

## COVID-19 Dining Room Procedures

To keep our school safe and in view of the current Coronavirus situation please follow the steps below with immediate effect

Follow a two stage cleaning process using sanitiser and blue roll - Spray with sanitiser and wipe with blue roll to clean then spray again with sanitiser, leave for sanitizer contact time and dry with clean blue roll.

- Design dining room to ensure a **2m** distance between diners (remove excess chairs/cordon off chairs)
- Mark out floor to ensure a **2m** social distancing space between pupils whilst queuing for food
- Organise a **one way** system for collecting food
- Payment – Prepaid, Biometric, Lunch Card – no cash
- **No** self service foods (hot food/salad bar etc). Food to served by catering team to reduce pupils and teachers touching the same serving utensils. Salads can be served by catering staff or offered pre packaged as main or side salad
- Use disposables instead of your usual crockery and cutlery. Single use cutlery packs will reduce likelihood of cross contamination from collecting cutlery from cutlery trays. Offering reduced menu options would facilitate a quicker and safer service during this time. For example, offering a meal deal box - a hot main and vegetarian option with fruit/dessert already packed in disposable box (ideally use biodegradable disposables). Then a cold salad box option and a sandwich box option. If possible, introduce a preorder system to reduce wastage and increase the speed of service (less time queuing) Have separate queues for the collection of each option.
- For younger students where disposable cutlery is not appropriate, lay out cutlery per person on dining table prior to lunch sitting.
- Provide **Hand Sanitiser** for pupil and staff use at entrance to dining room with signage requesting all pupils and staff to use hand sanitiser on entering area.
- **ALL** Front of House staff to wash hands before starting work and wash hands frequently (after every change in task) throughout the day in accordance with hand washing procedure

## COVID-19 Dining Room Procedures continued

- **All** Front of House staff to wear food safety gloves during food service. Hands to be washed before and after wearing gloves.
- Front of House to wear safety masks only if issued or preferred
- Staff to keep a distance from students (**2m**)
- Staff to have individual work areas to maintain a **2m** safe distance from other team members
- Clean and sanitise **all** used dining tables before lunch, after each sitting and after lunch in accordance with Dining Room Sanitising Schedule
- Clean and sanitise the pupil side of any servery counter before lunch, after each sitting and after lunch
- Water/drink dispensers to be cleaned and sanitized after **each** lunch sitting
- **All** student service trays to be washed after each use
- **No** condiments to be kept on dining tables. Single use sachets to be used rather than shared condiments that can be issued at point of service
- Keep doors in the area **open** during service if possible, to reduce likelihood of students touching door handles and sanitise handles/push panels after each sitting