

Facility Assessment Tool for Coronavirus Disease 2019 (COVID-19) for Manufacturing Facilities For use by public health officials

Using Guidance from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA)

This tool is intended to assist officials from state or local health departments assess infection prevention and control programs and practices in manufacturing facilities to make recommendations regarding COVID-19. This tool can serve as a template for assessing a facility. Public health officials can remove or add elements and response options depending on the local situation, assessment goals, and facility characteristics. Public health officials can complete an assessment by reviewing written policies and procedures, discussing practices with facility management and worker representatives, and directly observing activities during a site evaluation.

This tool is not intended to assess regulatory compliance. If feasible, direct observation of infection prevention and control practices is encouraged. This tool should be used by qualified public health or health and safety professionals familiar with the topics and content of the tool (assisted as needed by CDC/NIOSH Project Officer(s) and state or local public health entities).

Overview

Section 1: Facility and workforce characteristics

Section 2: Infection control program and infrastructure

Section 3: Guidelines and other resources

Section 4: Direct observation of facility practices



**U.S. Department of
Health and Human Services**
Centers for Disease
Control and Prevention

Employer-sponsored transportation

Employer-sponsored transportation to/from work? Yes, entire workforce Yes, some of the workforce No

What are other ways workers get to work? Ride-share vans Shuttle vehicles Car-pools Public transportation

Other, specify:

Are workers able to maintain social distancing (as much as possible) during transportation to work? Yes No Unknown

Are workers required to wear cloth face coverings during employer-sponsored transportation? Yes No Unknown

Are workers encouraged to wear cloth face coverings during employer-sponsored transportation? Yes No Unknown

Employer-sponsored housing

Employer-sponsored housing? Yes, entire workforce Yes, some of the workforce No

Other workforce characteristics

Do workers work in other facilities of the same company? Yes No Unknown

If yes, which facilities?

Do any workers come to the facility from: work release programs job share programs work exchange programs

other, specify:

Union information

Union representation Yes, entire workforce Yes, some of the workforce No

Name of union(s) and point(s) of contact for each:

Federal, State, Local agency information

State Public Health epidemiologist contact information:

Additional local and/or state public health authorities and other stakeholder contact information:

OSHA point of contact:

Is there any OSHA activity at the facility? Yes No

Section 2: Infection Control Program and Infrastructure

This section allows for health officials to document which elements they have assessed, take notes on each element, and identify areas for improvement.

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? <i>(Provide contact information)</i>	N/A	
What are their health and safety related backgrounds <i>(e.g. training, education, work experience)?</i>	N/A	
Plans have been developed to continue essential functions with higher than usual absenteeism	Yes No	
Mechanism exists for monitoring and tracking absenteeism	Yes No	
Mechanism exists for tracking when workers can return to work	Yes No	
Standard operating procedures for cleaning, disinfection, and sanitization reviewed and modified as necessary for COVID-19	Yes No	<i>See Section 2, Cleaning/disinfection/sanitization for more information</i>
Leave policies are flexible, non-punitive, and encourage ill workers to stay home	Yes No	
What is the policy?	N/A	
How would taking leave affect workers' income?	N/A	
Has the policy been consistently communicated to workers?	Yes No	
Coordination with occupational safety, health, or medical professionals	Yes No	
Does the facility have on-site occupational safety and health services?	Yes No	
If yes, what resources do they offer?	N/A	
If no, does the facility refer to or have a contract with off-site occupational safety and health services?	Yes No	
What role, if any, are these services playing in health screening, referral for further evaluation, testing, and other policies?	N/A	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
Collaboration with local and/or state public health authorities and other stakeholders	Yes No	
Has the facility considered local and/or state guidance when developing their COVID-19 Workplace Safety and Health Plan?	Yes No	
What are the names and contact information for local and/or state contacts?	N/A	
Has pre-shift worker and visitor health screening been considered?	Yes No	<i>See Section 2, Administrative controls for more information</i>
Policy for managing workers with potential exposure to COVID-19	Yes No	
What are the policies?	N/A	
Policy for managing workers with symptoms	Yes No	
What are the procedures for a worker to report symptoms either before reporting to work or while at work?	N/A	
Policy for managing workers with confirmed or suspected COVID-19 or COVID-19 positive test result	Yes No	
<p>What are return-to-work criteria for workers with COVID-19 (e.g., symptom-based, time-based, or test-based)?</p> <p>See guidance for discontinuation of isolation for persons with COVID-19 not in healthcare settings for description of these criteria.</p>	N/A	

