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# Infection Prevention and Control Assessment Tool for

# Meat Processing Facilities During the COVID-19 Pandemic

April 24, 2020

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

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| Date(s) of assessment |  |
| Type of assessment | □ On-site ☐ Other (specify): |
| Facility name (for health department use only) |  |
| Type of food processed | □ Beef ☐ Pork ☐ Poultry ☐ 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 | * Yes, entire workforce * Yes, some of the workforce * No   What are other ways employees get to work? |
| Other workforce characteristics |  |
| Union representation | * Yes, entire workforce * Yes, some of the workforce * 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**

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| **COVID-19 Workplace Health and Safety Plan** | | |
| Elements to be assessed | Assessed | Notes/ Areas for improvement |
| Workplace COVID-19 coordinators identified | □ Yes ☐ No | Who are the coordinators? What are their backgrounds? |
| Plans have been developed to continue essential functions with a reduced workforce | □ Yes ☐ No |  |
| Mechanism for monitoring and tracking absenteeism and duration of exclusion from work for ill employees in place | □ Yes ☐ No |  |
| Standard operating procedures for cleaning, disinfection, and sanitation reviewed and modified as necessary for COVID-19 | □ Yes ☐ No |  |
| Leave policies are flexible, non-punitive, and encourage ill employees to stay home | □ Yes ☐ No | What are leave policies? |
| Coordination with occupational safety, health, or medical professionals | □ Yes ☐ 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 | □ Yes ☐ No |  |
| Pre-shift employee and visitor health screening has been considered or implemented | □ Yes ☐ No | See Section 2, Administrative controls for more information |
| Policy for managing workers with potential exposure to COVID-19 in place | □ Yes ☐ No | What are the policies? |
| Policy for managing ill workers with COVID-19 in place | □ Yes ☐ No | What are return-to-work criteria for workers with COVID-19? |

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| **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 | □ Yes ☐ No | Is there ability to maintain social distancing ≥6 feet? Does this vary by department?  Can workstation alignment be modified to increase worker separation (≥6 feet) and ideally workers are not facing each other?  If not, can barriers (e.g. stainless steel, lexan, plastic strip curtains) be used to separate workers? How will barriers be sanitized? |
| Other areas where workers may congregate, such as  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 | □ Yes ☐ No | Is there ability to maintain social distancing in these areas?  Can barriers or dividers be used to physically separate workers?  Can the number of tables in lunch or break areas be decreased and/or other building space or tents be used for overflow?  Can the number of workers in a space at a time be limited? |
| Visual cues to maintain social distancing | □ Yes ☐ No | What methods are used? |
| Handwashing and hand sanitizer stations | □ Yes ☐ No | Are handwashing stations and/or hand sanitizers (ideally touchless) placed in multiple locations? Where are they located (e.g. all entrances, common areas)?  Is there ability to maintain social distancing? |

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| Ventilation | □ Yes ☐ No | Eliminate personal cooling fans. If present, ensure fans do not blow air from one worker directly towards another worker. |
| **Cleaning/disinfection/sanitation** | | |
| Elements to be assessed | Assessed | Notes/Areas for improvement |
| Food production areas | □ Yes ☐ 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 | □ Yes ☐ 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 | □ Yes ☐ 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 | □ Yes ☐ No | What policies and procedures are in place? |

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

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| **Personal protective equipment (PPE) and source control** | | |
| Elements to be assessed | Assessed | Notes/Areas for improvement |
| PPE for usual job duties | □ Yes ☐ No | What types of PPE are required for which job tasks?   * Eye protection * Gloves, type: * Respirator, type: * Other facial covering, type: * Gown/coveralls * Other, type: |
| If required, PPE/face coverings/face shields are being provided by the facility | □ Yes ☐ No | What types of PPE/face coverings/face shields are provided? Is there an area for PPE donning and doffing?  Are there challenges in sourcing PPE? |
| PPE use | □ Yes ☐ No | Have workers received training on topics including   * When to use PPE * What PPE is necessary * How to put on, use, take off, dispose of, and maintain PPE * Limitations of PPE   Are there visual cues for PPE donning/doffing procedures? Are employees wearing PPE correctly? |
| Face covering use | □ Yes ☐ No | What is the facility’s policy for face coverings?  In which parts of the facility are they being used?  Are they being replaced when they are being contaminated? Do they interfere with PPE and how has that been addressed? |

**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
* During health screening
* Mealtimes
* Breaks
* During production
* During cleaning and disinfection

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|  | Health screening area1 (if present) | Entrance/exits Clock-in/out areas1 | Uniform and equipment pickup area | Tool sharpening area | Production area | Break areas, cafeterias2 | Locker rooms, restrooms | Other areas:  e.g. parking lot, smoking areas (as needed) |
| Adherence to social distancing | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | * Yes ☐ No If no, *Physical barriers at workstations* * Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No |
| Cleaning and disinfection practices | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No |
| Visual or other cues to maintain social distancing  *Clearly visible? Languages?* | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No |

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| Communications about COVID-19 and worker safety and health  *Topics? Language*s? | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No |
| Availability of hand hygiene supplies and opportunities | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No |
| PPE use  *Type(s)? Correct use?* | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No |
| Cloth face covering use | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No | □ Yes ☐ No |

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