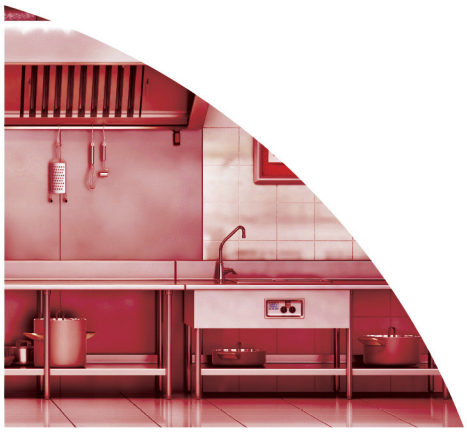

Safety First

Serving Food and Protecting People During Covid-19

THE ASPEN INSTITUTE FOOD & SOCIETY

World Central Kitchen

Off Their Plate

James Beard Foundation

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Corby Kummer, Executive Director

In moments of crisis, chefs and restaurant owners jump in feet first. They take action. They want to help—not just the food service industry but their communities. Soon after restaurants shut down, that was the defining characteristic in every chef and restaurant owner I talked to for an article in *The Atlantic*, where I'm a longtime senior editor.

José Andrés, of course, always sets the worldwide example in global crisis response through his World Central Kitchen, and the coronavirus pandemic has been no exception. The James Beard Foundation helped create the Independent Restaurant Coalition right away to support struggling restaurants. The Lee Initiative gave restaurant owners and chefs the tools and support to stand up again. And in my reporting, I learned about Off Their Plate, a great new group that in just a few weeks raised $3.5 million to feed frontline health workers.

All these groups were helping restaurants hire back their most vulnerable workers—the ones unable to access the social safety net, most with families to support—to prepare meals for health care workers. All offered careful safety protocols. But all were a bit different. Some guidelines were short; some were way long. With the help of the restaurants, nonprofits, and Katherine Miller, the vice president of impact at the James Beard Foundation, I collected 11 different protocols. Taken together, they point to the need for one streamlined, authoritative operating guide.

As the executive director of the Aspen Institute's Food and Society Program, which improves public health by giving people of all income levels ways to eat better and more healthful diets, I looked for guidance from experts from the Centers for Disease Control. I asked if they would help compile, write, and review an easily accessible, authoritative set of operating procedures for restaurant kitchens and workers during the age of Covid-19. Happily, the Laurie M. Tisch Illumination Fund had already embarked on a visionary series of grants to help New York City health workers both physically and mentally in their fight against COVID-19. Their support set us on our path forward.

A great stroke of luck led me to Dr. Sam Dooley, a 32-year veteran infection-control specialist at the Centers for Disease Control. His experience in containing tuberculosis, HIV, and SARS all suited him to the task he dug into with infinite patience and wry wit. Our goal is to tell chefs, managers, and restaurant owners how their procedures need to change in the era of COVID-19. These are not just the clean-kitchen and safe-food procedures they already know of. These guidelines are first and foremost about keeping workers safe.

continued page 3

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Corby Kummer, Executive Director

You'll find here first a baker's dozen of 13 commandments—basic operating rules any kitchen should follow—which serve as a kind of executive summary of everything that follows. The guide itself leads with an excellent, clear summary of how COVID-19 spreads, which will clear up many points of confusion for any curious person (like me) interested in sensible precautions, and then goes on to advise managers and all workers on how to organize work spaces and workflow. Dr. Dooley's explanation of source control, which begins the "In the Workplace" section for all workers, explores how best to protect yourself and the people around you: first check your own health and that of your co-workers before you come in to work and again when you start and leave each shift; then rigorously clean the surfaces and areas you control—particularly, of course, your hands. You'll find excellent hand-washing and sanitization instructions in the appendices. You'll also find here World Central Kitchen's delightful Masky posters, after the appendix section. By now it should be obvious: always wear a fabric face covering!

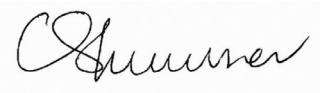
Throughout this process, Natalie Guo and Tracy Chang from Off Their Plate have been unstinting in their generosity, time, and expertise. So has Vaughn Tan, of University College London and Rethink Food and the author of the new The Uncertainty Mindset: Innovation Insights from the Frontiers of Food.

We hope you'll use and rely on Safety First. Each chapter is available as a separate PDF, easily downloaded and printed out. We'll soon have a full Spanish-language version available, to be followed by Mandarin. We'll be updating all sections regularly as CDC guidance and other advice changes: in every section and particularly each appendix, we list and link to our sources.

