



Checklist for best practices for the prevention of coronavirus SARS CoV-2 in fruit farms, farm packing and fruit packing houses

Version N° 3 - September 2020

PRESENTATION

The Chilean Fruit Exporters Association, A.G. (ASOEX) through its Food Safety Committee coordinated by the Fruit Development Foundation (FDF) and its Products Committees, has developed this document named "**Good Practices Guide for the Prevention of Coronavirus SARS CoV-2 in Farms, Farm Packings and Packings**" and the corresponding verification system, through a "Checklist", with the purpose of contributing with the industry in the implementation of preventive measures for people and the environment in relation to the virus SARS CoV-2.

Although, to date, scientific community and global authorities have indicated that this is not food borne virus, is the responsibility of the industry to keep a working environment that minimizes risks to people, while continuing supplying products that respond to the nutritional and food safety requirements that the Chilean fruit production industry has permanently met

In the elaboration of this document we had the direct and indirect participation of around 100 professionals relevant to the industry. This document has been reviewed and approved by the Ministry of Agriculture through the Livestock and Agricultural Service (SAG).

A wide bibliography including standards and international recommendation has been taken into consideration and analyzed for the development of this Guidance, thus allowing us to assure that the best and more adequate prevention practices have been included.

In the above mentioned bibliography we can mention, among others, the following publications:

- Chilean legislation and regulations by the Ministry of Health of Chile.
- FAO - OMS. (COVID-19 and food safety: guidance for the food companies).
- FDA and CDC (Guidance for Fruit and Vegetable Operations).
- FDA an OSHA: (Employee Health and Food Safety Checklist for Human and Animal Food Operations During the COVID-19 Pandemic).
- U.K. (What to include in your Covid-19 Risk Assessment).
- ECDC from the European Union.
- Spanish and Europeans Guidances
- New Zealand Food Safety Science and Research Center.
- Guidance of documents elaborated by other Chilean productive areas (meat, salmon).
- Other documents related to the relevant topic and current experiences.

We hope that this publication becomes a contribution to the preventive measures that are being implemented by the industry within the framework of the current pandemic.



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President

Checklist for best practices for the prevention of coronavirus SARS CoV-2 in fruit farms, farm packing and fruit packing houses

Version N° 3, september 2020

This list is a complement to the Guide to Preventive Measures for Coronavirus SARS CoV-2 in fields and in fruit facilities version 2, edited by ASOEX. When "the Guide" is mentioned in this list, it refers to that document.

The purpose is to identify the measures requiring to be reinforced for the compliance with the prevention measures recommended for farms, farm packings and packing facilities.

The purpose is not to conduct an assessment or determining if a facility is in compliance or non compliance, since the prevention measures must be totally implemented based on the characteristics of each facility.

The checklist includes frequency of verification, control points and verification tools and for this purpose the following must be considered:

- Regarding the frequency of verification, it is a general recommendation on how often to verify each point.
- Regarding the verification tools, an attempt has been made to eliminate as much as possible the interview or asking people, to avoid contagion of SARS CoV-2.
- If it is necessary to ask supervisors, preferably do it in an open space taking all the protection measures, especially the use of masks and physical distance of one meter, and not circulate through the field or the packing house.
- If the verification tool indicates "Verification in the field", it is recommended to observe the verification points from a distance, without wandering between people or equipment, minimizing traffic in productive zones or in areas of higher concentration of people. Always using face masks and physical distance of at least one meter.

This checklist does not partially or totally replace the compliance with the current checklists that are used for Food Safety, Good Agricultural or Manufacturing Practices. This is a complementary instrument whose specific scope is the reduction of hazards related to SARS CoV-2.

Chapters that apply:

Type of facility	Chapters that apply
Farms	1, 2, 3 and 6. If the farm has common or collective rooms, section 3.7 also applies. If packing on the farm is carried out at field or in the harvest area, section 3.4 also applies.
Farm packing	1, 2, 4 and 6 (Section 3 applies to farms only)
Fruit packing houses	1, 2, 5 and 6

1. GENERAL PREVENTION MEASURES APPLICABLE TO ALL FACILITIES (FRUIT FARMS, FARM PACKINGS AND PACKING HOUSES)

1.1 and 1.2 Covid Coordinator and Hiring personnel

	Frequency of verification	Control point	Verification tool	Yes	Not
1.1	Fortnightly	Does a Covid Coordinator or Covid Committee, with a person in charge, been named in writing?	Verify the naming document.		
1.2	Weekly	When contracting personnel, has a Health Declaration referring to Covid-19, including the disease declaration for groups of people having the higher risks, been filled in? (Consider that filling in of the form by the worker is on a volunteer basis and is also confidential information).	Verify the availability of Health Declaration forms. Filling in of the form is on volunteer basis and is confidential information.		
1.3	Weekly	Is information confidentiality assured in the Health Declaration form referred to Covid-19?	Check that the Health Declaration forms are kept locked.		

1.3. Prevention measures for all personnel

For each site, area or section, the corresponding preventive measures to evaluate are established in the specific area checklist.

1.4. Health status and monitoring symptoms

	Frequency of verification	Control point	Verification tool	Yes	Not
1.4.1	Daily	Is the health condition of every person supervised on a daily basis, taking the body temperature and looking for other symptoms when people enter to the packing house or farm? (37,8 °C is a symptom indicator).	Verify that temperature is taken to every person at the entrance to the packing house or farm.		
1.4.2	Daily	Does temperature measuring include all the external personnel, contractors, visitors, authorities and every person entering into the farm, facilities and offices?	Verify that temperature is taken to every person at the entrance to the packing house or farm.		
1.4.3	Daily	Are supervisors trained to recognize Covid-19 symptoms?	Interview or checking of the training records.		
1.4.4	Weekly	Is every person (including external contractors and services), trained by written, to immediately report if these symptoms appear (Fever, headache, coughing, muscle pain) or if they have been in direct contact with someone having the symptoms or who does not have symptoms, but has been confirmed PCR positive?	Verify existence and update of the instructions and signed delivery record.		
1.4.5	Weekly	Does everybody know who they have to report to in case of having symptoms of Covid-19?	On site verification.		

1.5. Training and the obligation to inform the people on Covid-19

	Frequency of verification	Control point	Verification tool	Yes	Not
1.5.1	Weekly	Has everybody been trained to recognize the symptoms of Covid-19, (See section 1.5.1 in the Guide) and about the importance to report in case of having symptoms and who they must report to?	Check records and training programs.		
1.5.2	Weekly	Have talks been provided to all the employees, including managers, administrative staff, regarding Covid-19 preventive measures?	Check attendance records.		
1.5.3	Weekly	Have these talks been given to small groups of people?	Check attendance records.		
1.5.4	Weekly	Do these talks include at least the following basic preventive measures? <ul style="list-style-type: none">• Correct hands washing.• Correct use of alcohol gel or other hand sanitizers.• Permanent, mandatory and correct use of face mask.• Use of face shield and mask in defined areas according to the type of work and that this does not replace the use of a mask.• Mantain physical distance of at least one meter between people.• Do not shake hands, kiss or hug when greeting.• The need to notify when someone has symptoms of the disease or when they have been in regular contact with people infected in their family group or close contacts.• Do not share glasses, straws or food and other personal items such as clothing, PPE, etc.• Do not talk during working activities, unless necessary, to prevent spreading of the virus through saliva droplets.• Do not spit.• Responsible conduct outside of work place.	Verify the program of conducted talks.		
1.5.5	Weekly	Are supervisors familiar with the correct use of face masks and have they duly explained the use of the masks to other people? (how to put them on and take them off, and what to do with the masks once they have been used) according to the manufacturer's or suppliers instructions.	Verify their knowledge interviewing the supervisors.		
1.5.6	Weekly	Has training been provided concerning the respiratory hygiene?	Verify training programs and records.		

	Frequency of verification	Control point	Verification tool	Yes	Not
1.5.7	Weekly	Have all the employees been trained about the company's food hygiene measures?	Verify regular training programs and records.		
1.5.8	Weekly	Is there visible and updated signals indicating? - The correct hands washing, with water and soap, which should last 20 seconds, creating foam on the hands and completely rubbing its surfaces. - When to wash the hands (See 1.5.3 in the Guideline). - When and how to use alcohol gel or other hand sanitizer correctly. - The correct use of a mask and face shield when established. - Physical distancing. - Respiratory hygiene. - Avoid touching face, eyes, nose and mouth.	Verify the existence of signage that is easy to understand and located in visible places, with the indicated instructions.		

1.6. Measures for tracing people

	Frequency of verification	Control point	Verification tool	Yes	Not
1.6.1	Daily	Are daily records kept in each area or working place recording the name and the contact data for each person?. Records can be kept in any format or system, provided that they allow for the identification of the places or locations where each person has stayed.	Check records and check for the updating of these records.		
1.6.2	Weekly	Traceability records for visitors and people in each site/location or working area are filed safely and with easy access in a place known by everybody?	Check that the records are kept safely and in a place known by everybody.		
1.6.3	Daily	Is there a daily record with the names of the cleaning crew for each site?	Check records and check for the updating of the records.		
1.6.4	Daily	Is there a record, confidentially kept, for people that have shown symptoms of Covid-19? And, do these records mention measures that were taken and where was this person sent?	Check records and check for the updating of the records.		

Note: The record requirements for the corresponding traceability are established in the checklist of each site, area or section.

