

# DAIRY FOOD SAFETY ALLIANCE



WISCONSIN  
CHEESE MAKERS  
ASSOCIATION  
EST. 1891



Revised Version 03-30-2020

## SOP Template Addressing COVID-19 Positive Worker (Revised 03-30-2020)

### 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 Prevention

### 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**
- 4.2 Ensure appropriate person protective equipment (PPE) is included in this section as well **Personal Protective Equipment – SOP XXXX**
- 4.3 Review appropriate handwashing procedures **Handwashing Policy & Procedure – SOP XXXX** and proper use and disposal of gloves, hair nets and beard nets **Glove Procedure – SOP XXXX, Hair Net & Beard Net SOP XXXX**
  - 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, Contract Worker Policy & Procedures – SOP XXXX, Contract Worker Policy & Procedures – SOP XXXX, Plant Delivery Policy & Procedures – SOP XXXX**
- 4.5 Ensure that all soap dispensers and hand sanitizer dispensers are 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, Handwashing Training Form, Soap and Sanitizer Procedures – SOPs XXXX**
- 4.6 Ensure procedures are in place to practice social distancing (at least 6 feet away from the next closest individual) in accordance with CDC and Wisconsin Department of Health Services guidance documents.

## 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.

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Revised Version 03-30-2020

- 5.1.2 Document all the employees that have been working closely with the afflicted employee within the past 7 days.
- 5.1.3 Employees that are deemed to have low risk exposure to an individual with a positive COVID-19 test should be encouraged to stay home from work and self-monitor themselves.
- 5.1.4 Employees that are deemed to have had a medium or high-risk exposure to an individual with a positive COVID-19 test should be excluded from work for 14 days during which time they should monitor for fever ( $>100.4$  °F) and/or respiratory symptoms such as cough and shortness of breath.
- 5.1.5 Thoroughly clean and sanitize areas that the employee came in contact with during their time in the facility.
- 5.1.6 Continue to maintain contact 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 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 Employees that are deemed to have low risk exposure to an individual with a positive COVID-19 test should be encouraged to stay home from work and self-monitor themselves.
  - 5.2.6 Employees that are deemed to have had a medium or high-risk exposure to an individual with a positive COVID-19 test should be excluded from work for 14

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days during which time they should monitor for fever ( $>100.4$  °F) and/or respiratory symptoms such as cough and shortness of breath.

- 5.2.7 Upon approval from the local health department, escort the employee outside of the facility.
- 5.2.8 Thoroughly clean and sanitize areas that the employee came in contact with during their time in the facility.
- 5.2.9 Continue to maintain contact 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
  - 5.3.1 Any symptomatic employee, meaning an employee that is coughing, sneezing has trouble breathing or has a fever of ( $>100.4$  °F), 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.

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- 5.3.8 Employees that are deemed to have low risk exposure to an individual with a positive COVID-19 test should be encouraged to stay home from work and self-monitor themselves.
- 5.3.9 Employees that are deemed to have had a medium or high-risk exposure to an individual with a positive COVID-19 test should be excluded from work for 14 days during which time they should monitor for fever ( $>100.4$  °F) and/or respiratory symptoms such as cough and shortness of breath.
- 5.3.10 Upon approval from the local health department, escort the symptomatic employee outside of the facility.
- 5.3.11 Begin a deep clean and sanitation of the processing area in accordance with CDC, local health department and corporate policies. Data indicates that SARS-CoV-2 can survive on aerosols for up to 3 hours, copper up to 4 hours, cardboard up to 24 hours, and stainless steel up to 3 days.
  - 5.3.11.1 Close-off areas that were used by the afflicted employee and wait at least 3 hours, if possible, up to 24 hours before beginning, cleaning and disinfection.
  - 5.3.11.2 Ensure all employees wash their hands **Handwashing Procedure – SOP XXXX** and have proper personal protective equipment **Personal Protective Equipment Policy & Procedures – SOPs XXXX**
  - 5.3.11.3 Use cleaning and sanitation chemicals that are [EPA-registered](#) “disinfectant” products for COVID-19. Work with your chemical 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.
  - 5.3.11.4 Always check the product label guidelines to ensure that the disinfectant products are safe and recommended for use in food manufacturing facilities.

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5.3.11.5 Initiate processing area cleaning and sanitation procedures in accordance with plant and corporate policies **Sanitation Policies & Procedures: Processing – SOPs XXXX**

5.3.11.5.1 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.

5.3.11.6 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**

5.3.11.6.1 Clean associated non-processing areas including key code panels, break rooms, locker rooms, bathrooms, door knobs, light switches, desks, chairs, kitchens, writing utensils, etc.

5.3.12 Be sure to verify the effectiveness of your sanitation practices and be sure to document all results in accordance with company policies.

5.3.13 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**

## 7.0 **Definitions**

7.1 Include appropriate definitions included as a part of this specification

7.2 N/A

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## 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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