

COVID 19 Policy #4

COVID-19 Health and Hygiene within the Facilities Policy

Purpose:

To reduce the risk of transmission of COVID-19 by outlining environmental changes that encourage hygiene safety.

Application:

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

Definitions:

1. **Ventilation:** the provision of fresh air into a room or building.
2. **Cross Contamination:** inadvertent transfer of bacteria or other contaminants from one surface, substance, etc., to another because of unsanitary handling procedures.
3. **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 public health standards.
4. **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.

Procedures:

1. **Ensure Proper Ventilation to expel pathogens and rid of disinfectant fumes:**
 - a. Open windows and doors, use fans, or employ other methods to ensure good circulation of air flow.
 - These methods should not be employed if doing so poses a safety or health risk by allowing pollen or other allergens to exacerbate asthma symptoms or cause irritation.
 - b. If disinfectant fumes cause severe irritation, windows and doors must be opened.
 - c. Students are not allowed on the premises during the disinfection process using the large spray container or within 30 minutes of disinfecting.

2. Water Fountain Safety:

- a. The use of water fountains is prohibited during this time. Students and participants must bring their own personal labelled water bottles or canteens that are never to be shared between others.

3. Student/Participant Belongings Should be Stored in Secure and Sanitized Locations:

- a. High touch comfort items from home such as plush toys are not allowed into the facilities.
 - Students/participants should be encouraged to have facility-based comfort items.
- b. All food or snack items brought in from home should be kept in designated storage areas, and must not require refrigerators, microwaves, or ovens.

4. Washroom Safety

In addition to the every 2-hour cleaning schedule for high touch areas the following duties must also be completed:

- a. Bathrooms should always be maintained in a clean and sanitary condition, and therefore should be cleaned and disinfected after every use, and sanitized regularly.
- b. Dispose of all soiled materials immediately before exiting the washroom in contactless waste receptacles.
- c. Physical distancing can be facilitated by staggering entry into washrooms.
- d. Staff must assist all students in the washroom, to ensure all surfaces touched are disinfected.
- e. Proper hand hygiene **MUST** be enforced after washroom usage.

5. Maintain the Following Kitchen/Culinary Centre Measures

- a. No more than 1 cohort can remain in the culinary/kitchen area at a time. Distancing measures must be maintained at all times.
- b. Participants and kitchen staff must perform proper hand hygiene before and after entering the culinary area, before wearing, when changing, and after removing culinary gloves and facial masks.
- c. Disposable culinary gloves must be replaced in the following scenarios:
 - as soon as gloves become soiled or torn
 - when changing tasks
 - when moving to a new workstation

- after handling raw meats
 - before handling ready-to-eat food
 - after cleaning duties
 - after covering their mouths during sneezing, coughing, blowing their nose, or touching hair
 - every 4 hours
 - Follow Alberta Health Services guidelines on culinary gloves for more information.
- d. Participants should be limited to performing independent tasks for preparing meals. This could be executed in two ways:
- All culinary tasks could be performed down a line, with each student handling one component of the dish,
 - Or each student could make their own dish from start to finish at their own station.
- e. All utensils and culinary tools must be cleaned, disinfected, and provided upon student request.
- f. Under no circumstances is buffet service or self-service style dining permitted.
- g. Culinary clothing items like aprons, chef's hats, robes, etc. must be laundered daily and provided upon request.
- Participants are not to wear culinary clothing unless they are within the culinary centre.

6. Staff Meetings and Lunchroom

- When meetings must occur in person, choose to meet in large rooms, where individuals can maintain a distance of at least two metres (six feet) between each other. Avoid in-person meetings of greater than 15 people.
- Limiting the number of people in shared spaces (such as lunchrooms) or staggering break periods. Removing chairs from spaces and taping markers at 6-foot distances may be helpful in preventing crowds.
- Place hand sanitizer on the tables ensuring there are several bottles spaced out for easy access.
- Implementing other adjustments to working arrangements to reduce physical contact, such as, staggered start and dismissal times, use of email, video and teleconferencing.

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



Guideline for Proper Glove Use in Food Establishments

<https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-guidelines-proper-glove-use.pdf>

Alberta Health Services COVID-19 Guidance for Preschools

<https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-preschools.pdf>

Guidance for Managers and Operators of Industrial Work Camps

<https://www.alberta.ca/assets/documents/covid-19-work-camps-fact-sheet.pdf>

Reviewed:

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