1.7. Indoor and outdoor disinfection program of constructions, buildings, yards and surfaces

	Frequency of verification	Control point	Verification tool	Yes	Not
1.7.1	Daily	Is there a daily disinfection program that is carried out in all the areas (such as buildings, dining rooms, resting areas, toilets, changing rooms, offices, warehouses, etc.)?	Check records and the updating of the records.		
1.7.2	Daily	Are records kept for the daily disinfection?	Check records and check for the updating of the records.		
1.7.3	Fortnightly	Are the adequate disinfectants used and are they duly registered in the Public Health Institute of Chile (ISP)?	Check labels of disinfectants being used.		

Note. In the checklist for each site, area or section, specific disinfection requirements are provided.

1.8. Supply of protection elements

	Frequency of verification	Control point	Verification tool	Yes	Not
1.8.1	Monthly	Does the farm or packing house have a plan or strategy to have a sufficient supply of materials for the prevention and control of Coronavirus during the season?	Interview a Covid Coordinador or the person in charge of the procurement.		

1.9. Risk analysis

	Frequency of verification	Control point	Verification tool	Yes	Not
1.9.1	Monthly	Has the Covid-19 variable been incorporated into the risk analysis or similar documents, as a major hazard for people, identifying the necessary control or prevention measures?	Verify the risk or hazard analysis plan be it based on FSMA or based on Global G.A.P, or based on what the packing house or farm has defined to use.		
1.9.2	Monthly	Have been included the cases of persons with conditions predisposing to Covid-19 in the risk or similar analysis of the company?	Verify in the documents.		

2. PREVENTION MEASURES IN AREAS AND GENERAL ACTIVITIES

2.1. Prevention measures when transporting people

	Frequency of verification	Control point	Verification tool	Yes	Not
2.1.1	Daily	Do all passengers wear masks when boarding, during the journey and when getting off the bus or van?	On site verification at departure and/or arrival of buses or van.		
2.1.2	Daily	Is hand sanitizer provided or there is a hand wash station with water, soap and hand-drying items available, before getting into the transport vehicle?	On site verification at departure and/or arrival of buses or van.		
2.1.3	Daily	Has getting on the bus or van been organized in such a way as to avoid crowds?	On site verification at departure and/or arrival of buses or van.		
2.1.4	Daily	Is there a daily assignation of the vehicle and the corresponding seat for each passenger and, is the name of every passenger for each trip duly registered for each bus and seat and the corresponding driver been assigned?	Check documents.		
2.1.5	Daily	Does each bus and / or van have visible signs of mandatory use of masks and hand sanitizer?	Verify inside the bus or van.		
2.1.6	Daily	Are passenger transports vehicles cleaned and disinfected before each trip and are there records available?	Check records. Interview the drivers.		

2.2. Prevention measures at the entrance to the packing house or farm

	Frequency of verification	Control point	Verification tool	Yes	Not
2.2.1	Daily	Is the health condition of every person (including gatekeepers and guards), verified at every entrance, by measuring the temperature and by visual inspections of symptoms such as coughing, headache, weakening, sneezing, etc.? See 1.4 and 1.5 of the Guide.	On site verification at departure or arrival of buses or van.		
2.2.2	Daily	Has the symptoms verification been organized to avoid crowds?	On site verification at departure or arrival of buses or van.		
2.2.3	Daily	Are there records kept for the symptoms verification, that include the name of the person conducting the activity?	Check records, they must be updated.		
2.2.4	Daily	Is the thermometers condition checked periodically?	Check records, they must be updated.		

	Frequency of verification	Control point	Verification tool	Yes	Not
2.2.5	Weekly	Is there clear and written procedure in case of detection of symptoms at the entrance?	Check corresponding procedure and its distribution and/or spreading.		
2.2.6	Daily	Is it observed that all people that enter the farm or packing house wears a mask and respects the minimum distance of one meter between people?	On site verification at departure or arrival of buses or vans.		
2.2.7	Daily	Are hands sanitation points available at the entrance of the facilities?. These sanitizing points can be hands washing station with water, soap and hands drying elements, supply or dispensers of hand sanitizer or disinfectant approved by ISP.	Check in the field when people arrive.		
2.2.8	Daily	Is the entrance area cleaned and disinfected on a daily basis or before the entry of the personnel? at least the following places, as it may be applicable: <ul style="list-style-type: none">- Gatehouse.- Employee time control, fingerprint scanner, signature notebook, pens.- Every handrail, door, supporting surfaces, telephones, etc.- Every element coming from the outside (incoming parcels, envelopes, etc.).	Check records. Records must be updated.		
2.2.9	Daily	Are there records including the name and contact of every person external to the farm or packing house, including the entry and exit time?	Check records. Records must be updated.		
2.2.10	Daily	Is there a record including the name of the persons working at the gate for each shift and working time?	Check records. Must be updated.		
2.2.11	Daily	Do those who work at the gate have masks, face shields and items for hand washing and disinfection at their disposal?	On site verification.		
2.2.12	Daily	Does everyone who enters the farm or packing house complete a health declaration (voluntary) before entering?. All external personnel, contractors, visitors, authorities and anyone who enters the farm, facilities and offices should complete a health declaration.	Check health declarations. Is a confidential matter		

2.3. Prevention measures in changing rooms and toilettes

	Frequency of verification	Control point	Verification tool	Yes	Not
2.3.1	Daily	Is it observed that all people permanently wear masks covering nose and mouth in this room?	On site verification.		
2.3.2	Daily	Is there a hands sanitation point at the entrance of the area?	On site verification.		
2.3.3	Daily	Is it observed that everybody respects the minimum distance of one meter?	On site verification.		
2.3.4	Daily	Have measures been taken to prevent crowds inside of this area?	On site verification.		

	Frequency of verification	Control point	Verification tool	Yes	Not
2.3.5	Weekly	Are there signage and infographics related to Covid-19?	On site verification.		
2.3.6	Daily	Do dressing rooms and bathrooms have good ventilation, either natural or forced?	On site verification.		
2.3.7	Daily	Is the area cleaned and disinfected daily, after each shift, using approved products registered with the ISP Chile and is a record kept?	Check records. Must be updated.		

2.4. Prevention measures in canteens or dinning rooms

	Frequency of verification	Control point	Verification tool	Yes	Not
2.4.1	Weekly	Are the supervisors or persons in charge of these areas trained to verify the health condition of people who work in the casino or kitchen?	Inspection of training records. Possible interview to supervisors.		
2.4.2	Daily	Do staff working at the kitchen use permanently face mask, covering mouth and nose?	Verification in kitchen.		
2.4.3	Daily	Are there signals in the kitchen and/or dinning room indicating: <ul style="list-style-type: none">- Hands washing / Use of hand sanitizer gel- Physical distancing- Mandatory use of face mask- Respiratory hygiene?	Verification in kitchen and dinning room.		
2.4.4	Daily	Is there a hand sanitation point at the entrance of the canteen or dinning room?. (Hands washing station with water, soap and elements for hands drying or either supply or dispensers of hand sanitizer or other disinfectant approved by ISP).	Verify the entrance of canteen or dinning room.		
2.4.5	Daily	Do people disinfects their hands when entering into these areas?	Verify the entrance of canteen or dinning room.		
2.4.6	Daily	Do people permanently use the face mask, except when they are eating?	Verify in canteen or dinning room during lunch time.		
2.4.7	Daily	Have signs or floor signs been installed to avoid crowds in waiting areas?	Verify in canteen or dinning room during lunch time.		
2.4.8	Daily	Is physical distancing of at least one meter kept in the entrance queue?	Verify in canteen or dinning room during lunch time.		
2.4.9	Daily	Is food kept protected and no spices, bread, etc. exposed?	Verify in canteen or dinning room during lunch time.		
2.4.10	Daily	Are there table dividers between every lunch posts?	Verify in canteen or dinning room during lunch time.		

	Frequency of verification	Control point	Verification tool	Yes	Not
2.4.11	Daily	The canteens, kitchen, dinning rooms are cleaned and disinfected on a daily basis using authorized products?	Check records. Must be updated.		
2.4.12	Daily	Are lunch shifts organized with specific lists of people for each shift?	Check records. Must be updated.		
2.4.13	Daily	Are designated in the same lunch shift: - people that live together or that use the same collective lodging, - crews, fixed working teams, or similar?	Check records. Must be updated.		
2.4.14	Daily	Before providing the food service, is the entrance, all handrails, doors, support surfaces, telephones, etc., disinfected?	Verify in canteen or dinning room before lunch, eating time and/or check the records. Must be updated.		
2.4.15	Daily	High contact surfaces (tables, chairs, benches, separators, trays, dispensing machines, are disinfected before and after each lunch shift?	Verify in canteen or dinning room and/or check records. Records must be updated.		
2.4.16	Daily	Do the canteen, dinning room and the kitchen have good ventilation, either natural or forced?	Verify in canteen or dinning room at lunch time or eating time.		
2.4.17	Daily	Are there daily records for people attending each lunch shift and their corresponding locations when using the tables?	Check records. Must be updated.		
2.4.18	Daily	Are there daily records for every person working at the kitchen or dinning room for every shift?	Check records. Must be updated.		
2.4.19	Daily	Are there daily records including the name, and contact for each external person, as carriers (drivers), suppliers, visitors, etc. entering to the canteen, dinning room or kitchen?	Check records. Must be updated.		

2.5. Offices

	Frequency of verification	Control point	Verification tool	Yes	Not
2.5.1	Daily	Is everybody permanently using face masks covering their nose and mouth?	For one single facility, there might be a number of offices. Every single office must be checked.		
2.5.2	Daily	Is there a hands sanitation point at the entrance of the offices?	For one single facility, there might be a number of offices. Every single office must be checked.		