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?	Yes No	
Does the ability to maintain social distancing ≥ 6 feet vary by department?	Yes No	
Does workstation alignment allow for worker separation (≥ 6 feet)?	Yes No	
Are workers facing away from one another?	Yes No	
Are physical barriers, such as partitions (e.g., stainless steel, plexiglass, plastic strip curtains) in use to separate workers, where appropriate?	Yes No	
Are barriers, if present, being disinfected?	Yes No	
Other areas where workers may congregate <ul style="list-style-type: none"> • Health screening area • Entrances/exits • Clock in/out areas • PPE, uniform, and equipment pickup area • Tool sharpening area • PPE donning/doffing area • Hallways • Break areas • Dining area/cafeteria • Locker rooms • Restrooms • Smoking areas • Parking lots 	Yes No	
Is there ability to maintain social distancing in these areas?	Yes No	
Are barriers or dividers in use to physically separate workers?	Yes No	
Has the number of tables in lunch or break areas been decreased and/or other building spaces (e.g., conference rooms) in use for overflow?	Yes No	
Are outdoor tents being used for overflow, such as for break and lunch areas	Yes No	
Is the number of workers in a space at a time being limited?	Yes No	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
Are clock in/out stations touch-free?	Yes No	
Visual cues to maintain social distancing	Yes No	
What methods (e.g., floor markings, signs) are used?	N/A	
Handwashing and/or hand sanitizer stations	Yes No	
Are handwashing and/or hand sanitizer stations (ideally touchless) placed in multiple locations?	Yes No	
Where are they located (e.g., all entrances, common areas)?	N/A	
Are they touch-free?	Yes No	
Are they easily accessible?	Yes No	
Are all stations functioning and stocked with adequate supplies (e.g., 60% alcohol sanitizer, soap, single use paper towels, trash can)?	Yes No	
Is there a mechanism to report depleted supplies?	Yes No	
Are workers aware of how to report depleted supplies?	Yes No	
Is there ability to maintain social distancing at all stations?	Yes No	
Is additional time allotted to accommodate more frequent and thorough handwashing for each shift, during the shift, and/or between shifts?	Yes No	
Ventilation	Yes No	
Has employer considered consulting with a heating, ventilation, and air-conditioning engineer to ensure adequate ventilation (if applicable)?	Yes No	
Have personal cooling fans been eliminated?	Yes No	
Has the employer considered using pedestal fans or hard-mounted fans?	Yes No	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
If pedestal fans or hard mounted fans are used, are steps taken to minimize air from fans blowing air from one worker directly towards another worker?	Yes No	
If fans are removed, what steps are being taken to prevent heat hazards?	N/A	

Cleaning, Disinfection, Sanitization

Elements to be assessed	Assessed?	Notes/Areas for Improvement
Production areas (including equipment)	Yes No	
Who is responsible for cleaning/disinfection/sanitization?	N/A	
What cleaning/disinfection/sanitization agents are used?	Yes No	
Are agents consistent with EPA List N recommendations?	Yes No	
Are agents consistent with FDA recommendations (if FDA regulated facility)?	Yes No	
What is the frequency of cleaning/disinfection?	N/A	
Are products being applied at the appropriate concentration?	Yes No	
Are products being applied for the appropriate contact time?	Yes No	
Non-production areas	Yes No	
What cleaning/disinfection/sanitization agents are used?	N/A	
Are they consistent with EPA List N recommendations?	Yes No	
What is the frequency of cleaning/disinfection?	N/A	
Are products being applied at the appropriate concentration?	Yes No	
Are products being applied for the appropriate contact time?	Yes No	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
Targeted and more frequent cleaning of high-touch surfaces including common areas, frequently touched surfaces, and physical barriers (if present)	Yes No	
What surfaces are receiving additional cleaning/disinfection?	N/A	
What is the schedule for this cleaning/disinfection?	N/A	
Are products being applied at the appropriate concentration?	Yes No	
Are products being applied for the appropriate contact time?	Yes No	
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?	N/A	
Hazard assessment performed for cleaning and disinfection tasks	Yes No	
Are protections in place to protect workers who perform cleaning and disinfection tasks from chemical hazards posed by disinfectants?	Yes No	
Are they wearing PPE appropriate for these tasks?	Yes No	

