

COVID 19 Policy #3

Food Preparation and Delivery Policy

Purpose:

- To ensure all food items have been properly washed and prepped for safe consumption.
- To ensure safe food consumption when transporting meals or goods.

Application:

This policy applies to all students, participants, teachers, instructional assistants, staff, visitors, volunteers and directors.

Definitions:

1. **Cross Contamination:** inadvertent transfer of bacteria or other contaminants from one surface, substance, etc., to another especially because of unsanitary handling procedures.
2. **Hand washing:** wash hands often with soap and water for at least 20 seconds.
3. **Cleaning:** To clean something means to remove all of the visible contaminations on the surface, including dirt, spills, food particles, dust, etc., by washing, brushing, or wiping the area. This process is surface level and does not eliminate germs but can help reduce their numbers. This is expected to be the first step in the cleansing process.
4. **Sanitizing:** Means to reduce the amount of microorganisms like bacteria, viruses, and fungi on a surface after it has been cleaned. The sanitizer used must reduce the number of bacteria to the level that is deemed safe by the public health standards.
5. **Disinfecting:** To disinfect means to kill specific viruses and pathogens on a surface using a disinfectant. These cleaning agents must kill 99.999% of infectious bacteria, viruses, and fungi within a 5-10 minute period. It is recommended to disinfect frequently touched surfaces.

Protocols for Food Preparation and Delivery:

1. **Kitchen hygiene, protection, and kitchen cleaning prior to and during food preparation:**
 - a. All individuals using the kitchen must wear a mask and gloves during food preparation.
 - b. All individuals using the kitchen must wash their hands before food prep and after removing gloves.
 - c. Sanitize countertops, cutting boards and utensils before and after preparing food. Use a kitchen sanitizer (following the directions on the container) or a bleach solution (5 ml household bleach to 750 ml of water), and rinse with water.



- d. Use paper towels to wipe kitchen surfaces or change dishcloths daily to avoid the risk of cross-contamination and the spread of bacteria. Avoid using sponges, as they are harder to keep bacteria-free.
- e. Label each container with the student's name. Be sure to package each individual order in a separate container to ensure ease of delivery to students. Group cohort orders together for ease of delivery.

2. Delivering food items safely:

- a. All individuals using the kitchen will wash their hands prior to food delivery.
- b. Practice social distancing when delivering food, e.g., offer "no touch" deliveries. Deliver food to classrooms as required and ensure ??
- c. Routinely clean and disinfect coolers and insulated bags before and after every delivery.
- d. How to ensure proper disinfection of coolers and insulated bags:
 - i. Read the label of the disinfectant you plan on using to ensure that you understand the directions for that product.
 - ii. Clean the surface of any visible debris.
 - iii. Rinse the surface with soap and clean water or use cleansing wipes.
 - iv. Disinfect the surface with your disinfectant by following the directions on the product. Leave the disinfectant on the surface for 3-5 minutes.
 - v. Rinse the disinfectant off the surface if the product calls for it.

References: Current as of 06/08/2020 based on the most recent guidance from regulatory authorities.

<https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-staff-faq.pdf>

<https://www.canada.ca/en/health-canada/services/general-food-safety-tips/produce-safety.html>

<https://www.webstaurantstore.com/blog/3208/cleaning-sanitizing-disinfecting.html>

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19#pickupdelivery>

Reviewed: Date approved/updated by the Board