	Frequency of verification	Control point	Verification tool	Yes	Not
2.5.3	Daily	Everybody respects the minimum one meter distance?	For one single facility, there might be a number of offices. Every single office must be checked.		
2.5.4	Daily	Are the workstations separated by at least one meter or have spacers (physical dividers)?	For one single facility, there might be a number of offices. Every single office must be checked.		
2.5.5	Weekly	Do offices count with good ventilation, either natural or forced?	For one single facility, there might be a number of offices. Every single office must be checked.		
2.5.6	Fortnightly	Are the personnel at the offices trained concerning Covid-19 measures?	Check records. Records must be updated.		
2.5.7	Daily	The area and the working places are disinfected on a daily basis using approved products and are records kept?	Check records. Records must be updated.		
2.5.8	Daily	Shared usage equipment (telephone, dispensers, microwaves, refrigerators, photocopy machines, calculators, switches on-off, etc., are disinfected before and after they are used?)	Verify in offices. For one single facility, there might be a number of offices. Every single office must be checked.		
2.5.9	Daily	Are there daily records of the people present and their location at the workplace?	On site verification of working places and check records. Must be updated.		
2.5.10	Daily	Are there records with the name and contact for every external person entering to the office?	Check records. Must be updated.		
2.5.11	Weekly	Is a supervisor or manager of the office area trained to verify people's health status?	Training records checking. Possible interview to the supervisor.		
2.5.12	Daily	When meetings take place, are physical distancing and ventilation of the rooms respected?	Interviews.		
2.5.13	Daily	Is there a record of attendance for face-to-face meetings, where the name and contact (phone, e-mail) of each attendee are recorded?	Check records. Must be updated.		
2.5.14	Weekly	Has a safe area been set up for public attention, with a physical separator, if necessary?	On site verification (if public attention occurs)		

2.6. Common areas, resting spaces, parking lots - including bicycle parking

	Frequency of verification	Control point	Verification tool	Yes	Not
2.6.1	Daily	Is everybody in this common area permanently using face masks, covering mouth and nose?	Verify in every common area.		

	Frequency of verification	Control point	Verification tool	Yes	Not
2.6.2	Daily	Is there a hands sanitation point in this area?	Verify in every common area.		
2.6.3	Daily	Is it observed that all people respect the minimum distance of 1 meter between them?	Verify in every common area.		
2.6.4	Daily	Is there availability of signals and infographics in these areas indicating that people must respect the Covid-19 related prevention measures?	Verify in every common area.		
2.6.5	Daily	If there are seats or benches in these areas, have they been separated to maintain physical distance?	Verify in every common area.		
2.6.6	Daily	Are these areas included in the daily disinfection plans including seats, waste baskets and other equipment of the common areas and, are records kept?	Check records. Records must be updated. On site verification of cleaning.		
2.6.7	Daily	Trash cans in these areas count with a bag and a lid?	Verify in every common area.		
2.6.8	Daily	In the smoking area, are there signages indicating that when smoking a physical distance of more than one meter must be maintained from other people?	Verify in every common area.		
2.6.9	Daily	In the smoking area, are there hands sanitation points?	Check in smoking areas		
2.6.10	Daily	All common areas, including the smoking area are included in the daily disinfection and cleaning program and, are the corresponding records kept?	Check records. Records must be updated.		

2.7. Visitors

	Frequency of verification	Control point	Verification tool	Yes	Not
2.7.1	Daily	Are there written instructions to reduce the entry of visits to the field or packing houses?	Check records. Must be updated.		
2.7.2	Daily	Is the temperature of the visitors taken before entering the field or packing and is the health declaration requested to fill in?	Check records. Must be updated.		
2.7.3	Daily	Are the visitors given or explained all the prevention instructions before entering the field or plant and are they provided with elements to comply with them?	On site monitoring.		
2.7.4	Weekly	Have routes been established for visits, in such a way that they do not wander through the facilities and, completely avoiding their contact with people, packaging materials and product?	On site monitoring.		
2.7.5	Daily	Is a detailed record kept of each visit indicating name, contact, place (city, town) from where they are coming, name of companion in the vehicle, if any, person who will be meet, time of entry and exit?	Check records. Must be updated.		

3. BEST PRACTICES FOR PREVENTION OF CORONAVIRUS SARS COV-2 IN FARMS

3.1. Prevention measures in the harvest boxes handling/washing area

	Frequency of verification	Control point	Verification tool	Yes	Not
3.1.1	Daily	Do people permanently use face masks, covering mouth and nose?	On site monitoring.		
3.1.2	Daily	In case of using gloves, made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site monitoring.		
3.1.3	Daily	Is there a hands sanitation point in the area?	On site monitoring.		
3.1.4	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
3.1.5	Daily	If because of the nature of the operation it is not possible to keep physical distancing, are there dividers installed or face masks and face shield used?	On site observation.		
3.1.6	Daily	Is the agglomeration of people in the area avoided, by restricting traffic, including drivers, transporters, etc.?	On site monitoring.		
3.1.7	Daily	Are equipments in this area included in the daily disinfection program, including every surface, bench, pallet jack, pushbutton stations, tractor controls and seats, tools, etc.?	Records checking and on site verification.		
3.1.8	Weekly	Supervisors or persons in charge of the area are duly trained to verify the health condition of people?	Training records checking. Possible interview to supervisors.		
3.1.9	Weekly	Are the supervisors or managers of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Training records checking. Possible interview to supervisors.		
3.1.10	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Training records checking. Possible interview to supervisors.		

3.2. Prevention measures when delivering working materials

	Frequency of verification	Control point	Verification tool	Yes	Not
3.2.1	Daily	Do people permanently use face masks, covering mouth and nose?	On site monitoring.		
3.2.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site monitoring.		
3.2.3	Daily	Do people always keep physical distancing of at least one meter?	On site monitoring.		
3.2.4	Daily	If two people are served at a time for the delivery of materials, in spaces with a separation of less than one meter, have dividers been placed between the service stations?	On site monitoring.		
3.2.5	Daily	During the delivery of materials, is there availability of hand sanitizer or disinfectant authorized by ISP?	On site monitoring.		
3.2.6	Daily	Is the area included in the daily disinfection program?	On site monitoring.		
3.2.7	Daily	Is the service counter disinfected on a daily basis, at the beginning of the delivery and at the reception of materials and tools?	On site monitoring.		

3.3. Prevention measures in field work and fruit harvesting

	Frequency of verification	Control point	Verification tool	Yes	Not
3.3.1	Daily	Do people permanently use face masks, covering mouth and nose?	On site monitoring.		
3.3.2	Daily	Have measures been implemented so that during field operations people work at a distance greater than one meter from each other and do not crowd together?	On site monitoring.		
3.3.3	Daily	Do people always keep physical distancing of at least one meter?	On site monitoring in work station.		
3.3.4	Daily	In the work area of the field crews there are hands washing stations with soap and water and hand sanitizer dispensers?	On site monitoring.		
3.3.5	Daily	Stations for hands washing and drinking water comply with requirements included in 3.3 of the Guide?	On site monitoring.		
3.3.6	Daily	In case of using gloves of any material, are they disinfected before putting them on and each time people take them off?	On site monitoring.		

	Frequency of verification	Control point	Verification tool	Yes	Not
3.3.7	Daily	In the zone of dumping of harvesting buckets into bins and harvest control, are there measures in place to prevent crowding?	On site observation in work stations.		
3.3.8	Daily	Every equipment, tool and utensils used during harvest, such as benches, scissors, gauges, harvest buckets, scales, instruments, ladders, etc., are disinfected on a daily basis using disinfectants authorized by the ISP?	On site observation.		
3.3.9	Daily	Every contact surface of tractors and other moving equipment, commands, doors and seats, etc, are disinfected on a daily basis and/or during every shift change?	On site observation.		
3.3.10	Daily	Are hands washing stations and field toilets disinfected daily including doors, handles, faucets, etc.?	On site observation.		
3.3.11	Weekly	Supervisor or persons in charge are trained to verify the health condition of people?	Training records checking. Possible interview to supervisors.		
3.3.12	Weekly	Are the supervisors or managers of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Training records checking. Possible interview to supervisors.		
3.3.13	Weekly	¿Supervisors or persons in charge are informed about what to do in case of accidental contamination by micro droplets resulting from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Training records checking. Possible interview to supervisors.		
3.3.14	Daily	Are the names of each person and work area or field and the task to which they are assigned recorded daily?	Check records. Must be updated. Verify the distribution of the working places/work stations.		
3.3.15	Daily	Have measures been taken to prevent non-controlled changes of persons among working sites or working crews?	Check records. Records must be updated. Verify, on site, the distribution of the working places/work stations.		
3.3.16	Daily	Are the names and contact details of each external person who has entered the site, such as transporters, cleaning personnel, other producers, personnel of chemical bath companies, etc.) recorded daily?	Check records. Records must be updated.		

