

## Kitchen COVID-19 Operating 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.

- **All** staff must complete an Employee Health and Hygiene Declaration Form on returning to work after any absence, other than scheduled weekly days off
- Limit external visitors (maintenance, etc.). Any authorised visitors/ personnel entering kitchen to complete our Contractors/Visitors Health & Hygiene Declaration. Issue visitors with a protective white coat (to be washed after each use) and instruct them to wash hands upon entering the kitchen.
- All kitchen deliveries – drop inside door, no admittance into kitchen for delivery drivers.
- **No** outdoor clothing allowed in kitchen. All staff must change into hygienic protective clothing on site. Uniform must **NOT** be worn to travel to work.
- **All** staff entering kitchen to wash hands in accordance with handwash procedure – **Everytime!**
- Wash hands after **every** change of task plus on arrival at work, after changing into uniform, touching face, mouth, sneezing, eating, smoking, etc.
- Designate work areas in the kitchen to ensure staff maintain a **2m** working distance
- Keep handwash basin taps clean and **sanitized**

## Kitchen COVID-19 Operating Procedures Continued

- If using hand operated taps, follow the handwashing directive and use **blue roll to turn off the taps** after washing hands to ensure hands are not re-infected
- Keep handwash basins stocked with **antibacterial handwash soap**, and keep soap dispensers clean & sanitised
- Keep blue roll in dispensers so it is **not** contaminated by hands (no blue roll to be kept on worksurfaces)
- Clean and sanitise **all** worktops and touchpoints throughout the day in accordance with Increased Sanitizing Schedule, following a two step cleaning process as detailed above. Common touchpoints include fridge and freezer door handles, equipment handles, taps, door handles and push panels
- Staff to wear disposable gloves when serving/plating at the servery. Wash hands before and after wearing gloves.
- **No** reusable cloths to be used in the kitchen during food prep and service except for the wash up area. Cloths and scourers can be used to clean equipment at the end of the shift.
- Staff breaks are staggered to ensure a **2m** safe distance in any rest room