

# Coronavirus Disease 2019 (COVID-19)

## Manufacturing Facility Assessment Toolkit

Tools and resources for occupational safety and health professionals and state and local public health officials assessing manufacturing facilities

Updated June 22, 2020

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### Manufacturing Workers and Employers Guidance

[Manufacturing Workers and Employers Interim Guidance from CDC and the Occupational Safety and Health Administration \(OSHA\)](#)

**Who these tools are for:** These tools and resources are for occupational safety and health professionals and state and local public health officials.

**Purpose:** Occupational safety and health professionals and state and local public health officials can use these tools to assess coronavirus disease 2019 (COVID-19) infection prevention and control measures at manufacturing facilities, as well as these facilities' overall hazard assessment and control plans.

These tools are based on [Manufacturing Workers and Employers Interim Guidance from CDC and the Occupational Safety and Health Administration \(OSHA\)](#).

This interim guidance is based on what is currently known about the transmission and severity of COVID-19.

The US Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the [CDC COVID-19 website](#) periodically for updated interim guidance.

## Facility assessment checklist

[Manufacturing Facility Assessment Checklist \[PDF - 9 pages\]](#)

The facility assessment checklist is intended for use by facility management and/or occupational safety and health professionals to assess a facility's COVID-19 control plan and determine whether control measures in place align with CDC/OSHA guidance. A checklist assessment should be done when control plans are formed, and each time that control plans are revised.

We recommend that those conducting the assessment checklist include the following steps. During each step include management and employee representatives (e.g., union representatives) if appropriate.

1. **Pre-assessment.** Inform all parties of the goals of the assessment. Work as a group to review the checklist to determine if each part applies to your company.
2. **Walkthrough of the facility.** While conducting the walkthrough of a facility, use the checklist to document what you find. Observe as much of the plant processes as possible. Limit participation to those familiar with plant processes.
3. **Post-assessment.** After conducting the assessment, discuss observations, develop action items, determine steps to

protect workers, and prioritize actions to take to control and prevent the spread of COVID-19 within the workplace.

## Facility assessment tool

Manufacturing Facility Assessment Tool [PDF – 16 pages]

The facility assessment tool is intended for appropriate public health officials to assess COVID-19 infection prevention and control measures in manufacturing facilities. This tool is not intended to assess regulatory compliance. Elements can be added or removed depending on the local situation. Officials can complete the assessment through a combination of the following actions:

- Review of written policies
- Discussions with facility management and worker representatives
- Direct observation through a site evaluation

Direct observation of infection prevention and control practices is encouraged. A qualified public health or health and safety professional should complete the assessment.

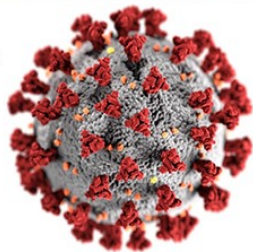
If conducting a site evaluation, we recommend the following steps.

1. **Review the facility's COVID-19 workplace health and safety plan.** Use the facility assessment tool to evaluate the relevant infection prevention and control measures and assess whether the plan addresses all elements contained within the [CDC/OSHA guidance](#).
2. **Meet with management and employee representatives.** Use the meeting to inform all parties of the focus of the assessment.
3. **Conduct a site evaluation.** Conduct a walkthrough of the facility; observe as much of the facility as possible. Include management and employee representatives in the assessment, if possible, but limit participation to those familiar with facility processes.
4. **Conduct a post-assessment meeting.** After conducting the site evaluation, meet with the group to discuss observations, determine interim steps to protect workers, and prioritize actions to take to mitigate the spread of COVID-19 within the workplace.

## Quick reference slides for occupational safety and health professionals and state and local public health officials

### Virtual Occupational Technical Assistance (VOTA)

Review of "Manufacturing Workers and Employers - Interim Guidance from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA)"



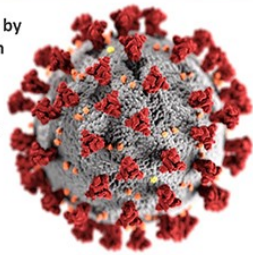
[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Virtual Occupational Technical Assistance (VOTA)

Review of Facility Assessment Checklist for Use by Management and Occupational Safety & Health Professionals at Individual Facilities

And Review of Facility Assessment Tool for Use by Public Health Officials



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



Last updated: June 16, 2020



The manufacturing facility workers guidance overview slides provide an overview of the [Manufacturing Workers and Employers Interim Guidance from CDC and the Occupational Safety and Health Administration \(OSHA\)](#). The information covered in these slides is not the only information that might be useful. These slides provide a framework for the critical information manufacturing facilities should use when developing plans for continuing operations while COVID-19 persists among workers or in the surrounding community.

The manufacturing facility assessment tools overview slides provide an overview of the components of the facility assessment checklist and the facility assessment tool.

## Quick reference guides for manufacturing facility employees and employers

CDC has also developed one-page flyers with recommendations and strategies for preventing the spread of COVID-19 in manufacturing facilities. The first flyer includes [key strategies for employers](#)  to prevent COVID-19 infection among employees. The second flyer includes [tips for employees](#)  to protect themselves and others from COVID-19 at work and at home.

Page last reviewed: June 22, 2020

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