3.4. Farm packing (at field, under vineyards or similar)

	Frequency of verification	Control point	Verification tool	Yes	Not
3.4.1	Daily	Do people permanently use face masks, covering mouth and nose?	On site observation.		
3.4.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
3.4.3	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
3.4.4	Daily	Has a hand sanitization point been installed in the area near the harvest crews?	On site observation.		
3.4.5	Daily	In the packing area, is there a hands washing station with water and soap and hand sanitizer dispensers near the packing work station?	On site observation.		
3.4.6	Daily	Hands washing and water drinking station meet requirements of 3.4 of the Guide?	On site observation.		
3.4.7	Daily	Are the external parts, taps, of the hand washing or sanitizing stations, periodically disinfected? (only chlorine or alcohol)	On site observation.		
3.4.8	Daily	All packing and packaging materials are always protected and it is removed from the packing place in hygienic conditions once the working day is over?	Observation in packaging work station.		
3.4.9	Daily	Packed products are permanently protected?	On site observation.		
3.4.10	Daily	Is the preparation and distribution of all packaging materials, clamshell, labeling, etc., carried out by personnel who wear masks, frequently disinfect their hands or gloves, and always keep these materials protected before use?	On site observation.		
3.4.11	Daily	Are the equipment and structures used for this task included in the daily disinfection programs? (packing stations, handles, shelves, support areas for containers, instruments, tools, ladder scales, benches, etc. All sampling trays, analysis counters, measuring instruments)	Check disinfection records, disinfectant labels and verify on site.		
3.4.12	Weekly	Supervisors or persons in charge are trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
3.4.13	Weekly	Are the supervisors or managers of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		

	Frequency of verification	Control point	Verification tool	Yes	Not
3.4.14	Daily	Supervisors or persons in charge are informed of what to do in case of accidental contamination by micro droplets resulting from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors.		
3.4.15	Daily	Are the names of each person at the task to which they are assigned and the work area or packing station recorded daily?	Check records. Must be updated. Verify, on site, for the distribution of the working station.		
3.4.16	Daily	Are names and contacts of each external person that has entered into the work site, such as carriers, assistance, cleaning personnel, other growers, personnel of chemical bathing companies, etc., registered on a daily basis?	Checking of records.		
3.4.17	Daily	Have measures been taken so that the people who take the packed boxes to the collection area do not circulate freely around the site?	On site observation.		
3.4.18	Daily	Have measures been taken to prevent non-controlled mixes of people between crews?	On site observation.		

3.5. Prevention measures in the collection, palletizing and/or dispatch area of fruit to the plant

	Frequency of verification	Control point	Verification tool	Yes	Not
3.5.1	Daily	Do people permanently use face masks, covering mouth and nose?	On site observation.		
3.5.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
3.5.3	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
3.5.4	Daily	Is there a hands sanitation point in the area?	On site observation.		
3.5.5	Daily	Is the agglomeration of people in the area avoided, restricting traffic, including tractors, forklifts transporters, etc.?	On site observation.		
3.5.6	Daily	Truck drivers use face masks and if they come out of their vehicles, do they stay in a remote area without moving across different working crews?	On site observation.		
3.5.7	Daily	Equipments used in the working site are included in the daily disinfection programs; conveyor belts, forklift, pallet jacks, instruments, tools?	Records checking and equipment verification.		

	Frequency of verification	Control point	Verification tool	Yes	Not
3.5.8	Weekly	Are the supervisors or persons in charge of these areas trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
3.5.9	Weekly	Are the supervisors or managers of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
3.5.10	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors.		
3.5.11	Daily	The area and equipment/structures used in this area are included in the daily disinfection programs?	Check disinfection records, disinfectant labels and verify on site.		
3.5.12	Daily	Have carriers and truck drivers been instructed to stay inside their truck or at a designated area while waiting for loads, and not wandering around other areas?.	On site observation.		
3.5.13	Weekly	Are the names of each person and the working site, to which they are assigned, including fork lift operators or loaders, workers or other positions working in this area, recorded on a daily basis?	Check records. Must be updated.		
3.5.14	Weekly	Are names and contacts of each external person that has entered into the work site, such as carriers, assistance, cleaning personnel, other growers, etc., recorded on a daily basis?	Check records. Must be updated.		

3.6. Quality control/harvest control prevention measures

	Frequency of verification	Control point	Verification tool	Yes	Not
3.6.1	Daily	Every quality control or harvest control or G.A.P, (Good Agricultural Practices) control person is using face masks, covering their mouth and nose? When these persons walk through the working site, do they use face shields and face masks?	On site observation.		
3.6.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
3.6.3	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
3.6.4	Daily	Has a hand sanitization point been installed in the area?	On site observation.		
3.6.5	Daily	Has quality control or harvest control work trips in the field been reduced as much as possible?	On site observation.		
3.6.6	Daily	Do the quality control people sanitize their hands or gloves before taking the sample and before returning the boxes or product samples to the bin, pallet or packaging?	On site observation in work station.		
3.6.7	Daily	Analysis trays, measuring instruments and tables/benches are disinfected on a daily basis after the day or the shift has been completed?	On site observation in work station.		
3.6.8	Daily	High contact surfaces such as doors, push button stations, door's plastic strips, supporting surfaces, keyboards, telephones, etc., are disinfected on a daily basis?	Check disinfection records, disinfectant labels and verify on site.		
3.6.9	Weekly	Supervisors or persons in charge are trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
3.6.10	Weekly	Are the supervisors or managers of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
3.6.11	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (see 1.4.3 and 6.2.8 of the Guide)	Check training records. Possible interview to supervisors.		
3.6.12	Daily	Are the names of each person conducting this activity, indicating the specific work to which he/she is assigned, recorded on a daily basis?	Check records. Records must be updated.		

3.7. Best practices for the prevention of Coronavirus SARS CoV-2 in collective rooms

	Frequency of verification	Control point	Verification tool	Yes	Not
3.7.1	Daily	Is there footbath at the entrance of the collective rooms?	On site observation.		
3.7.2	Daily	The footbath disinfectant is renewed at least according to the manufacturer's instructions?	On site observation and checking of records.		

	Frequency of verification	Control point	Verification tool	Yes	Not
3.7.3	Forntightly	Each room has been numbered to facilitate traceability and management of emergencies?. Is the number visible inside and outside?	On site observation.		
3.7.4	Daily	Is there at least 10 m ³ of space available for each worker who sleeps in a collective bedroom?	On site observation.		
3.7.5	Daily	Is it a daily record kept for every person using each of the bedrooms?	Check records.		
3.7.6	Daily	Is there a supervision to prevent room exchanges among people?	Interview supervisor.		
3.7.7	Daily	Is there an arrangement for people working in the same crew or area to use the same bedrooms?	Check records.		
3.7.8	Daily	In each room, is the telephone number of the Covid Coordinator or emergency indicated?	On site observation.		
3.7.9	Weekly	Have people been instructed to store their personal items and not share personal items or clothing?	On site observation.		
3.7.10	Daily	Is there a daily record kept for people using each bedroom?	Check records.		
3.7.11	Weekly	Do the rooms have adequate natural ventilation with windows or forced ventilation?	On site observation. Check each bedroom.		
3.7.12	Daily	Is there availability of hands washing stations with soap and paper towel to dry their hands in locations close to the bedrooms?	On site observation.		
3.7.13	Daily	For those who do not have access to water, is there a permanent supply of hand sanitizer available?	On site observation.		
3.7.14	Daily	Are the bathrooms provided with drinking or potable quality water, soap and systems for drying hands that are not cloth towels?	On site observation.		
3.7.15	Daily	Are there daily disinfection records for bathrooms including fixtures, handles, doors, taps, etc.?	Check records and verify on site.		
3.7.16	Daily	Does the area count with signage and infographics as a reminder of preventive measures such as the correct use of face mask, physical distancing of at least one meter, frequent hands washing and respiratory hygiene, among others?	On site observation.		
3.7.17	Daily	Are there records of the execution of a daily cleaning and disinfection plan for bathrooms, bedrooms and beds. (See 3.7.5 of the Guide).	Check disinfection records, disinfectant labels and verify on site.		

	Frequency of verification	Control point	Verification tool	Yes	Not
3.7.18	Daily	In common areas, is the mandatory and permanent use of masks covering nose and mouth and the physical distance of at least one meter respected, and are there signs indicating this obligation?	On site observation.		
3.7.19	Daily	Have measures been implemented in the common areas to keep physical distancing of at least one meter (signages, marks, separation of benches or chairs, etc.)?	On site observation.		
3.7.20	Daily	Are there instructions, signage, or infographics in the common areas instructing not to share bottles, glasses, drinking straws, clothing and food in general?	On site observation.		
3.7.21	Daily	Are there signages or infographics in the common areas instructing not to spit?	On site observation.		
3.7.22	Daily	Are the common areas disinfected on a daily basis, including seats, tables, and waste baskets?	Check records and verify on site.		
3.7.23	Daily	In case of counting with common TV sets, have measures been taken to keep the physical distancing among people?	On site observation.		
3.7.24	Daily	Waste generated in the bedrooms and common areas is managed as household waste, in trash bags and in a container with a lid?	On site observation.		
3.7.25	Daily	Residents of the collective bedrooms know who to notify in case of detecting Covid-19 symptoms and do they have how to contact him?	Check training records or signage for this subject and verify on site.		
3.7.26	Weekly	The supervisor or person in charge knows how to act in case of having a resident with symptoms or positive to Covid-19?	Check training records. Possible interview to supervisors.		
3.7.27	Weekly	Is there a special bedroom for the possible Covid-19 cases waiting for diagnostic results?	On site observation or check contingency plan.		

