

Company	Department: Quality	DOC#: REV:
Effective Date:	Supersedes:	Subject: Actions when worker is tested, and/or tests positive or develops symptoms of COVID-19
Issued by:	Approved by:	
Plant Number:		

1.0 PURPOSE

This document reviews the actions to be taken when a worker is being tested for and/or tests positive or develops symptoms of COVID-19.

2.0 SCOPE

This SOP details procedures to be used when (i) an individual calls in to inform the facility that they are being tested for COVID-19 and (ii) an individual calls in to either report testing positive for COVID-19 or reports having all of the typical symptoms of COVID-19.

Currently any person that has samples taken for a COVID-19 test will have to be isolated at home. The local health department will be involved in notifying the individual of the test results and the individual is responsible for informing their employer of the results. Sick policies should make sure that a person being tested for COVID-19 is **NOT** permitted to work until the test comes back negative (which may take more than 2 days).

3.0 SAFETY & ENVIRONMENTAL CONSIDERATIONS

COVID-19 is a new type of virus that can spread rapidly between individuals that do not take proper precautions (e.g., social distancing).

COVID-19 symptoms include cough, fever and shortness of breath. Symptoms can be severe, and in some cases, it can cause death. Elderly and immunocompromised are most at risk.

The virus is spreading mainly through person-to-person contact including through respiratory droplets produced when an infected person coughs or sneezes.

Food or food packaging is not associated with transmission of COVID-19 virus.

The primary goal of this SOP is to reduce the risk of person-to-person transmission and to reduce the risk that a large proportion of the workforce in a food processing facility is unable to work (e.g., because they have to be quarantined) .

Actions need to take priority and be implemented without delays.

Regular Cleaning and Sanitizing procedures that are in place for food-contact surfaces are sufficient to control contamination with COVID-19. Use [US EPA-registered](#) sanitizer products. High-risk locations (i.e. restrooms, dining areas, and frequently touched surfaces like doorknobs) should be disinfected after cleaning. Use product from the [List N](#) of US EPA-registered disinfectants effective against COVID-19.

If an employee is being tested for COVID-19 or has all of the typical symptoms of COVID-19 (i.e. fever, cough, shortness of breath), ALL surfaces that this employee came into contact with, including food-contact surfaces should be cleaned and disinfected.

All workers **MUST** notify their PIC (Person-in-Charge, i.e. Plant Manager and/or HR Manager) as soon as they are tested for COVID-19 virus.

Workers tested for COVID-19 virus are **NOT** allowed to return to work until the test confirms negative (which may take more than 2 days).

4.0 REQUIRED TOOLS / EQUIPMENT

Employee Training register which includes employee job skills and contact information of employees that are qualified to replace absent workers, Phone, and Local Health Department contact information.

5.0 FREQUENCY

Whenever a person working in _____ facility is being tested for COVID-19 virus.

Whenever a person working in _____ facility tests positive for COVID-19 virus or has all of the typical symptoms of COVID-19 (i.e. fever, cough, shortness of breath).

6.0 RESPONSIBILITY

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

Internal Partners

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

External Partners

- Local health department
- State Department of Agriculture
- Centers for Disease Control and Prevention

7.0 PROCEDURE

- **TASKS:**

(1) After being notified that a worker is being tested for COVID-19

While these procedures are currently recommended, they may not be feasible if widespread COVID-19 testing of individuals is being conducted

1. Inform other workers that an individual in the facility had a pending test for COVID-19; maintain confidentiality.
2. Clean and Disinfect all surfaces and areas that individual may have come into contact with; follow appropriate SOPs, including:
 - Use a disinfecting product from the [List N](#) of EPA-registered products effective against COVID-19.
 - Rinse and sanitize all food-contact surfaces after disinfecting.