Administrative Controls

Elements to be assessed	Assessed?	Notes/Areas for Improvement
Pre-shift worker / visitor health screening	Yes No	
Is screening completed prior to entry into the facility?	Yes No	
Who performs the screening?	N/A	
Have screeners been appropriately trained?	Yes No	
Are screeners wearing appropriate PPE?	Yes No	
Does screening include every person prior to building entry, including visitors and workers who arrive early or late or through other entrances?	Yes No	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
What information is assessed (See General Business Frequently Asked Questions)?	N/A	
Are temperatures being checked?	Yes No	
Is additional (i.e. secondary) screening done for those with fever or reported symptoms?	Yes No	
<ul style="list-style-type: none"> • What does it include? 	N/A	
<ul style="list-style-type: none"> • Who performs it? 	N/A	
<ul style="list-style-type: none"> • Where is it done? 	N/A	
<ul style="list-style-type: none"> • Have screeners been appropriately trained? 	Yes No	
<ul style="list-style-type: none"> • Are screeners wearing appropriate PPE? 	Yes No	
Is social distancing between individuals awaiting screening being maintained during the process?	Yes No	
Is social distancing being practiced during screening, wherever possible?	Yes No	
How are workers who have a fever or report symptoms managed?	N/A	
Are privacy practices in place, wherever possible?	Yes No	
Is confidentiality maintained as required by the Americans with Disabilities Act (ADA)?	Yes No	
Physical distancing coaches	Yes No	
Are they being used?	Yes No	
If so, are they effective?	Yes No	
Training and communication	Yes No	
What is the mode of delivery (e.g., online, written materials, beginning of shift updates)?	N/A	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
What topics are covered?	N/A	
What languages are used?	N/A	
How are the interpreters selected (if applicable)?	N/A	
Is there any COVID-19 related signage?	Yes No	
Where is COVID-19 signage placed?	N/A	
What COVID-19 topics are covered via signage?	N/A	

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 (disposable vs. reusable, material, style)?	N/A	
<ul style="list-style-type: none"> • Eye protection, type or style (e.g., goggles, face shield, safety glasses): 	N/A	
<ul style="list-style-type: none"> • Gloves, type: 	N/A	
<ul style="list-style-type: none"> • Respirator, type: 	N/A	
<ul style="list-style-type: none"> • Gown/coveralls/apron, type: 	N/A	
<ul style="list-style-type: none"> • Other, type: 	N/A	
PPE use practices	Yes No	
Have workers received training on the following topics in language they can understand?	N/A	
<ul style="list-style-type: none"> • When to use PPE 	Yes No	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
<ul style="list-style-type: none"> What PPE is necessary 	Yes No	
<ul style="list-style-type: none"> How to put on, use, take off, dispose of, and maintain PPE 	Yes No	
<ul style="list-style-type: none"> Limitations of PPE 	Yes No	
Are there markings and signs for PPE donning/doffing procedures?	Yes No	
Is hand hygiene stressed before and after handling all PPE?	Yes No	
Are workers wearing PPE correctly?	Yes No	
PPE use during cleaning/sanitizing/disinfecting	Yes No	
Have workers received training on the following topics in language they can understand?	N/A	
<ul style="list-style-type: none"> When to use PPE 	Yes No	
<ul style="list-style-type: none"> What PPE is necessary (based off manufacturer's recommendations) 	Yes No	
<ul style="list-style-type: none"> How to put on, use, take off, dispose of, and maintain PPE 	Yes No	
<ul style="list-style-type: none"> Limitations of PPE 	Yes No	
Are there markings and signs for PPE donning/doffing procedures?	Yes No	
Is hand hygiene stressed before and after handling all PPE?	Yes No	
Are workers wearing PPE correctly?	Yes No	
Reusable PPE cleaning and disinfection	Yes No	
How is reusable PPE and equipment being cleaned and disinfected?	N/A	
How often?	N/A	
Is reusable PPE stored in a clean location at the facility (not taken home) when not in use?	Yes No	