4. BEST PRACTICES IN THE PREVENTION OF CORONAVIRUS SARS COV-2 IN FARM PACKING

4.1. Prevention measures in reception of fruit and post harvest fumigation area

	Frequency of verification	Control point	Verification tool	Yes	Not
4.1.1	Daily	Do every people permanently use face masks, covering mouth and nose in this facility?	On site observation.		
4.1.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
4.1.3	Daily	Is there a hands sanitation point?	On site observation.		
4.1.4	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
4.1.5	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
4.1.6	Daily	Is crowding of people in the area avoided, by restricting traffic, including tractor drivers, carriers, etc.?	On site observation.		
4.1.7	Daily	When the fruit is inspected, are all the sample collection trays, counters, measurement instruments disinfected, at least after each shift, using an adequate disinfectant?	Observation in packaging work stations.		
4.1.8	Daily	Equipment in this area is included in the daily disinfection programs?. Including every surface, benches, pallet jacks, pushbutton stations, seats, tractor controls, tools, etc.?	Check disinfectant records, disinfectant labels and verify on site.		
4.1.9	Weekly	Supervisors or persons in charge of the area are duly trained to verify the health condition of people?	Check training records. Possible interview to supervisor.		
4.1.10	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisor.		
4.1.11	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisor.		

	Frequency of verification	Control point	Verification tool	Yes	Not
4.1.12	Daily	Are the names of each person who carries out this activity recorded daily, indicating the work to which they are assigned?. If the person operates any equipment, indicate it.	Check records. They must be updated, indicating activity, work station or equipment operated by each person.		
4.1.13	Daily	Are the names and contact telephone numbers or e-mail of each external person with whom an operator has contacted has been recorded every day, such as carriers, growers, etc.?	Check records. They must be updated and include the contact of each person.		

4.2. Prevention measures in the packing area

	Frequency of verification	Control point	Verification tool	Yes	Not
4.2.1	Daily	At the entrance of the packing, are there footbaths with a disinfectant authorized by the Ministry of Health?	On site observation.		
4.2.2	Daily	The footbath counts with barriers forcing people to pass through it?	On site observation.		
4.2.3	Daily	The footbath disinfectant is renewed at least according to the manufacturer's instructions?	On site observation.		
4.2.4	Daily	At the entrance to packing, have the flows of people been organized to avoid crowds, have dividers placed one meter away on the floor (painted, cones, etc.) and has a place been established and marked, to queue before get in?	On site observation verifying the organization and signage.		
4.2.5	Daily	At the entrance of the packing, everybody uses face masks covering mouth and nose?	On site observation.		
4.2.6	Daily	At the entrance of the packing are there hands washing stations and if its separation is less than one meter, are there physical dividers between these washing stations?	On site observation.		
4.2.7	Daily	The hands washing zones and the packing room count with good ventilation? (Air conditioning is not considered as ventilation by the Chilean legislation).	On site observation.		
4.2.8	Daily	Everybody in the packaging zone uses face masks covering mouth and nose?	On site observation.		
4.2.9	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
4.2.10	Daily	Is there a hands sanitation point near the work stations?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
4.2.11	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
4.2.12	Daily	Is it observed that all people always maintain a physical distance of at least one meter?	On site observation.		
4.2.13	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
4.2.14	Daily	Is crowding of people prevented in the area, restricting traffic, including forklift drivers, maintenance personnel, etc.?	On site observation.		
4.2.15	Daily	Storeroom offices, laboratory, tool storage rooms, etc., do they have good ventilation?. (Air conditioning is not considered as ventilation by the Chilean legislation).	On site observation.		
4.2.16	Weekly	In the packing room, are there signs and infographics on the preventive measures of Covid-19? - Hands washing, - Correct and mandatory use of face masks, - Physical distancing, - Respiratory hygiene, - Contact in case of emergency	Verify availability of easy to understand signage and check that this signage is located in the adequate locations, with the indicated instructions.		
4.2.17	Daily	Preparation and distribution of packaging and packing materials, clamshell, labels, etc., is conducted by operators using face masks with a frequent disinfection of hands or gloves and always keeping the packing materials protected when they are not being used?	On site observation.		
4.2.18	Daily	Has the delivery of packaging and packing materials been established reducing the movement of people to the delivery areas?. (Distributed by persons designated for this purpose).	On site observation.		
4.2.19	Daily	Packing room and their offices are included in the daily disinfection programs, including every surface, rails, tables, floor, pallet jacks, pushbutton stations, seats, scissors, gauges, tools, etc., with a disinfectant authorized by the ISP?	Check disinfection records, disinfectant labels and verify on site.		
4.2.20	Daily	Packaging and packing material is kept protected?	On site observation.		
4.2.21	Daily	Disinfection includes every surface used by a number of people, such as handrails, doors, plastic strips doors, pushbutton stations, supporting surfaces, telephones, handles, instruments, etc.?	Check disinfection records, disinfectant labels and verify on site.		

	Frequency of verification	Control point	Verification tool	Yes	Not
4.2.22	Weekly	Supervisor or persons in charge of the area are trained to verify the health condition of people?	Check trainig records. Possible interview to supervisors.		
4.2.23	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check trainig records. Possible interview to supervisors.		
4.2.24	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check trainig records. Possible interview to supervisors.		
4.2.25	Daily	Are people per shift and working stations/ position daily recorded in such a way that it is possible to make traceability by line and identify the people neighboring each work site? If the person operates any equipment, indicate it.	Check records. They must be updated. Indicate the activity or work station or equipment operated by each person.		
4.2.26	Daily	Names, contact telephone number or e-mail of each external person that has been in contact with operators such as carriers, drivers, growers, etc., are recorded on a daily basis?	Check records. Records must be updated and have the contact of each person.		

4.3. Prevention measures in the box assembly area and in the supply of boxes to the production line

	Frequency of verification	Control point	Verification tool	Yes	Not
4.3.1	Daily	Do people permanently use face masks, covering mouth and nose?	On site observation.		
4.3.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
4.3.3	Daily	Is there a hands sanitation point in areas close to the work stations?	On site observation.		
4.3.4	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
4.3.5	Daily	Do people always keep a physical distancing of at least one meter?	On site observation.		
4.3.6	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
4.3.7	Daily	Is the agglomeration of people in the area avoided, by restricting traffic, including forklift, maintenance personnel, etc.?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
4.3.8	Weekly	Are there signs and infographics about Covid-19 preventive measures in the area? - Hands washing, - Correct and mandatory use of face masks, - Use of face shield and mask in areas where it has been established, - Physical distancing, - Respiratory hygiene, - Contact in case of emergency	Verify availability of easy to understand signage and check that this signage is located in the adequate locations and with the indicated instructions.		
4.3.9	Daily	Packing and packaging material is kept protected?	On site observation.		
4.3.10	Daily	Is this area included in the daily disinfection programs, including every surface, rails, tables, floor, pallet jacks, pushbutton stations, seats, scissors, gauges, tools, etc., with a disinfectant authorized by the ISP?	Check disinfection records, disinfectant labels and verify on site.		
4.3.11	Daily	Disinfection includes high contact surfaces such as handrails, doors, plastic strips doors, pushbutton stations, supporting surfaces, telephones, handles, etc.?	Check disinfection records, disinfectant labels and verify on site.		
4.3.12	Weekly	Are the supervisors or persons in charge of this area trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
4.3.13	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
4.3.14	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors.		
4.3.15	Daily	Are people per shift and working stations/ position daily recorded in such a way that it is possible to make traceability by line and identify the people neighboring each work site? If the person operates any equipment, indicate it.	Check records. They must be updated, indicating the activity or work station or equipment operated by each person.		
4.3.16	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, suppliers, etc., are recorded on a daily basis?	Check records. They must be updated and include the contact of each person.		

4.4. Prevention measures in palletizing area

	Frequency of verification	Control point	Verification tool	Yes	Not
4.4.1	Daily	Is every person permanently using face masks, covering nose and mouth?	On site observation.		
4.4.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
4.4.3	Daily	Is there a hands sanitation point in areas close to the work stations?	On site observation.		
4.4.4	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
4.4.5	Daily	Do people always keep a physical distancing of at least one meter?	On site observation.		
4.4.6	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
4.4.7	Daily	The people who apply post harvest treatment, or who carry out manual labeling of boxes and similar activities, have been trained to avoid unnecessary traffic, maintain physical distance and avoid handling of boxes or packaging as much as possible?	On site observation.		
4.4.8	Daily	Is the crowding of people in the area avoided, restricting traffic, including mobile activities, such as quality control, forklifts, maintenance, etc.?	On site observation.		
4.4.9	Daily	Are packing and packaging material kept protected?	On site observation.		
4.4.10	Daily	Is this area included in the daily disinfection programs, including every surface, rails, tables, floor, pallet jacks, pushbutton stations, seats, machines controls, etc., with a disinfectant authorized by the ISP?	Check disinfection records, disinfectant labels and verify on site.		
4.4.11	Daily	Disinfection includes every high contact surfaces such as handrails, doors, plastic strips doors, pushbutton stations, supporting surfaces, telephones, handles, etc.?	Check disinfection records, disinfectant labels and verify on site.		
4.4.12	Weekly	Are the supervisors or persons in charge of this area trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
4.4.13	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		

	Frequency of verification	Control point	Verification tool	Yes	Not
4.4.14	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors.		
4.4.15	Daily	Are people per shift and working stations/ position daily recorded in such a way that it is possible to make traceability by line and identify the people neighboring each work site? If the person operates any equipment, indicate it.	Check records. They must be updated, indicating the activity or work station or equipment operated by each person.		
4.4.16	Daily	Names, contact telephone number or e-mail of each external person that has been in contact with operators such as carriers, drivers, suppliers, etc., are recorded on a daily basis?	Check records. They must be updated and include the contact of each person.		