3. Keep tested worker's locker locked.
4. Clean and Disinfect outside of affected worker's locker.
5. Discard all personal food that might be shared in a break room setting refrigerator. Clean and disinfect interior and exterior of breakroom refrigerator. Perform a final rinse and sanitizing of the interior part after disinfecting.
6. Identify workers who came into close contact with the tested individual in last 48h, while maintaining the privacy of the tested individual's identity. Follow these guidelines for close contact:
 - Any Household member
 - Intimate partner
 - Individual providing care in a household without using recommended infection control precautions
 - Individual who was directly coughed on
 - Individual who spent 15 minutes or more within 6 feet or less of the positive individual that did not wear a facemask to block respiratory secretions from contaminating others and the environment.
7. If feasible, send workers who came into close contact with the tested person home until the results of the test are known.
8. If not feasible to send workers home who came into close contact with the tested person the following practices should be followed:
 - Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks using touchless thermometer should happen before the individual enters the facility.
 - Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages. ask them to self-monitor for symptoms.
9. Prepare for the possibility that in 2 to 3 days employees who came into contact with the tested person might have to stay home; either due to (i) positive test; your local Health Department may require testing of these employees, or due to (ii) development of symptoms.
10. Review employee contact and prepare for changing shift procedures and responsibilities to account for any short staffing. Create a plan to enlist other trained workers to be available to fill any void.

(2) After the test for COVID-19 comes back negative

1. Inform workers of the negative test result.
2. Inform any of the workers that were sent home of the negative test result and discuss when they can return to work.
3. No further action needed.

(3) After the test for COVID-19 comes back positive or the person develops all typical symptoms of COVID-19

1. Report the positive test or symptomatic worker together with a list of workers that came into close contact with this individual to your local Health Department
 - a. follow instructions provided by Health Department

- b. obtain information if other workers will be tested
2. Re-clean and disinfect all areas that this individual may have come into contact with; follow appropriate SOPs, including:
 - i. Use a disinfecting product from the [List N](#) of EPA-registered products effective against COVID-19.
 - ii. Rinse and sanitize all food-contact surfaces after disinfecting.
3. Inform any of the workers that were sent home of the positive test or symptomatic individual; have them finish the 14-day quarantine or get tested for COVID-19. After the quarantine or after they test negative, they can return to work. If during quarantine they develop any of the symptoms have them inform you, local Health Department and reach out to their primary care provider.
4. Inform any of the workers that were not sent home but were in contact with the positive or symptomatic individual; verify that workers' temperature and symptoms are being assessed prior to them starting work.
5. Identify potential secondary contacts of the individuals that came into contact with confirmed positive or symptomatic individual, while maintaining the privacy of these individuals.
6. If feasible, send these workers home until the person they had contact with finishes the 14-day quarantine or until that person tests negative.
7. If not feasible to send these workers home the following practices should be followed:
 - Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks using touchless thermometer should happen before the individual enters the facility.
 - Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages. ask them to self-monitor for symptoms.
8. Prepare for the possibility that your local Health Department may require testing of these workers.
9. Prepare for the possibility that these workers develop symptoms in 2 to 3 days.
10. Assess risk to the business based on the information obtained from the Health Department.
 - a. If number of workers that need to be tested is low: Review employee contact and prepare for changing shift procedures and responsibilities to account for any short staffing. Create a plan to enlist other trained workers to be available to fill any void.
 - b. If the number of workers that will be tested is too high to be able to maintain production: Adjust production schedules to be able to have enough product on stock until test results come back (which may take more than 2 days). Plan to be ready to resume production on the day the results come back negative.
 - c. If information on workers that will be tested is not available, act as if all will be tested.
11. Allow individuals that tested positive for COVID-19 to return to work when the following conditions are met:
 - a. When test is not performed to determine if they are still contagious:
 - i. At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications
 - ii. Improvement in respiratory symptoms (e.g., cough, shortness of breath)

- iii. At least 7 days have passed since symptoms first appeared
- b. When test is performed to determine if they are still contagious:
 - i. Resolution of fever without the use of fever-reducing medications
 - ii. Improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - iii. Healthcare provider determines based on tests and evaluation that they can return to work; received two negative tests in a row, 24 hours apart

8.0 VERIFICATION: Plant Manager/HR Manager or another PIC (Person-in Charge) will perform the actions in this SOP, record information and sign off those actions were taken.

9.0 DOCUMENTATION OF TRAINING

Name	ID	Signature	Date

10.0 SIGNATURES AND APPROVALS

Role	Name and Title	Signature	Date
<i>Plant Manager</i>			