

# DAIRY FOOD SAFETY ALLIANCE



## SOP Template Addressing COVID-19 Positive Worker

### 1.0 Scope

- 1.1 This procedure details the steps that should be taken by the processor should an employee test positive for the organism that causes COVID-19.
- 1.2 This procedure is applicable for both symptomatic and asymptomatic employees.

### 2.0 Responsible Parties

- 2.1 Responsibility for the implementation, execution and success of this program is cross functional:

#### Internal Partners

- Human Resources
- Production / Manufacturing
- Food Safety/ Quality Assurance
- Crisis Response Team

#### External Partners

- Local Health Department
- Wisconsin Department of Agriculture, Trade and Consumer Protection or your state department of agriculture
- Centers for Disease Control and Protection

### 3.0 Equipment/Supplies/Materials

- 3.1 Equipment, supplies and materials needed to ensure the safety of personnel in the plant. This list will vary from plant to plant depending on plant specific policies and local health department ordinances.

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## 4.0 Safety

- 4.1 Follow current plant safety policy and good manufacturing practices in accordance with federal, state and corporate policies as outlined in **Good Manufacturing Practices – SOP XXXX (Note your GMP SOP here)**
- 4.2 Ensure appropriate person protective equipment (PPE) is included in this section as well **Personal Protective Equipment – SOP XXXX (Note your PPE SOP here)**
- 4.3 Review appropriate handwashing procedures **Handwashing Policy & Procedure – SOP XXXX (Note your Handwashing SOP here)** and proper use and disposal of gloves, hair nets and beard nets **Glove Procedure – SOP XXXX (Note your Glove SOP here), Hair Net & Beard Net SOP XXXX (Note your Hairnet SOP here)**
  - 4.3.1 Ensure that handwashing procedure signage is included near all handwashing station, bathrooms and kitchen areas within the facility.
- 4.4 Ensure that all visitors, contract workers, temporary workers, and routine delivery personnel adhere to corporate plant visitation policies **Visitor Policy – SOP XXXX (Note your Visitor SOP here), Contract Worker Policy & Procedures – SOP XXXX (Note your Contract Worker SOP here), Plant Delivery Policy & Procedures – SOP XXXX (Note your Plant Delivery SOP here).**
- 4.5 Ensure that all soap dispensers and hand sanitizer dispensers and full, clean, and in proper working order in accordance with corporate policies. Provide refresher training in this area as needed **Handwashing Policy & Procedures – SOP XXXX (Note your Handwashing SOP here), Handwashing Training Form, Soap and Sanitizer Procedures – SOPs XXXX (Note your Handwashing Training SOP here).**

## 5.0 Procedure

- 5.1 Symptomatic or asymptomatic employees outside of the facility, but have worked within the facility and/or within the food processing area within the past 7 days – positive COVID-19 test
  - 5.1.1 The employee should not return to the facility until they are approved to return by the local health department.
  - 5.1.2 Document all the employees that have been working closely with the afflicted employee within the past 7 days.

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- 5.1.3 Continue to monitor those employees that have come into contact with the afflicted employee for 7 days for signs of illness. Notify local health department as appropriate.
- 5.1.4 Thoroughly clean and sanitize areas that the employee came in contact with during their time in the facility.
- 5.1.5 Continue to maintain communication with the afflicted employee to ensure their health and well-being while away from the facility.
- 5.2 Symptomatic or asymptomatic employees in the facility, but outside of food processing areas in the plant – positive COVID-19 test
  - 5.2.1 Any symptomatic employee, meaning an employee that has a fever or is coughing, sneezing has trouble breathing, should not be allowed into food production areas.
  - 5.2.2 The employee should be placed into quarantine; ideally in a low traffic location within the facility.
  - 5.2.3 The local health department must be notified about the incident. Additional direction will be given by an employee of the local health department.
  - 5.2.4 Document all the employees within a 6-foot radius of the afflicted employee.
  - 5.2.5 Continue to monitor those employees that have come into contact with the afflicted employee for 7 days for signs of illness. Notify local health department as appropriate.
  - 5.2.6 Upon approval from the local health department, escort the employee outside of the facility.
  - 5.2.7 Thoroughly clean and sanitize areas that the employee came in contact with during their time in the facility.
  - 5.2.8 Continue to maintain communication with the afflicted employee to ensure their health and well-being while away from the facility.
- 5.3 Symptomatic or asymptomatic employees in the facility and in food processing areas of the plant – positive COVID-19 test