4.5. Prevention measures in quality control, GAP (Good Agricultural Practices) verifiers, inspection rooms

	Frequency of verification	Control point	Verification tool	Yes	Not
4.5.1	Daily	Is every person, including quality control or GAP control or external inspectors, permanently using face masks, covering nose and mouth? When these people walk around the site, do they wear face shields and masks?	On site observation.		
4.5.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
4.5.3	Daily	Is there a hands sanitation point in the area where analyses are conducted?	On site observation.		
4.5.4	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
4.5.5	Daily	Do people always keep a physical distancing of at least one meter?	On site observation.		
4.5.6	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
4.5.7	Daily	Have measures been taken to prevent quality inspectors and control staff from unnecessarily circulating in the packing facility?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
4.5.8	Daily	Is the area included in the daily disinfection including every high contact surface, such as handrails, doors, plastic strips doors, keyboards, telephones, handles, etc.?	Check disinfection records, disinfectant labels and verify on site.		
4.5.9	Daily	Analysis trays, instruments and counters are disinfected on a daily basis after the shift has been completed?	On site observation.		
4.5.10	Daily	Do inspectors and quality Control staff disinfect their hands or gloves before taking the sample and before returning it or analyzed product or boxes to the line?	On site observation.		
4.5.11	Weekly	Are the supervisors or persons in charge of these areas trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
4.5.12	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
4.5.13	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors.		
4.5.14	Daily	Persons per shift and working stations are recorded on a daily basis and following an order to make traceability possible?	Check records. Must be updated, indicating activity, work station or equipment operated by each person.		
4.5.15	Daily	Are the names and contact telephone numbers or e-mail of each external person with whom an operator has contacted, such as carriers, suppliers, etc.), been recorded every day?	Check records. Must be updated and have the contact of each person.		

4.6. Prevention measures for pre-cooling and cold store areas

	Frequency of verification	Control point	Verification tool	Yes	Not
4.6.1	Daily	Do people of this area permanently use face masks, covering mouth and nose?	On site observation.		
4.6.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
4.6.3	Daily	Is there a hands sanitation point in the area?	On site observation.		
4.6.4	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
4.6.5	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
4.6.6	Daily	Is crowding of people prevented in the area, restricting traffic, including forklift drivers, maintenance personnel, etc.?	On site observation.		
4.6.7	Daily	Are packed products permanently protected?	On site observation.		
4.6.8	Daily	Is this area included in the daily disinfection program, including every surface, floor, pallet jacks, machines controls, pre cooling doors and frozen storage rooms, etc., with a disinfectant authorized by ISP?	Check disinfection records, disinfectant labels and verify on site.		
4.6.9	Daily	Disinfection includes every high contact surface such as handrails, doors, plastic strips doors, pushbutton stations, supporting surfaces, telephones, handles, etc.?	Check disinfection records, disinfectant labels and verify on site.		
4.6.10	Weekly	Are the supervisors or persons in charge of these areas trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
4.6.11	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
4.6.12	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (see 1.4.3 and 6.2.8 of the Guide)	Check training records. Possible interview to supervisors.		
4.6.13	Daily	Are people daily recorded by shift and activity, including forklift operators, so that traceability is feasible? If the person operates any equipment, indicate it.	Check records. Must be updated, indicating activity, work station or equipment operated by each person.		

	Frequency of verification	Control point	Verification tool	Yes	Not
4.6.14	Daily	Names, contact telephone number or e-mail of each external person that has been in contact with operators such as carriers, etc., are recorded on a daily basis?	Check records. Must be updated and include the contact of each person.		

4.7. Prevention measures in the dispatch zone to cold storage or containers loading

	Frequency of verification	Control point	Verification tool	Yes	Not
4.7.1	Daily	Is every person permanently using face masks, covering nose and mouth in this area?	On site observation.		
4.7.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
4.7.3	Daily	Is there a hands sanitation point in this area?	On site observation.		
4.7.4	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
4.7.5	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
4.7.6	Daily	Is crowding of people prevented in the area, restricting traffic, including forklift drivers, carriers, etc.?	On site observation.		
4.7.7	Daily	Are packed products permanently protected?	On site observation.		
4.7.8	Daily	Is this area included in the daily disinfection programs with a disinfectant authorized by ISP?	Check disinfection records and verify, on site.		
4.7.9	Daily	Disinfection includes every high contact surface such as handrails, pre-cooling doors and cooling storages, plastic strips doors, pushbutton stations, supporting surfaces, telephones, handles, etc.?	Check disinfection records and verify on site.		
4.7.10	Daily	Before filling in the containers, is there evidence (certificates, supplier's records) indicating that the supplier has internally disinfected them with products authorized for SARS CoV-2?	Check disinfection records.		

	Frequency of verification	Control tool	Verification tool	Yes	Not
4.7.11	Daily	If the supplier is unable to conduct the disinfection, has the disinfection been conducted in the plant before the unloading?	Check disinfection records.		
4.7.12	Daily	Is the handling of documentation done using preventive measures, without contact or is hands sanitizer available for the hands of the people who deliver and receive documents?	On site observation.		
4.7.13	Daily	Have people been instructed not to unnecessarily lean on the inside walls of the disinfected containers?	On site observation.		
4.7.14	Weekly	Are the supervisors or persons in charge of this area trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
4.7.15	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
4.7.16	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors.		
4.7.17	Daily	Do truck drivers use face masks covering mouth and nose and do they remained in separated areas not walking around the loading working site?	On site observation.		
4.7.18	Daily	Persons per shift and activity, including forklift drivers, are recorded on a daily basis and following an order to make possible traceability?. If the person operates equipment, duly inform.	Check records. Must be updated, indicating activity, work station or equipment operated by each person.		
4.7.19	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, inspection bodies' personnel, etc., are recorded on a daily basis?	Check records. Must be updated and include the contact of each person.		

5. SPECIFIC PREVENTION MEASURES FOR FRUIT PACKING HOUSES

5.1. Prevention measures at fruit reception

	Frequency of verification	Control point	Verification tool	Yes	Not
5.1.1	Daily	Is every person, including each external person, carriers, etc., permanently using face masks, covering nose and mouth in this facility?	On site observation.		
5.1.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
5.1.3	Daily	Is there a hands sanitation point in this area?	On site observation.		
5.1.4	Daily	Do people always keep a physical distancing of at least one meter?	On site observation.		
5.1.5	Daily	If it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
5.1.6	Daily	Is crowding of people prevented in the area, restricting traffic, including tractor drivers and carriers, growers, etc.?	On site observation.		
5.1.7	Weekly	To prevent crowds in the waiting zones, have signage or signs been installed on the floor?	On site observation.		
5.1.8	Daily	When the fruit is inspected on reception, are all the sample collection trays, tables, counters, measurement instruments disinfected, at least after each shift, using an adequate disinfectant?	On site observation in work stations.		
5.1.9	Daily	Are there waiting areas or separate sites, duly marked with Covid-19 preventive measures for waiting for transporters, or do they not get off the vehicle?	On site observation.		
5.1.10	Daily	Is the handling of documentation done using preventive measures, without contact or is hands sanitizer available for the hands of the people who deliver and receive documents?	On site observation.		
5.1.11	Daily	The building or structures in this area are included in the daily disinfection program including every surface, bench/tables, pallet jacks, pushbutton stations, seats, tools, etc.?	Check disinfection records and verify on site.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.1.12	Weekly	Is the supervisor or person in charge of this area trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
5.1.13	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
5.1.14	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (see 1.4.3 and 6.2.8 of the Guide)	Check training records. Possible interview to supervisors.		
5.1.15	Daily	Are the names of each person who carries out this activity recorded daily, indicating the work to which they are assigned?. If the person operates any equipment, indicate it.	Check records. Must be updated, indicating activity, work station or equipment operated by each person.		
5.1.16	Daily	Are the names and contact telephone numbers or e-mail of each external person with whom there has been contact, such as carriers, producers, etc., are recorded every day)	Check records. Must be updated and include the contact of each person.		

5.2. Prevention measures at the entrance of fruit packing room

	Frequency of verification	Control point	Verification tool	Yes	Not
5.2.1	Daily	Before entering to the plant, is there footbath with a disinfectant authorized by the Ministry of Health?	On site observation.		
5.2.2	Daily	Does the footbath have barriers forcing people to pass through it?	On site observation.		
5.2.3	Daily	Is the footbath disinfectant renewed at least according to the manufacturer's instructions?	On site observation.		
5.2.4	Daily	At the entrance to the packing room, has the flow of people been organized to avoid crowds, has spacers placed one meter apart on the floor (painted, cones, etc.) and has a place been established and indicated to line up before to enter?	On-site observation of the organization and signage.		
5.2.5	Daily	At the entrance of the packing room, everybody uses face masks covering mouth and nose?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.2.6	Daily	In the sanitary filter, the separation space has been considered for the hands washing stations and if this space is less than one meter, have physical barriers been installed between these washing stations?	On site observation.		
5.2.7	Daily	Do the area where hands washing stations are located, has good ventilation?	On site observation.		
5.2.8	Daily	Hands washing stations are clean and do they have water, soap and disposable elements for the drying of the hands?	On site observation.		
5.2.9	Daily	Is this zone incorporated in the daily disinfection programs?	Check disinfection records.		
5.2.10	Daily	Are there records with the names and contact telephone number for every external person entering to the packing room?	Check records. Must be updated and have the contact of each person.		