Now that some cities and states are cautiously reopening restaurants, the next step is to keep servers and diners safe and comfortable. We're in an exciting phase of gathering ideas on how to do just that, as we monitor each state's guidelines, as well as those of national agencies. We expect to have new additions to our protocols in the next few weeks. And we'll also be working on a next phase of best practices to keep workers in both good financial and physical health.

The other defining characteristic of chefs: they're generous. I thank all of them and welcome all additional thoughts!

Corby Kummer



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A Baker's Dozen

1. Understand how Covid-19 is spread and think about this with every decision
2. Assign a workplace Covid-19 coordinator
3. Establish and clearly communicate policies and procedures for preventing Covid19 transmission
   - Do not work if feeling ill, have Covid-19, or are Covid-19-positive but asymptomatic
   - Wear a face covering at all times, and don't touch your eyes, mouth, or nose
   - Keep physically distant
   - Learn how to wash and sanitize hands correctly, and do it often
   - Clean and disinfect surfaces and objects
   - Cover coughs and sneezes
   - Use "no contact" transfers for all receiving of supplies and food delivery and pickup
4. Screen workers on arrival for fever, symptoms of Covid-19, and exposure to Covid-19 and send home if ill
5. Organize workers into teams working alternating shifts or days if possible
6. Structure workplace design and operations for physical distancing wherever possible
7. Place fully stocked (soap and towels, hand sanitizer) handwashing or hand-sanitizing stations everywhere
8. Frequently clean and sanitize or disinfect commonly touched surfaces and objects (and floors)
9. Maintain ventilation, dishwashing, and plumbing systems and clean or replace ventilation filters
10. Constantly reinforce policies and procedures with signage and pre-shift briefings
11. Enforce policies and procedures consistently and equitably
12. Limit entrance into workplace to workers—no delivery personnel
13. Implement flexible and supportive sick leave and compensation policies

How Covid-19 spreads and how to prevent it from spreading

Summary Most Covid-19 infections are thought to be caused when the virus spreads directly from one person who is infected, but may not even have any symptoms, to another person who is not infected. A far smaller number of infections are thought to be caused by contact with a contaminated surface or object. This document provides many details on how to prevent Covid-19 spread in the workplace. But the risk for becoming infected in the workplace will be substantially lower if everyone in the workplace follows these six rules, and the workplace manager strictly enforce them:

1. **Everyone who has any respiratory symptoms or fever stays away** from the workplace and self-isolates until they are determined by testing not to have Covid-19 or until they are no longer contagious per current CDC guidelines
2. **Everyone who tests positive for Covid-19 but feels well and has no symptoms stays away** from the workplace and self-isolates according to current CDC guidelines
3. **Everyone wears a face covering at all times when in the workplace,** except when eating or drinking, at which time they maintain a distance of at least six (6) feet between themselves and any other person
4. **Everyone in the workplace frequently washes their hands with soap and water** for at least 20 seconds or sanitizes them with alcohol-based hand sanitizer (at least 60% alcohol)
5. Everyone in the workplace works together to be sure that **frequently touched objects and surfaces are routinely cleaned and disinfected**
6. The most important rule in infection control is: **control the source of infection!** That's why it's important to stay home if you have fever; feel any symptoms; or test positive for Covid-19, even if you feel fine

Background

Covid-19 spreads mainly through infectious respiratory droplets that enter the air when someone who is infected coughs, sneezes, or talks. Many people with Covid-19 have typical symptoms like fever, cough, shortness of breath, or difficulty breathing. Some people do not have those typical symptoms, but may have symptoms that are less common, like nausea, chills, muscle aches, headache, sore throat, or loss of taste or smell. Others may be "pre-symptomatic," meaning they have just recently been infected and have not developed any symptoms yet. And some people are completely "asymptomatic," meaning they never have any symptoms at all.

We now know that anyone infected with Covid-19, including those who are pre-symptomatic or asymptomatic, can spread the infection to others. In other words, the virus can spread between people who are near each other, even if none of them have any symptoms. We need to keep all these possibilities in mind to prevent the spread of Covid-19.

How Covid-19 spreads and how to prevent it from spreading

Person-to-person spread

In the majority of cases, the Covid-19 virus is thought to spread directly between people who are in close contact with one another. Person-to-person spread happens when an infected person coughs, sneezes, or talks, and produces infectious droplets that land in the mouth, nose, or eyes of someone else nearby. Sometimes the person nearby may even inhale the droplets into their lungs.

The most effective way to prevent person-to-person spread is to have all people who have any symptoms that might be caused by Covid-19 isolate themselves until they are no longer contagious, or until evaluation by a healthcare provider determines that they do not have Covid-19. Others who are infected but are pre-symptomatic or asymptomatic can still spread their infection. The best way to stop this spread is to have everyone wear face coverings at all times so if they happen to have Covid-19, the face covering will catch infectious droplets before they are expelled into the air and land on nearby people.

