

# Facility Assessment Checklist for Evaluation of Coronavirus Disease 2019 (COVID-19) Assessment and Control Plans for Manufacturing Facilities

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

Manufacturing industries and industrial facilities should use the [guidance](#) issued by CDC and OSHA for Manufacturing Facilities to operate while preventing the spread of COVID-19.

All manufacturing facilities developing plans for continuing operations in the setting of COVID-19 occurring among workers or in the surrounding community should consider: plans for continuing operations in the setting of COVID-19 occurring among workers or in the surrounding community should consider:

- working with appropriate state and local public health officials;
- incorporating relevant aspects of CDC/OSHA guidance, including but not limited to, the [CDC's Critical Infrastructure Guidance](#); and,
- incorporating guidance from authoritative sources or regulatory bodies as needed.

This tool is intended to be used to help determine if facilities are using the CDC/OSHA guidance to implement practices and protocols for operating while safeguarding workers and the community from COVID-19.

Manufacturing facility management and/or occupational safety and health professionals should create an overall hazard assessment and control plan for COVID-19 based on elements in the CDC/OSHA guidance. A written COVID-19 Control and Assessment Plan is the basis of the overall workplace response.

### Assessment Information

Date of assessment:

Facility name:

Facility address:

Point of contact:

Phone number:

Email address:

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

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

Total number of workers:

Number of production workers:

Number of shifts:

Total number of contractors:

Number of production contractors:

Length of shifts:



## COVID-19 Control and Assessment Plan

Written plan(s) in place with these elements:	Comments
One or more coordinators responsible for elements of the plan	
Coordinator contact information is shared with all workers	
State and local public health partners identified and actively involved	
Periodic worksite assessments identified (note frequency of assessments)	
The plan covers all persons at facility (e.g., visitors, contractors, workers)	
The role of testing	
The role of workplace contact tracing	
System in place to monitor trends in absenteeism	
Plan established to continue essential business functions in case of higher than normal absenteeism	
Plan includes all necessary controls implemented at the facility – per checklist below	
Feedback for improving the plan from workers and managers	

## Controls

The following checklist summarizes the best practice controls described in the CDC/OSHA guidance. The controls and activities described below are the components of the overall plan noted above. Not every row would necessarily need to be checked "Yes" to have an effective program and an effective set of controls in place at a given facility. Judgment and consultation are necessary between the worksites and a qualified occupational safety and health professional (assisted as needed by CDC/NIOSH project officer(s) and state and local public health entities) to determine that the activities and controls in place at the facility meet the intent of the CDC/OSHA guidance as appropriate for that worksite.

### Maintain Social Distancing

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
<b>Implemented physical distancing, where possible</b>				
Configured work environment for spacing workers at least 6 ft apart				
Aligned workstations to allow at least 6 ft spacing				
Ensured workers are not facing each other, when possible				
Spaced tables and chairs at least 6 ft apart in break or meeting rooms				
Identified alternative break areas (e.g., training and conference rooms, outside tents), maintaining distancing				
Used physical barriers, such as partitions, to separate workers when 6 ft spacing is not possible				
Used partitions in break areas (e.g., lunch areas, break rooms, prayer rooms)				
Ensured workers are able to maintain at least 6 ft distance from others when clocking in or out				
Ensured workers are able to maintain at least 6 ft distance from others when in locker rooms, changing areas, break areas, smoking areas, and rest rooms				
Designated workers to monitor and facilitate distancing on processing floor lines				
Used visual cues (e.g., floor markings, signs in appropriate languages) throughout the plant to promote social distancing				

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Adjusted shifts to promote distancing				
Staggered arrival and departure times				
Staggered break times and/or meals				
Encouraged workers to avoid carpooling, if possible, or provided them with guidelines for control practices that can be used during carpooling (e.g., limiting the number of persons per vehicle as much as possible, use of cloth face coverings, cleaning and disinfecting commonly touched surfaces after each trip)				
If carpooling cannot be avoided...	N/A	N/A	N/A	N/A
Encouraged workers to perform <a href="#">hand hygiene</a> before entering vehicle and at destination				
Encouraged use of cloth face coverings while in vehicle, when appropriate				
Encouraged workers to use cough/sneeze etiquette in vehicles				

## Promote Hand Hygiene

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Provided handwashing stations or hand sanitizer stations with at least 60% alcohol in multiple locations (preferably touch-free)				
Promoted frequent and thorough handwashing				
Provided touch-free clock in/out stations (if possible)				
Provided training on hand hygiene and cough/sneeze etiquette				
Increased the number of breaks to allow for additional opportunities to practice hand hygiene				