5.3. Prevention measures at the fruit packing room

	Frequency of verification	Control point	Verification tool	Yes	Not
5.3.1	Daily	Is it observed that all people use masks permanently covering mouth and nose?	On site observation.		
5.3.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they remove the gloves?	On site observation.		
5.3.3	Daily	Are there washing hands stations with water, soap and hands drying elements located at points that allow easy access from anywhere in the room?	On site observation.		
5.3.4	Daily	Hands sanitation points have been installed close to the work stations?	On site observation.		
5.3.5	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
5.3.6	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
5.3.7	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
5.3.8	Daily	Crowding of people is prevented in the area by restricting traffic inside the room, including quality control staff, forklift, maintenance workers, etc.?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.3.9	Daily	Does the packaging room have good ventilation? (Air conditioning is not considered as ventilation by the Chilean legislation).	On site observation.		
5.3.10	Daily	Control rooms, tool storage rooms and storerooms offices have good ventilation? (Air conditioning is not considered as ventilation by the Chilean legislation).	On site observation.		
5.3.11	Weekly	Does the packaging room have with signals and infographics concerning preventive measures for Covid-19? - Hands washing, - Correct use of hand sanitizer, - Correct, permanent and mandatory use of face masks, - Physical distancing, - Respiratory hygiene, - Contact in case of emergency	Verify the existence of signage that is easy to understand and located in suitable places, with the indicated instructions.		
5.3.12	Daily	Are packing and packaging material is kept protected?	On site observation.		
5.3.13	Daily	Packaging room and adjoining offices are included in the daily disinfection programs, including every surface, walls, equipment, structures, floors, pallet jacks, tools, etc., with a disinfectant authorized by the ISP?	Check disinfection records, disinfectant labels and verify on site.		
5.3.14	Daily	Disinfection includes every high contact surface such as handrails, doors, plastic strips doors, pushbutton stations, supporting surfaces, telephones, keyboards, handles, instruments, etc.?	Check disinfection records, disinfectant labels and verify on site.		
5.3.15	Weekly	Are the supervisors or persons in charge of the area trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
5.3.16	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors		
5.3.17	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.3.18	Daily	Are people daily recorded by shift and job position so that it is possible to trace them by production line and identify the people neighboring each work site? If the person operates any equipment, indicate it.	Check records. Must be updated. Indicate the activity or work station or equipment operated by each person.		
5.3.19	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, growers, etc., are recorded on a daily basis?	Check records. They must be updated and include the contact of each person.		

5.4. Prevention measures at the box assembly area and in the supply of boxes to the line

	Frequency of verification	Control point	Verification tool	Yes	Not
5.4.1	Daily	Is every person permanently using face masks, covering nose and mouth in the area?	On site observation.		
5.4.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they are taken off?	On site observation.		
5.4.3	Daily	Is there a hands sanitation point in this area?	On site observation.		
5.4.4	Daily	Persons working in the assembly of boxes and in the preparation of packaging elements regularly wash or disinfect their hands?	On site observation.		
5.4.5	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		
5.4.6	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
5.4.7	Daily	Is crowding of people prevented in the area, restricting traffic inside the room, including forklift, maintenance personnel, etc.?	On site observation.		
5.4.8	Daily	Are packing and packaging material is kept protected?	On site observation.		
5.4.9	Daily	Preparation and distribution of packaging and packing materials, clamshell, labels, etc., is conducted by operators using face masks with a frequent disinfection of hands or gloves and always keeping these materials protected when they are not being used?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.4.10	Weekly	Does this area have signage and infographics concerning preventive measures for Covid-19? <ul style="list-style-type: none">- Hands washing,- Correct use of hand sanitizer,- Correct, permanent and mandatory use of face masks,- Use of face shield and mask in areas where it has been established,- Physical distancing,- Respiratory hygiene,- Contact in case of emergency	Verify the existence of signage that is easy to understand and located in suitable places, with the indicated instructions.		
5.4.11	Daily	Is this area included in the daily disinfection programs, including every surface, rails, tables, counters, floor, pallet jacks, etc., with a disinfectant authorized by the ISP?	Check disinfection records, disinfectant labels and verify on site.		
5.4.12	Daily	Disinfection includes every high contact surface such as handrails, machine controls, doors, plastic strips doors, pushbutton stations, supporting surfaces, telephones, handles, etc.?	Check disinfection records, disinfectant labels and verify on site.		
5.4.13	Weekly	Are the supervisors or persons in charge of these areas trained to verify the health condition of people?	Check registration records. Possible interview to supervisors.		
5.4.14	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check registration records. Possible interview to supervisors.		
5.4.15	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check registration records. Possible interview to supervisors.		
5.4.16	Daily	Are people daily recorded by shift and working station so that it is possible to trace them by production line and identify the people neighboring each work site? If the person operates any equipment, indicate it.	Check records. Must be updated. Indicate the activity or work station or equipment operated by each person.		
5.4.17	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, suppliers, etc., are recorded on a daily basis?	Check records. They must be updated and include the contact of each person.		

5.5. Prevention measures at the packing and/or palletizing area

	Frequency of verification	Control point	Verification tool	Yes	Not
5.5.1	Daily	Is every person permanently using face masks, covering nose and mouth in the area?	On site observation.		
5.5.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they are taken off?	On site observation.		
5.5.3	Daily	Is there a hands sanitation point in this area?	On site observation.		
5.5.4	Daily	Do people of this area regularly wash or disinfect their hands?	On site observation.		
5.5.5	Daily	Do people always keep a physical distancing of at least one meter?	On site observation.		
5.5.6	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
5.5.7	Daily	Crowding of people is prevented in the area by restricting traffic including quality control staff, forklift drivers, maintenance personnel, etc.?	On site observation.		
5.5.8	Daily	Are packing and packaging material kept protected?	On site observation.		
5.5.9	Daily	For those materials that are delivered manually, has delivery, preparation and distribution been established, always keeping these materials protected before use and reducing the movement of people to the delivery areas?. (Distributed by persons designated for this purpose).	On site observation.		
5.5.10	Weekly	Does this area count with signage and infographics concerning preventive measures for Covid-19? - Hands washing, - Correct use of hand sanitizer, - Correct, permanent and mandatory use of face masks, - Use of face shield and mask in areas where it has been established, - Physical distancing, - Respiratory hygiene, - Contact in case of emergency	Verify the existence of signage that is easy to understand and located in suitable places, with the indicated instructions.		
5.5.11	Daily	Is this area included in the daily disinfection program?. Including every surface, rails, tables, counters, floor, pallet jacks, etc., with a disinfectant authorized by ISP?	Check disinfection records, disinfectant labels and verify on site.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.5.12	Daily	Disinfection includes every high contact surface such as handrails, machine controls, doors, plastic strips doors, pushbutton stations, supporting surfaces, telephones, handles, scales, etc.?	Check disinfection records, disinfectant labels and verify on site.		
5.5.13	Weekly	Are the supervisors or persons in charge of these areas trained to verify the health condition of people?	Check registration records. Possible interview to supervisores.		
5.5.14	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check registration records. Possible interview to supervisores.		
5.5.15	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check registration records. Possible interview to supervisores.		
5.5.16	Daily	Persons per shift and working stations are recorded on a daily basis and following an order to make possible traceability and also identifying neighbouring persons to each work station/working site?. If the person operates any equipment, indicate it.	Check records. Must be updated, indicating activity, work station or equipment operated by each person.		
5.5.17	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, suppliers, etc., are recorded on a daily basis?	Check records. Must be updated and include the contact of each person.		

5.6. Prevention measures for quality control and inspection rooms

Prevention measures in this section include quality control, internal GMP staff, and external inspectors. The later, must sign a commitment letter related to the compliance to every Covid-19, hygiene measures and food safety measures. A copy to these signed letters must be kept in the quality control area.

	Frequency of verification	Control point	Verification tool	Yes	Not
5.6.1	Daily	Every quality control or GAP control or external inspector, uses face mask covering mouth and nose?. When these persons walk through the working site, do they use face shields and face masks?	On site observation.		
5.6.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they are taken off?	On site observation.		
5.6.3	Daily	Is there a hands sanitation point in the area where the analyses take place?	On site observation.		
5.6.4	Daily	It is observed that all people wash or disinfect their hands periodically?	On site observation.		
5.6.5	Daily	Do people always keep a physical distancing of at least one meter?	On site observation.		
5.6.6	Daily	If due to the nature of the operation it is not possible to keep a physical distancing, are there dividers installed or face shield and face masks are used?	On site observation.		
5.6.7	Daily	Have measures been taken to prevent quality control staff and external inspectors from unnecessarily circulating into the packing room?	On site observation.		
5.6.8	Daily	Is this area included in the daily disinfection programs, including every surface, handrails, doors, plastic strip doors, telephones, handles, etc.?	Check records, disinfectant labels and verify on site.		
5.6.9	Daily	Are test trays, keyboards, instruments, refrigerators, countertops, and other appliances or equipment disinfected periodically on the shift?	On site observation.		
5.6.10	Daily	Quality control staff and external inspectors disinfect their hands and the gloves before taking the samples and before returning the boxes or the analysed products to the production line?	On site observation.		
5.6.11	Daily	Do laboratory and inspection rooms have good ventilation? (Air conditioning is not considered as ventilation by the Chilean legislation).	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.6.12	Daily	Is the handling of documentation, forms, records, done using preventive measures, without contact or is hand sanitizer available for the hands of the people who deliver and receive documents?	On site observation.		
5.6.13	Weekly	Supervisor or person in charge of the area is trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
5.6.14	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
5.6.15	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check training records. Possible interview to supervisors.		
5.6.16	Daily	Are people and external inspectors daily recorded by shift and job position so that traceability is feasible?	Check records. Must be updated, indicating the activity or work station of each person.		
5.6.17	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, external control programs inspectors, etc., are recorded on a daily basis?	Check records. Must be updated and include the contact of each person.		