Elements to be assessed	Assessed?	Notes/Areas for Improvement
If required specifically for COVID-19, PPE/ facemasks/face shields are being provided by the facility	Yes No	
What types of PPE/facemasks/face shields are provided?	N/A	
Is there an area for donning and doffing?	Yes No	
Is hand hygiene stressed before and after handling all PPE?	Yes No	
Are there challenges in sourcing PPE?	Yes No	
Cloth face covering use¹	Yes No	
What is the facility's policy for cloth face coverings?	N/A	
Does the facility's policy address exemptions for cloth face coverings?	Yes No	
In which parts of the facility are they being used?	N/A	
Are cloth face coverings being replaced when they are contaminated?	Yes No	
Are laundered cloth face coverings provided at least daily?	Yes No	
Are workers instructed about the need to launder cloth face coverings routinely, depending on the frequency of use?	Yes No	
Are workers wearing cloth face coverings correctly?	Yes No	
Is there a mechanism for reporting supplies of cloth face coverings are low?	Yes No	
Do cloth face coverings interfere with PPE or performing job tasks?	Yes No	
If causing interference, how has that been addressed?	N/A	

¹Cloth face coverings should not be worn by anyone with trouble breathing or people who cannot remove the covering without assistance.

Section 3: Guidelines and Other Resources

CDC COVID-19 website

www.cdc.gov/coronavirus/2019-ncov/

CDC/OSHA Interim Guidance for Manufacturing Workers and Employers

www.cdc.gov/coronavirus/2019-ncov/community/guidance-manufacturing-workers-employers.html

CDC Resuming Business Toolkit

www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html

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

CDC COVID-19 General Business Frequently Asked Questions

www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC Recommendations for Cloth Face Covers

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html

CDC Tools for Cross-Cultural Communication and Language Access

www.cdc.gov/healthliteracy/culture.html

NIOSH Coronavirus Disease 2019 website

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

OSHA COVID-19 website

www.osha.gov/SLTC/covid-19/controlprevention.html

OSHA Safety and Health Topics website

www.osha.gov/SLTC/

FDA What to Do if You Have COVID-19 Confirmed Positive or Exposed Workers in Your Food Production, Storage, or Distribution Operations Regulated by FDA

www.fda.gov/food/food-safety-during-emergencies/what-do-if-you-have-covid-19-confirmed-positive-or-exposed-workers-your-food-production-storage-or

EPA List N Disinfectants for use against SARS-COV-2

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2 cfpub.epa.gov/giwiz/disinfectants/index.cfm

Section 4: Direct Observation of Facility Practices

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 and poultry processing facilities. This chart (on the next page) can help guide collection of information to supplement Section 3. It is not meant to be an exhaustive list **and can be modified based on local guidance in place and characteristics of the facility being assessed**. For example, there might be no work going on during the site visit or other topics or areas of interest (e.g., specific departments or production areas).

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

Item	Health Screening Area ¹ (if present)		Entrance/Exits Clock In/Out Areas ¹		Uniform & Equipment Pickup Area		Tool Sharpening Area		Production Area		Break Areas, Dining Areas, Cafeterias ²		Locker Rooms, Restrooms		Other Areas: Parking Lot, Smoking Areas (as needed)	
Adherence to Social Distancing	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Cues to maintain social distancing?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Are cues clearly visible?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Cues to maintain social distancing <i>Languages?</i>	Yes	No	Yes	No	Yes	No	Yes	No	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
<i>Correct application?</i>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Communications about COVID-19 and worker safety and health <i>Topics?</i> <i>Languages?</i>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Availability of hand hygiene supplies and opportunities for use	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
PPE use	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
PPE types:																
<i>Correct PPE use?</i>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Cloth face covering use ³	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
<i>Correct cloth face covering use?</i>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

¹Consider evaluating during shift changes; ²Consider evaluating during mealtimes and breaks; ³Cloth face coverings should not be worn by anyone with trouble breathing or people who cannot remove the covering without assistance.