

State of Illinois
COVID-19 Inspector Checklist for Food and Meat Processing Facilities

Facility name and #:
 Date:
 Start time:
 End time:

Facility address:
 Reporting Inspector:
 Title/Affiliation:

Checklist items	Yes(v)/ No (x)	Answer/Comment
Health Screening Upon Entry to Facility		
Does the screening include taking the temperature of each employee?		
Does the screening include a questionnaire for the employee to self-report symptoms?		
Is the facility sending employees home if they fail the screening?		
Personal Hygiene Controls		
Is hand sanitizer readily available to all employees?		
Are handwashing stations readily available to all employees?		
Personal Protective Equipment Measures		
What types of PPE is the facility providing to employees?		
Are all employees wearing masks covering nose/mouth?		
Social Distancing Measures		
Are employees maintaining at least 6 ft of social distancing while in the facility?		
If not, what steps have been taken to maintain maximum distance between employees?		
Is the facility regularly and thoroughly cleaning/sanitizing equipment and work areas?		
Positive cases		
Have any employees tested positive for COVID-19?		
If yes, what steps were taken to sanitize the facility?		
If yes, did the facility notify its employees regarding potential exposure?		
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)?		
Employee Safety and Health		
Are there any visibly symptomatic employees in the facility? (e.g. cough, shortness of breath)		