Spread through contact

In a much smaller number of cases, Covid-19 can be spread by contact with surfaces or objects if a person infected with Covid-19 coughs into the air and infectious droplets land on a nearby surface or object, or if an infected person coughs into their hand and contaminates surfaces or objects by touching them with that hand. If a person who is not infected touches the contaminated surface or object and then touches their own mouth, nose, or eyes, they can become infected. This is not thought to be the main way the virus spreads, but it is likely the cause of some infections.

The most effective way to prevent spread by contact with contaminated surfaces or objects is for people to do the following:

1. **Frequently clean** and disinfect commonly touched surfaces and objects in their own homes, workplaces, and other spaces they can control
2. **Avoid contacting** commonly touched surfaces and objects in public spaces or other areas they do not control
3. **Wash their hands** with soap and water for at least 20 seconds (or sanitize them with alcohol-based hand sanitizer if soap and water are not available) as soon as possible after touching common surfaces and objects in public spaces when they cannot avoid doing so—carry hand sanitizer whenever outside the home
4. **Avoid touching** their face, mouth, nose, or eyes with unwashed hands in all situations. Again, everyone should wear face coverings so that if they happen to have Covid-19, the face covering will prevent infectious droplets from getting on nearby people, surfaces, or objects

Airborne transmission

Airborne transmission of Covid-19 by tiny infectious aerosol droplets that remain suspended in the air, rather than by person-to-person transmission, is currently thought to be very unlikely in most community settings, especially if everyone wears a face covering at all times. It may be more likely in health care settings, however, and for this reason, *surgical and N95 masks, which are in short supply, should be reserved for health care workers or other medical first responders*.

All workers, including managers and supervisors

1. **At home** or otherwise away from the workplace, all workers should observe the following preventive actions:
   - Wash hands often with soap and water for at least 20 seconds. An alcohol-based hand sanitizer can be used if soap and water are not available, but handwashing is more effective
   - **Cover coughs and sneezes with a tissue or sleeve**; if using a tissue, dispose of the tissue and wash hands immediately afterward
   - **Do not touch your face—especially eyes, nose, and mouth—with unwashed hands**
   - If you touch your face, wash your hands with soap and water (or sanitize them with alcohol-based sanitizer)
   - Practice physical distancing: maintain at least six (6) feet of distance between yourself and other people when away from home
   - Check your temperature every day
     - **Stay home** if you are feeling ill, have symptoms of a cold or the flu, or are experiencing any symptoms of Covid-19, including fever, cough, or shortness of breath

2. **Before leaving for work,** all workers should do the following:
   - Alert their supervisor if anyone else in the household is ill or if they have had any direct contact with someone known or suspected to have coronavirus anywhere else outside of work
   - Measure their oral (mouth) or temporal (forehead) temperature
   - If they feel ill or have any symptoms of Covid-19 (cough, shortness of breath, difficulty breathing) or have a fever (temperature of 100.4° F or 38° C or greater) they should do the following:
     - Stay at home; do not report to work
     - Self-isolate and seek medical advice
     - Notify their supervisor immediately so the supervisor can take necessary precautions at work

3. **While traveling to and from work,** all workers should do the following:
   - Wear a face covering at all times
   - To the extent possible, travel to and from the workplace by foot, car, bicycle, or other private transportation
   - Avoid public transportation (subway, train, or bus), if possible, in order to limit risk for exposure and physical contact
     - If public transportation cannot be avoided and a subway, train, or bus is crowded, wait for the next one
   - To the extent possible while in transit, practice physical distancing by maintaining a distance of at least six (6) feet from other people
   - Avoid touching common surfaces and objects as much as possible; wash or sanitize hands afterwards if you do touch them

Organizing the workplace

1. To the extent possible, the workplace should have separate designated areas for different functions:
   - Worker arrival area
   - Personal area
   - Food prep area
   - Meal packaging area
   - Delivery prep area
   - Food pickup area
   - Receiving area

   ***Note:** *Small facilities may not have room for these functions to be placed in completely separate areas, but the same precautions apply to the space where a given function is performed, whether or not it is done in a separate area.*

2. **Place handwashing stations with soap and water and no-touch, closed-lid trash receptacles at all entrances and exits** and in all common areas and functional areas; ensure hot running water is available
   - (Hand sanitizing stations with alcohol-based hand sanitizer may be substituted in places where plumbing is not available for handwashing stations)

3. **Place no-touch hand sanitizer dispensers and tissues, along with no-touch trash receptacles, in multiple locations** throughout the workplace to encourage frequent hand hygiene

4. To the extent allowed by applicable health codes, **prop open frequently used interior doors** wherever possible so workers do not have to touch doors or door handles to pass through them