5.7. Prevention measures for pre-cooling and cold storage areas

	Frequency of verification	Control point	Verification tool	Yes	Not
5.7.1	Daily	Is every person in the area permanently using face masks, covering nose and mouth?	On site observation.		
5.7.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they are taken off?	On site observation.		
5.7.3	Daily	Is there a hands sanitation point in this area?	On site observation.		
5.7.4	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
5.7.5	Daily	Do people always keep physical distancing of at least one meter?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.7.6	Daily	Is crowding of people in the area avoided, restricting traffic, including mobile activities, such as quality control, forklifts, maintenance personnel, etc.?	On site observation.		
5.7.7	Daily	Do carriers and truck drivers use face masks covering mouth and nose and do they remain in separated areas, and not walk around the loading working site?	On site observation.		
5.7.8	Daily	Is the area included in the daily disinfection program, including floor, pallet jacks, machine controls, pre-cooling closures, cold storage doors, with a disinfectant authorized by the ISP?	Check disinfectant records, disinfectant labels and verify on site.		
5.7.9	Daily	Disinfection includes every high contact surface such as handrails, doors, plastic strips doors, pushbutton stations, counters, telephones, handles, etc.?	Check disinfectant records, disinfectant labels and verify on site.		
5.7.10	Weekly	Are the supervisors or person in charge of this area trained to verify the health condition of people?	Check training records. Possible interview to supervisors.		
5.7.11	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check training records. Possible interview to supervisors.		
5.7.12	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (see 1.4.3 and 6.2.8 of the Guide)	Check training records. Possible interview to supervisors.		
5.7.13	Daily	Persons per shift and activity, including forklift drivers, are recorded on a daily basis and following an order to make possible traceability? If the person operates any equipment, indicate it..	Check records. Must be updated, indicating activity, work station or equipment operated by each person.		
5.7.14	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, are recorded on a daily basis?	Check records. They must be updated and include the contact of each person.		

5.8. Prevention measures for container loading areas

	Frequency of verification	Control point	Verification tool	Yes	Not
5.8.1	Daily	Is every person in the area permanently using face masks, covering nose and mouth?	On site observation.		
5.8.2	Daily	In case of using gloves made of any material, are they disinfected before putting them on and each time they are taken off?	On site observation.		
5.8.3	Daily	Is there a hands sanitation point in this area?	On site observation.		
5.8.4	Daily	Do people regularly wash or disinfect their hands?	On site observation.		
5.8.5	Daily	Do people always keep a physical distancing of at least one meter?	On site observation.		
5.8.6	Daily	Is crowding of people in the area avoided, restricting traffic, including mobile activities, such as quality control, forklifts, maintenance personnel, etc.?	On site observation.		
5.8.7	Daily	Are packed products permanently protected?	On site observation.		
5.8.8	Daily	Is the area included in the daily disinfection programs, using disinfectants authorized by the ISP?	Check disinfection records and verify, on site.		
5.8.9	Daily	Disinfection includes every high contact surface, such as handrails, cold store doors, plastic strips doors, pushbutton stations, telephones, handles, etc.?	Check disinfection records and verify on site.		
5.8.10	Daily	Before loading the containers, is there an evidence (certificates, suppliers' records) indicating that the supplier has disinfected the interior of the containers with products authorized for SARS CoV-2?	Check disinfection records.		
5.8.11	Daily	If the supplier is unable to conduct the disinfection, has the disinfection been conducted in the plant before the loading?	Check disinfection records.		
5.8.12	Daily	Have people been instructed not to unnecessarily lean on the inside walls of the disinfected containers?	On site observation.		
5.8.13	Daily	Is the handling of documentation, forms, records, etc., done using preventive measures, without contact or is hand sanitizer available for the hands of the people who deliver and receive documents?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
5.8.14	Weekly	The supervisor or person in charge is trained to verify the health condition of people?	Check trainig records. Possible interview to supervisors.		
5.8.15	Weekly	Are the supervisors or persons in charge of the area informed to notify the Covid Coordinator in case of detecting symptoms and do they have how to contact him?	Check trainig records. Possible interview to supervisors.		
5.8.16	Weekly	Supervisors or people in charge of the area are informed about what to do in case of accidental contamination by micro droplets coming from coughing, sneezing, etc.? (See 1.4.3 and 6.2.8 of the Guide).	Check trainig records. Possible interview to supervisors.		
5.8.17	Daily	Are people daily recorded by shift and activity, including forklift operators, so that traceability is feasible? If the person operates any equipment, indicate it.	Check records. Must be updated. Indicate the activity or work station or equipment operated by each person.		
5.8.18	Daily	Names and telephone contact numbers or e-mail of each external person that an operator has been in touch with, such as carriers, inspection bodies, etc., are recorded on a daily basis?	Check records. Must be updated and include the contact of each person.		
5.8.19	Daily	Do carriers and truck drivers use face masks covering mouth and nose and do they remain in separated areas and do not walk around the loading work site?	On site observation.		

6. CONTINGENCY PLAN FOR PEOPLE WITH SYMPTOMS INSIDE THE FARM, FARM PACKING OR IN THE PACKING

6.1. Background

	Frequency of verification	Control point	Verification tool	Yes	Not
6.1.1	Daily	Is the Covid coordinator or the Covid Committee aware or informed about the latest updatings of the regulations by the Ministry of Health concerning the definition of Covid cases?	Document checking and/or interviews to Covid Coordinator.		

6.2. Contingency plan

	Frequency of verification	Control point	Verification tool	Yes	Not
6.2.1	Weekly	Does the farm or packing facility have a written contingency plan, updated and signed, concerning how to manage the cases of persons showing COVID symptoms in the packing or in the farm? (Suspect cases see definition in point 6.1 of the Guide).	Documentary checking of the plan and/or interview to Covid Coordinator.		
6.2.2	Weekly	Is there evidence that the contingency plan has been explained to all the persons?	Documentary checking of the training records or the delivery of written information related to the plan, and /or interviews with the Covid Coordinator		
6.2.3	Weekly	Contingency plan considers the decision of sending suspect cases (see definition in point 6.1 of the Guide) to a healthcare center?	Documentary checking of the contingency plan		
6.2.4	Weekly	Contingency plan considers the decision of sending suspect cases with symptoms of serious acute respiratory infection to an emergency healthcare center?	Documentary checking of the contingency plan.		
6.2.5	Weekly	Contingency plan includes the contacts to notify a healthcare or emergency center and is this information visible?	Documentary revision of contingency plan.		
6.2.6	Weekly	Contingency plan considers an isolated place to keep a person showing symptoms of a suspect case or with a serious acute respiratory infection?	Documentary revision of the contingency plan and verification of the defined place.		
6.2.7	Weekly	The place to keep a person with symptoms is isolated and well ventilated?	Documentary revision of the contingency plan and verification of the defined place.		
6.2.8	Weekly	Everybody in the farm or facility is aware about the location of the isolated place?	On site observation.		

	Frequency of verification	Control point	Verification tool	Yes	Not
6.2.9	Weekly	The isolated place is duly identified to prevent it from being used for a different purpose?	Documentary revision of the contingency plan. Verification of the defined place.		
6.2.10	Weekly	In the event that the emergency services do not have an ambulance available, is there a designated vehicle and driver to carry a suspect person to a health center?	Documentary checking for the name of the driver and the designated vehicle.		
6.2.11	Weekly	This vehicle has a sanitary guard or barrier separating the driver's seat from the back seat, where the person with symptoms should be sitting?	Inspection of the vehicle. The trunk or cabin must have a divider to isolate front and back seats.		
6.2.12	Weekly	The contacts of the Local Health Authorities, SAG (Agricultural and Livestock Service) and the corresponding labor safety organization, are available to notify about a positive result from the testing carried out at the healthcare center?	Documentary revision.		
6.2.13	Weekly	Is there a record of the notices given to the Health Authorities and SAG when there have been confirmed positive cases?	Records checking. If no cases have occurred, check the record keeping format.		
6.2.14	Weekly	Is there a disinfection procedure for the working station and the areas where the suspect person could have been and also for the vehicle in which this person was taken to the healthcare center?	Checking of the procedures and the products therein indicated.		
6.2.15	Weekly	Is it possible to conduct traceability of any person in the farm or in the packing to identify persons, places and transportation means that have been in contact with this person in the last two days?	Verify explanation with Covid Coordinator.		
6.2.16	Weekly	Is there a procedure to identify measures to be taken with the close contacts of the involved person?	Checking of the procedure.		
6.2.17	Weekly	Does the organization know who the people in risk groups are?. (Chronic diseases, over 65, pregnant, etc.).	Verify health declarations. (This information must be kept confidential).		
6.2.18	Weekly	Is there a communication plan to other people in the workplace in case of having had positive people in the field or the plant and of the measures taken?. (See 6.2.9 in the Guide).	Checking of the plan or communication procedure.		
6.2.19	Weekly	Are there procedures, to find out if there are restrictions in destination countries in relation to confirmed cases?	Checking of the procedures or information sources.		

	Frequency of verification	Control point	Verification tool	Yes	Not
6.2.20	Weekly	If the destination country or SAG requires so, is it possible trace back and segregate products that were packed in the working area where the positive person was working?	Checking of the procedures.		
6.2.21	Weekly	Has a rapid action plan been established to resolve eventual cases of suspension of operation by the Health Authority?	Checking of the procedures.		
6.2.22	Weekly	Are there signed records that include every implemented action after a positive case?	Checking of the records. If no cases have occurred, checking of the records format.		
6.2.23	Weekly	The contingency plan considers replacement for the operators of the equipments in case any of these operators is sent to quarantine?	Checking of the plan.		

This document has been
prepared by **ASOEX Food**
Safety Committee.

