

FIFTEEN POINT CHECKLIST FOR FOOD MANUFACTURING SITES:

This is a non-exhaustive very high level summary of the 13 page guidance document **Managing Food Safety during Covid-19** published by BRCGS

- 1** Establish a defined team to manage the Covid-19 response; appoint a team leader and deputies and ensure responsibilities are assigned clearly.
- 2** Hold daily Covid-19 management meetings to update on progress, review issues, consider employee feedback, review incidents, report on absenteeism, review changes to Government advice, and consider new customer requirements.
- 3** Ensure the HACCP manager is involved in any changes to pre-requisite plans to ensure food safety is not compromised.
- 4** Hold employee briefings at least weekly either in person or via a newsletter.
- 5** Regularly review with suppliers their stock situation, paying particular attention to the situation in the country of origin and commodity price movements.
- 6** Where emergency suppliers of raw materials are established, check for existing certifications or audit reports and consider using online remote audits.
- 7** When introducing new raw materials compile a full list of allergens present or considered likely to have cross contaminated during production; check also for potential impact on shelf-life and consider the impact on packaging claims and ingredient declaration.
- 8** Where new raw materials or suppliers are being used, inspecting and testing procedures should be reviewed before first delivery and additional checks introduced as necessary.
- 9** Closely monitor raw material shortages and price changes to identify raw materials at risk; increase testing and inspection for raw materials identified to be at risk.
- 10** Where there are large numbers of new/temporary staff ensure existing approved measures are maintained and increase signage to help newcomers understand the rules.
- 11** If changes need to be made to labelling, introduce controls at the printer to separate new printed packaging from existing stock and other measures to ensure segregation of new and old stock through the supply chain.
- 12** Where internal audits are normally provided through external consultants consider maintaining audits through the use of online interviews and document sharing.
- 13** Review cleaning schedules, with particular attention to hard surfaces with the potential to transfer coronavirus; establish minimum acceptable times for cleaning; produce easy-to-understand guides for new staff and ensure close supervision.
- 14** Carefully consider risks associated with suspending pest control inspections and discuss any planned changes with the pest contractor first.
- 15** Where extending changing areas for staff at the beginning and end of each shift – for example by using vacant office space – ensure these measures do not compromise food safety, especially for high care or high risk areas.