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- 5.3.1 Any symptomatic employee, meaning an employee that has a fever or is coughing, sneezing has trouble breathing, should not be allowed into food production areas.
- 5.3.2 Any asymptomatic employee, meaning an employee not showing typical symptoms associated with COVID-19 but afflicted with illness based upon test results, should be immediately removed from the processing area.
- 5.3.3 The employee should be placed into quarantine; ideally in a low traffic location within the facility and outside of the food processing area of the facility.
- 5.3.4 The local health department must be notified about the incident. Additional direction will be given by an employee of the local health department.
- 5.3.5 Immediately shut down the production line.
- 5.3.6 Communicate to employees on the line the they have been in contact with an employee that has been confirmed positive for the organism that causes COVID-19.
- 5.3.7 Document all the employees within a 6-foot radius of the afflicted employee.
- 5.3.8 Continue to monitor those employees that have come in contact with the afflicted employee for 7 days for signs of illness. Notify local health department as appropriate.
- 5.3.9 Upon approval from the local health department, escort the symptomatic employee outside of the facility.
- 5.3.10 Begin a deep clean and sanitation of the processing area in accordance with CDC, local health department and corporate policies.
  - 5.3.10.1 Ensure all employees wash their hands **Handwashing Procedure – SOP XXXX (Note your Handwashing SOP here)** and have proper personal protective equipment **Personal Protective Equipment Policy & Procedures – SOPs XXXX (Note your PPE SOP here)**
  - 5.3.10.2 Use cleaning and sanitation chemicals that are [EPA-registered](#) “disinfectant” products for COVID-19. Work with your chemical

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supplier to ensure that your cleaning and sanitation chemicals are approved for use through the [EPA emerging viral pathogen](#) program for use against SARS-CoV-2, the coronavirus that causes COVID-19.

- 5.3.10.3 Always check the product label guidelines to ensure that the disinfectant products are safe and recommended for use in food manufacturing facilities.
- 5.3.10.4 Initiate processing area cleaning and sanitation procedures in accordance with plant and corporate policies **Sanitation Policies & Procedures: Processing – SOPs XXXX (Note your Sanitation SOP here)**
  - 5.3.10.4.1 Clean associated processing areas including door knobs, light switches, panel operator buttons, utensils, hoses, weight scales, indirect and direct product contact surfaces, writing utensils, etc.
- 5.3.10.5 Non-processing areas utilized by the afflicted employee should also be cleaned and sanitized. Initiate non-processing area cleaning and sanitation procedures in accordance with plant and corporate policies **Sanitation Policies & Procedures: Processing – SOPs XXXX (Note your Sanitation SOP here)**
  - 5.3.10.4.1 Clean associated non-processing areas including key code panels, break rooms, locker rooms, bathrooms, door knobs, light switches, desks, chairs, kitchens, writing utensils, etc.
- 5.3.11 Be sure to verify the effectiveness of your sanitation practices and be sure to document all results in accordance with company policies.
- 5.3.12 Continue to maintain contact with the afflicted employee to ensure their health and well-being while away from the facility.

## 6.0 **Forms**

### 6.1 **Name of Form SOP – XXXX**

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## 7.0 **Definitions**

7.1 Include appropriate definitions included as a part of this specification

7.2 N/A

## 8.0 **References**

8.1 Regulatory guidance and regulations:

8.1.1 FDA Resources

8.1.2 CDC Resources

8.1.3 USDA Resources

8.1.4 ETC

8.2 Technical articles:

8.2.1 *Cleaning and Other Control and Validation Strategies to Prevent Allergen Cross-Contact in Food-Processing Operations*, Journal of Food Protection, Vol 71, No.2, 2008, Pages 445-458.

8.2.2 ETC

## 9.0 **Related Documents**

9.1 **Program or Document Name SOP – XXXX**

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