the facility, such as:  |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Increasing the number of production/ processing shifts and staggering workers across shifts</li> </ul> |     |    |            |          |
|                                       | <ul style="list-style-type: none"> <li>Slowing down line speeds</li> </ul>  |     |    |            |          |

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| Face Coverings            |   | YES | NO | DON'T KNOW | COMMENTS |
|---------------------------|---|-----|----|------------|----------|
| 12                        | Are all employees and facility visitors required to wear face coverings?  |     |    |            |          |
| 13                        | Are face coverings worn appropriately, covering the nose and mouth, at all times? (unless alone or if eating or drinking while keeping physical distance) |     |    |            |          |
| 14                        | Are free face masks provided to workers? Are they replaced often (e.g., if damaged, dirty, or wet)?   |     |    |            |          |
| Handwashing               |   | YES | NO | DON'T KNOW | COMMENTS |
| 15                        | Is enough time provided to workers to wash their hands frequently during their shift?   |     |    |            |          |
| 16                        | Are hand washing stations touch-free?   |     |    |            |          |
| 17                        | Are hand washing areas or stations accessible?  |     |    |            |          |
| 18                        | Do handwashing stations have enough supplies (soap etc.) and is hand sanitizer (with at least 60% Alcohol) available throughout the facility?             |     |    |            |          |
| 19                        | Do workers know how to report the need for more handwashing supplies?   |     |    |            |          |
| Cleaning and Disinfecting |   | YES | NO | DON'T KNOW | COMMENTS |
| 20                        | Is there a cleaning and disinfecting protocol that describes what is to be cleaned and how often, and is it being followed?                               |     |    |            |          |
| 21                        | Are employees who are assigned these tasks given time to do so during their shifts, aside from other job duties?  |     |    |            |          |
| 22                        | Do workers have what they need to work safely with disinfectants (gloves, goggles, other)?  |     |    |            |          |

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| Cleaning and Disinfecting |  | YES | NO | DON'T KNOW | COMMENTS |
|---------------------------|--|-----|----|------------|----------|
| 23                        | Are workers free of any health effects from the use of disinfectants?  |     |    |            |          |
| 24                        | Are high-touch surfaces, tools and other objects in <b>non-food production areas</b> frequently disinfected with disinfectants from EPA's List-N?  |     |    |            |          |
| 25                        | Are food production or processing areas frequently disinfected with disinfectants per USDA and EPA recommendations for food processing facilities: |     |    |            |          |
|                           | <ul style="list-style-type: none"> <li>• Production/Processing line surfaces</li> </ul>  |     |    |            |          |
|                           | <ul style="list-style-type: none"> <li>• Physical barriers between workers</li> </ul>  |     |    |            |          |
|                           | <ul style="list-style-type: none"> <li>• Workstations</li> </ul>   |     |    |            |          |
|                           | <ul style="list-style-type: none"> <li>• Tools and Equipment</li> </ul>  |     |    |            |          |
| 26                        | Is the sharing of tools and equipment avoided?   |     |    |            |          |
| 27                        | Are any shared tools cleaned and disinfected between each use?   |     |    |            |          |
| 28                        | Are high-traffic areas disinfected thoroughly and frequently? <b>Including:</b>  |     |    |            |          |
|                           | <ul style="list-style-type: none"> <li>• Bathrooms, breakrooms, and locker rooms</li> </ul>  |     |    |            |          |
|                           | <ul style="list-style-type: none"> <li>• Areas to enter and exit, stairways, stairwells, hallways, handrails, elevators</li> </ul>                 |     |    |            |          |
| 29                        | When COVID-19-positive cases are reported in the workplace, are all the "exposed" areas thoroughly cleaned and disinfected?                        |     |    |            |          |

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| Ventilation                |   | YES | NO | DON'T KNOW | COMMENTS |
|----------------------------|---|-----|----|------------|----------|
| 30                         | Has the employer evaluated and, if necessary, upgraded the ventilation system to increase the quantity of outside air as much as possible?  |     |    |            |          |
| 31                         | Is the ventilation system working in all areas of the facility (including bathrooms, locker rooms, hallways, break and storage areas, etc)?   |     |    |            |          |
| 32                         | Are personal cooling fans prohibited?   |     |    |            |          |
| Communication and Training |   | YES | NO | DON'T KNOW | COMMENTS |
| 33                         | Have workers been trained, in a language that they understand and a format that is effective?   |     |    |            |          |
| 34                         | Does training cover how COVID-19 is transmitted, symptoms, workplace policies and procedures, the importance of face coverings, physical distancing and other measures, the importance of staying home if sick or with symptoms, and information about COVID-19-related benefits? |     |    |            |          |
| 36                         | Do workers know they can request a copy of their employer's worksite plan and how they can obtain COVID-19 testing?   |     |    |            |          |
| 37                         | Have workers been trained on how to use disinfectants safely? (This should include training on health effects, manufacturer's directions, any protective measures like ventilation or personal protective equipment.)   |     |    |            |          |
| 38                         | Do workers know who to notify if they see hazards or have any exposures, symptoms, or positive test results, and that they can do so safely without retaliation?  |     |    |            |          |

# MAKE THE WORKPLACE SAFER TRACKING CHART

NAME: \_\_\_\_\_ STORE # AND LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

| COVID-19 Safety/Health Problem | What solution or action is needed? | Date reported, to whom and how | Action taken   | Next Steps |
|--------------------------------|------------------------------------|--------------------------------|--|------------|
|                                |                                    |                                | Corrected<br>Is being addressed<br>Don't know or not addressed<br>Other: |            |
|                                |                                    |                                | Corrected<br>Is being addressed<br>Don't know or not addressed<br>Other: |            |
|                                |                                    |                                | Corrected<br>Is being addressed<br>Don't know or not addressed<br>Other: |            |
|                                |                                    |                                | Corrected<br>Is being addressed<br>Don't know or not addressed<br>Other: |            |
|                                |                                    |                                | Corrected<br>Is being addressed<br>Don't know or not addressed<br>Other: |            |
|                                |                                    |                                | Corrected<br>Is being addressed<br>Don't know or not addressed<br>Other: |            |