

Table of Contents

Section 1- Rational: Effective Risk Mitigation- Infection and Prevention Controls

Section 2- Communications

Section 3- Risk Assessment

Section 4- Building Access

Section 5- Screening

Section 6- Physical Distancing

Section 7- Cleaning and Disinfecting Procedures

Section 8- Hand Hygiene and cough/sneeze etiquette

Section 9- Personal Protective Equipment

Section 10- Outbreak Management

Section 11- Food preparation

Section 1- Rational: Effective Risk Mitigation- Infection and Prevention Controls

The best prevention controls in a school cafeteria are achieved by first focusing on recommended physical distancing requirements and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and cough/sneeze etiquette and use personal protective equipment.

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Section 2- Communications

- Our school has provided hot lunch volunteers with a copy of the Operation Plan for Hot Lunch and volunteers must sign that they have read the guidelines and expectations outlined in the plan. A copy of the plan will also be posted in the cafeteria kitchen.
- Our school has the “Visitor Guidelines” posted at the front door and at the reception for all visitors to review. Volunteers will enter through the main entrance, sign in at the office and sign out again when they leave.
- Any changes to the plan will be posted in the cafeteria kitchen for all volunteers to see and initial.

Section 3- Risk Assessment

- Our school has completed the Risk Assessment provided by ASD-S. The School’s Covid-19 Operational Plan has implemented controls to minimize any risks. This plan will address any risks directly affecting the cafeteria and preparation of meals for our students and describe controls to minimize these risks.

Section 4- Building Access

- Volunteers must always wear a mask while in the building.
- Volunteers will enter the school through the main entrance by ringing the doorbell. They will sanitize their hands and proceed directly to the main office to sign in on the district’s standard sign in sheet. They will then proceed directly to the cafeteria respecting social distancing protocols in stairways and hallways.
- When leaving, at the end of the morning, volunteers will return to the office and sign out.

Section 5- Screening

- GNB up to date screening posters have been posted on ALL entrance doors. Volunteers have been advised of screening requirements through a phone conversation with Hot lunch Coordinator and/or have been given a copy of this Operational Plan with an attached copy of the screener. Volunteers should screen themselves prior to leaving home and before entering the school. Volunteers must self-monitor throughout their time in the building and are aware that should they become symptomatic they should go home as soon as possible.

Section 6- Physical Distancing

- Volunteers will be wearing masks, so maintaining physical distancing within the kitchen will not be required at all times. Volunteers will be encouraged, however, to try to maintain physical distancing whenever possible.
- Volunteers will follow physical distancing protocols for the school whenever they are outside the kitchen. Volunteers should only need to be outside the kitchen area when delivering meals to classrooms. Volunteer will knock on classroom door and pass tray to teacher who will distribute meals to the students.
- Volunteers will not enter any classrooms while in the school.
- Maximum of 2 volunteers to ride in the elevator together when delivering food to classrooms upstairs. Best practice would be that one volunteer deliver all meals. A record will be kept of who delivers meals each day.

Section 7- Cleaning and Disinfecting Procedures

- Volunteers will wash hands upon entering the kitchen area. Hand washing posters will be posted by the hand washing sink and in the washroom off the cafeteria kitchen. Custodians will ensure that there is substantial paper towel, soap and toilet paper. Public health has directed that extra paper towel and toilet paper is not to be stored in the bathroom but in the laundry room or pantry.
- Volunteers will then wipe down food prep area with a chlorine bleach solution of 100ppm upon arrival and again prior to leaving and as needed during food preparation. This solution will be tested weekly to ensure it is at the correct ppm ratio. Date of solution test will be recorded and posted in the kitchen.
- Volunteers will wipe down all door handles, knobs and taps with school supplied cleaner to ensure they are sanitized prior to beginning food prep. Volunteers will sanitize these again prior to leaving at the end of the day.
- Kitchen bathroom door and taps will be sanitized twice a day by a school custodian.
- All dishes will be sanitized in the dishwasher. Trays will be washed with hot soapy water and rinsed in water with 100ppm bleach in it.

Section 8- Hand Hygiene and cough/sneeze etiquette

- Hand washing and sneezing etiquette (sneeze or cough into the crease of your elbow) will be discussed with all volunteers. To wash your hands properly with soap and water, follow these steps:
 1. Wet your hands and apply liquid soap or clean bar soap.
 2. Rub your hands vigorously together, scrubbing all skin surfaces.
 3. Pay special attention to the areas around your nails and between your fingers.
 4. Continue scrubbing for at least twenty seconds. Sing the Happy Birthday song twice.
 5. Rinse your hands and dry them well.
 6. Turn off the taps with paper towel.
 7. Open the bathroom door with paper towel in hand and then dispose in waste basket.
- When using hand sanitizer, follow these steps:
 1. Apply hand sanitizer.
 2. Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
 3. Rub until dry.
- Volunteers will try to avoid touching their eyes, nose or mouth.
- A supply of 362 Cleaner/Disinfectant will be provided. The custodian will dilute product and put into pre-labeled bottles. There will be a bottle available in the kitchen and the custodian will monitor supply levels throughout the day.
- Hand sanitizer (alcohol free) will be available in the kitchen, but hand washing will be encouraged over the use of hand sanitizer if volunteers are handling/preparing food.
- If volunteers choose to wear a face shield, they must also wear a face mask to cover their nose and mouth.

Table 1

When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> • on arrival (if not feasible, hand sanitizing is acceptable); • before and after meals; • after using the toilet; • after blowing nose, coughing or sneezing; • after playing with shared toys, communal items or learning materials; • after handling animals or their waste; • before and after taking medications; • after playing or learning outside; and • whenever hands are visibly dirty . 	<ul style="list-style-type: none"> • on arrival (if not feasible, hand sanitizing is acceptable); • before and after meals; • after using the toilet; • after blowing nose, coughing or sneezing; • after playing with shared toys, communal items or learning materials; • after handling animals or their waste; • before and after giving/taking medications; and • after playing or learning outside. • before and after handling food; • after helping a student use the toilet; • after breaks; • after contact with bodily fluids; • after handling garbage; • after removing gloves; • before and after giving medications; and • whenever hands are visibly dirty.

Section 9- Personal Protective Equipment

- Volunteers will wear a mask at all times.
- A supply of masks will be available in the office for volunteers who forget them.
- Nitrile gloves will be available for volunteers as requested.
- Volunteers who are feeling unwell while at the school must return home.

Section 10- Outbreak Management

- Volunteers are aware the Public Health will take the lead in the event of an outbreak.
- Volunteers are aware of their responsibility to keep information surrounding an outbreak confidential and that it is the responsibility of Public Health and the School District to provide the public with information.

Section 11- Food preparation

- The cafeteria will not be used to eat in. Students will eat in their classrooms. Food will be wrapped individually and delivered to the classroom and passed out by the teacher. Teacher/EA will wear a mask when they accept meals from the volunteer.
- No buffet serving format will be used.
- Specific volunteers will be delegated for specific days. Should a volunteer be sick and unable to come, a spare volunteer will take their place, but who volunteers each day will be recorded.
- Dishwasher will be used to clean dishes.
- Any surface of equipment that comes in contact with food should be cleaned and then disinfected with a household bleach (5.25%) concentration of 100ppm. Allow to air dry.
- All food preparation will follow guidelines provided by Public Health. One person per day will have the Safe Food Preparation Course certification. We will inquire to determine if additional courses are being offered. If so, information will be provided to volunteers.