

Best Practices for Keeping Bottling Plants Open During the COVID-19 Pandemic – Food Safety Checklist

(Adopted from FDA Guidelines for Retail Food Establishments - May 2020)

FDA is providing a food safety checklist to assist food manufacturing facilities to continue to operate safely. This checklist addresses key food safety practices for bottled water facilities to consider as they continue operations as part of critical infrastructure. This is not a comprehensive list. This list has not been reviewed or endorsed by any regulatory agency. You are encouraged to monitor guidelines issued by local, state and federal regulatory officials to insure you are aware of any specific requirements for your geographic area.

Facility Operations	
<input type="checkbox"/>	Are signs posted on how to stop the spread of COVID-19 and promote everyday protective measures?
<input type="checkbox"/>	Are the premises in good order, including fully operational utilities and equipment? (e.g. <i>electrical, lighting, gas services, and proper ventilation; garbage and refuse areas; and toilet facilities</i>)
<input type="checkbox"/>	Are all areas of the facilities, including restrooms and any authorized visitor areas, properly cleaned, stocked, sanitized, or disinfected, as appropriate?
<input type="checkbox"/>	Are all touch screens in the office (copiers, time clocks) breakroom (microwave, coffee maker) facility (equipment, lab instruments) cleaned and sanitized as scheduled and opportunistically by managers as time permits?
<input type="checkbox"/>	Are ventilation systems including air ducts and vents in the facility clean, free of mold, and operating properly?
<input type="checkbox"/>	Is there increased circulation of outdoor air (as much as possible) by, for example, opening windows and doors or using fans? (Do not open windows and doors in primary pathogen areas i.e. bottling room, unless the air can be filtered for potential contaminates).
<input type="checkbox"/>	Are signs posted on exterior entrances asking visitors and suppliers to not enter without facemask and observing social distancing?
<input type="checkbox"/>	Have raw material delivery drivers or distributors picking up product been asked to call plant (or individual cell phone of supervisor) on arrival rather than come inside the facility to minimize contact?
Water, Plumbing, and Ice	
<input type="checkbox"/>	Is potable water available throughout the facility?
<input type="checkbox"/>	Are the water and sewage lines working?
<input type="checkbox"/>	Is there hot and cold water available for hand washing?
<input type="checkbox"/>	Are ice machines and/or bins (in break areas or used by drivers) kept clean and sanitized? Is there a sign asking for no bare hand contact with ice? Are scoops convenient, cleaned and sanitized daily?
<input type="checkbox"/>	Is all standing water inside the facility that could promote growth of biologicals removed routinely?
Food Contact and Non-food Contact Surfaces (Clean, Disinfect, Sanitize)	
<input type="checkbox"/>	Are necessary sanitizers and disinfectants that meet EPA's criteria for use against SARS-CoV-2 available and used per label instructions to clean and disinfect the facility during hours of operation?
<input type="checkbox"/>	Are food contact surfaces cleaned and sanitized according to schedule?
<input type="checkbox"/>	Are common use areas such as restrooms and breakrooms being cleaned and disinfected more frequently?
<input type="checkbox"/>	Are high-touch areas and equipment cleaned and disinfected more frequently? e.g. <i>door knobs, equipment handles, fork lift steering wheels, hand held testing equipment</i> ?)
<input type="checkbox"/>	Are areas that are hard-to-clean or difficult to reach disinfected using electro-static sprayers (similar to what airlines utilize) and EPA approved disinfectant?
<input type="checkbox"/>	Are staff properly trained on cleaning procedures to ensure safe and correct application of disinfectants?
Cleaning/Sanitizing Equipment	
<input type="checkbox"/>	Do you have sanitizer test strips available and are the test strips appropriate for the sanitizer being used?
<input type="checkbox"/>	Are Route Delivery cabs cleaned and sanitized daily?
<input type="checkbox"/>	Are all equipment touch screens cleaned and sanitized at the start of each shift?

Product Inspection, Rotation

- Is all testing equipment kept clean and sanitized? Are single-use items used wherever practical?
- Are all food, packaging, and chemicals properly stored and protected from cross contamination?
- Has contact been made with suppliers in the supply chain to ensure deliveries are scheduled and able to be fulfilled?
- Have procedures been established to minimize physical contact between employees and dirty returnable bottles?
- Are empty returnable bottles and racks as well as returned coolers being quarantined as long as practical before being handled? Is inventory rotation being observed?
- Have procedures been established to minimize the number of people directly touching Finished Product prior to delivery to customer?

Handwashing Stations

- Have you trained and reminded employees of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing? Are signs posted reminding people to wash hands?
- Are all the handwashing sinks accessible and fully stocked (e.g. soap, paper towels, hand wash sign, and hands-free trash bins)?
- Are paper towels and trash cans available in the bathrooms so doors can be opened and closed without touching handles directly?
- Are all the handwashing sinks functional and able to reach 100°F minimum?
- Is hand sanitizers (minimum 60% alcohol), available as appropriate, in multiple locations to encourage hand hygiene by both customers and employees to supplement hand washing?

Employee Health / Screening

- Do you have a protocol to check employee health and personal hygiene practices within your food establishment?
- Are you following CDC [guidance and practices](#) for employee health checks/screenings?
- Have you checked [CDC](#) and local regulatory/health authority guidance for employees returning back to work?
- Is there a plan to monitor and respond to a higher than normal level of absenteeism?
- Are employees re-trained monthly about the importance of hand washing, personal protective equipment and social distancing? Has this training been documented?
- Is there a plan or policy for, and an adequate supply of, personal protective equipment (PPE) and/or cloth face coverings? Cloth face coverings should only be used if PPE is not required and changed as needed if worn.
- Are employees required to wear face masks inside the plant?

Social Distancing

- Has the facility taken measures (e.g. tape on floors, partitions, and signage on walls) to minimize face-to-face contact that allows, to the extent possible, at least a 6-foot distance between workers, customers, and visitors?
- Have you limited offering of self-serve food or drink options, such as community coffee pots, water coolers, etc., where multiple people come into contact with surfaces that are not cleaned between uses?
- Have you restricted the number of employees in shared spaces such as kitchens and break rooms? Have tables and chairs been reduced with 6-foot spacing marked on the floor to encourage distance between people?
- Have locker rooms been adjusted to allow employees to maintain 6-foot distance while in use?
- Have conference and training rooms been set up to maintain at least a 6-foot distance between staff? Have the number of chairs been reduced according? Are sanitary wipes kept available to wipe down tables and chairs in between uses by groups and/or individuals?
- Have offices been physically arranged to maintain at least a 6-foot distance between staff?
- Has the Route Room/Settlement Area been physically arranged so that employees can maintain distance of 6-feet or have partions been installed to provide a physical barrier between individual work areas?
- Are customers encouraged to utilize method of payment that minimize direct contact.