## Identify and Exclude Sick Workers from Working

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
<b>Implemented procedures for workers to report illness before arrival</b>				
<b>Created policies or procedures for workers at <a href="#">higher risk</a> for illness</b>				
Policies or procedures were made in consultation with occupational medicine or human resources personnel				
<b>Employed a screening strategy for all persons entering facility</b>				
Checking for temperature greater than or equal to 100.4° F (38.0°C)				
Checking for <a href="#">symptoms of COVID-19</a>				
<b>Implemented plan for workers identified as having fever or other symptoms</b>				
Encourages self-isolation and contacting a healthcare provider				
Provides information on return-to-work policies				
Informs human resources, worker health unit (if available), and supervisor of a suspected or confirmed COVID-19 case while maintaining worker confidentiality				
<b>Considered the health and safety of screeners</b>				
Uses engineering controls (e.g. barriers) to promote physical distancing				
Provides screeners who need to be within 6 ft of workers with appropriate <a href="#">personal protective equipment (PPE)</a> , which may include gloves, gown, face shield, and facemask or respirator				
<b>Implemented a plan for workers who become ill at work</b>				
Alerts management when a worker is experiencing symptoms, including fever				
Identifies close contacts at work for 48 hours before symptoms began				

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Separates the ill worker from others and sends home				
Disinfects the workstation, tools, and locker area of the ill worker				
Provides protections for personnel managing ill workers (e.g., distancing, barriers, appropriate PPE)				
<b>Implemented sick leave policies and incentive programs that ensure ill workers are not in the workplace</b>				
Eliminated bonuses based on attendance				
Encourages workers with symptoms or ill household members to stay home without fear of punishment				
Communicates policies to workers				
<b>Created a return-to-work policy for asymptomatic, exposed workers</b>				
Ensured policy is consistent with <a href="#">CDC Critical Infrastructure Guidance</a> and workers can continue to work with additional safety precautions provided they remain asymptomatic				
Developed policy in consultation with state and local health departments				
<b>Created a return-to-work policy for workers with COVID-19</b>				
Ensured policy is consistent with CDC interim guidance for <a href="#">ending home isolation</a>				
Developed policy in consultation with state and local health departments				
<b>Implemented plan to inform those in contact with ill workers of possible exposure</b>				
Maintains confidentiality as required by the Americans with Disability Act				
Includes working with state and local health departments to identify close contacts of ill workers				

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
<b>Considered cohorting workers</b>				
Always assigning groups of workers to the same shift with the same coworkers				
Uses lunchrooms for individual departments or in shifts with cleaning in between; makes sure there is time in between shifts to allow for cleaning or minimized contact				
<b>Ensured on-site occupational healthcare personnel follow CDC and OSHA guidance for healthcare and emergency response personnel, as applicable</b>				

### Provide Education, Training, and Communication

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
<b>Provided education, training, and communication in languages and literacy levels appropriate to the workforce</b>				
<b>Provided a worker education program to prevent the spread of COVID-19 and to identify symptoms. Topics should include</b>				
Signs and symptoms of COVID-19				
Risks for workplace exposures				
Avoiding touching the mouth, nose, and eyes				
Hand hygiene				
Cough and sneeze etiquette				
Other routine infection control precautions (i.e. putting on/taking off facemasks or cloth face coverings, social distancing)				
<b>Signage is posted in the facility that encourages staying home when sick, cough and sneeze etiquette, proper hand hygiene practices, and social distancing</b>				

## Promote Cleaning/Sanitizing/Disinfection

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Cleaning and disinfection of commonly touched surfaces after each carpool trip (e.g., door handles, handrails, seatbelt buckles)				
Implemented cleaning and sanitizing protocols for tool-intensive operations and food contact surfaces				
Implemented disinfection protocols, including increased frequency, and provided cleaning supplies for				
Common areas (e.g., lunch areas, break rooms, meeting rooms, locker or changing rooms, prayer rooms)				
Frequently touched surfaces (e.g., faucets, microwave or refrigerator handles, vending machine touchpads)				
Physical barriers (if present)				
Used proper disinfectants (refer to <a href="#">EPA list N</a> and U.S. Food and Drug Administration regulations for food production areas) and appropriate PPE when using disinfectants				
Disinfected high-touch areas frequently during each shift (note frequency) and allowed appropriate time in between each shift to accommodate cleaning				
Applied products at the appropriate concentration for the appropriate contact time				

## Provide PPE, as Appropriate

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Conducted a hazard assessment to determine PPE needs for routine operations, not limited to COVID-19				
Ensured workers are using appropriate PPE, based on hazard assessment				
Continued the usual PPE program, including regular training and emphasis on disinfection and storage				
Stressed hand hygiene before and after handling PPE				



## Provide Cloth Face Coverings, as Appropriate<sup>1</sup>

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Determined the facility policy for cloth face covering requirements/recommendations				
Provided readily available, clean, cloth face coverings				
Ensured proper wearing, laundering, and disposal of cloth face coverings				
Considered using face shields to help keep face covering and glasses clean				
Considered using face shields to provide additional barrier protection				
Ensured face shields (if used) are used, disinfected, and stored appropriately				
Considered allowing voluntary use of filtering facepiece respirators (e.g., N95, if available)				

<sup>1</sup> Cloth face coverings should not be worn by anyone with trouble breathing or those who cannot remove the covering without assistance.

## Evaluate and Maintain Ventilation

Activities Organized by Goals	Yes	No	Partial or Alternative	Comments
Considered consulting with a heating, ventilation, and air-conditioning engineer to ensure adequate ventilation (if applicable)				
Arranged fans to minimize blowing air from worker to worker (if applicable)				
Removed personal cooling fans (if applicable)				
Employer has taken steps to prevent heat hazards if fans are removed				
Took steps to prevent heat hazards, if fans are removed				