5. **Provide sanitizing wipes throughout the workplace** so workers can frequently wipe down personal items (for example, cell phones) and commonly touched objects and surfaces (for example, phones and cell phones, computers, keyboards, mice, tablets, touch screens, remote controls, payment machines, tabletops, work stations, countertops, cooktop, oven, other kitchen controls, equipment handles, work tools and equipment, sinks, faucets, faucet handles, toilets, desks, doorknobs and handles, light switches, handrails, water dispensers)

6. Provide disposable drinking cups so workers will not need to bring personal reusable bottles or cups into work areas

What to do: Managers and supervisors

1. **Designate a coordinator** to have overall responsibility for Covid-19 issues at the workplace
   - In addition to an overall Covid-19 coordinator for the entire workplace, if there are multiple shifts, designate a coordinator for each shift to address Covid-19-related issues that arise during that shift

2. **Consider creating two teams of staff** to work on alternate days (or shifts), so that if an exposure to Covid-19 occurs on one day (or shift), only the team working that day (or shift) will be affected

3. **Implement flexible sick leave** and supportive policies and practices to reduce likelihood that workers will come to work when ill
   - Maintain sick leave and compensation policies that are (1) flexible, non-punitive, and allow sick workers to stay home and away from co-workers, and (2) are consistent with public health guidance
   - Maintain flexible policies that permit workers to stay home to care for sick family members or take care of children due to school and childcare closures
   - Do not require a positive Covid-19 test result or a healthcare provider's note for workers who are sick to validate their illness, qualify for sick leave, or return to work; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner
   - Ensure that workers are aware of and understand these policies; post and distribute them in languages appropriate to the staff
   - Give a reusable digital oral stick thermometer with single-use disposable caps or covers to each worker who does not already have one at home

4. **Train supervisors** to send staff home if they feel ill

5. **Ensure that all food safety**, hygiene, and Control of Substances Hazardous to Health (COSHH) documents are updated and that all staff are informed and trained as necessary

6. **Maintain the workplace**
   - Ensure that all handwashing sinks are operational with clean running hot water, cleaned daily, and adequately stocked with soap and paper towels
   - Ensure that all hand sanitizer dispensers are kept full and operational
   - Ensure that bathrooms are meticulously cleaned and disinfected frequently, and are adequately stocked with soap and paper towels
   - Ensure that building ventilation systems are working properly and maintained per standard protocols for optimal indoor air quality, including regularly replacing filters or cleaning and disinfecting them; increase ventilation rates and percentage of outdoor air that circulates into the system, if feasible
   - Ensure that stove hood filters are regularly cleaned and disinfected
   - Empty trash receptacles frequently, wearing gloves that you then throw away
   - Ensure that all sanitation systems are fully stocked and functioning
   - Verify that your dishwashing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers
   - Remember that hot water can be used in place of chemicals to sanitize equipment and utensils in manual dishwashing

What to do: All workers, including managers and supervisors

Source control

In infection control, the most important level of the four "hierarchy of controls" is *source control*—**eliminating or controlling the source of infection**. That means being on the alert for any symptoms or signs of illness in yourself or anyone around you. But remember that people who are asymptomatic or pre-symptomatic can also be infected and contagious, so we have to think of them as possible sources of infection, too. **The solution to this problem is face coverings**. Therefore, the following steps are crucial:

For people who have signs or symptoms of illness

If you begin to feel ill at work:

1. **Immediately** separate yourself from other people
2. **Place a face covering** over your nose and mouth if you are not already wearing one (all workers should wear a face covering at all times in the workplace)
3. **Alert your supervisor** immediately

If you notice a co-worker coughing or appearing ill, check that they have a face covering over their nose and mouth and alert your supervisor immediately

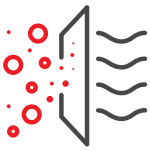
For people who may have unrecognized asymptomatic or pre-symptomatic infection

Face covering

1. **Everyone in the workplace should wear a face covering at all times.** If the person wearing it happens to have asymptomatic or pre-symptomatic Covid-19 infection, the face covering will prevent that person from getting infectious droplets on other people or nearby surfaces or objects
2. **A face covering** is any well-secured, washable fabric construction that covers the mouth and nose and wraps under the chin
3. **Continue to practice physical distancing** and good hand hygiene even when wearing a face covering

Engineering controls

The second level of the hierarchy is *engineering controls*. In a commercial kitchen, this mainly involves ventilation:



1. **Ensure that building ventilation systems are working properly** and maintained per standard protocols for optimal indoor air quality, including regularly replacing filters or cleaning and disinfecting them
2. **Increase ventilation rates** and percentage of outdoor air that circulates into the system, if feasible
3. **Ensure that stove hood filters are regularly cleaned** and disinfected

What to do: All workers, including managers and supervisors

Administrative controls

The third level of the hierarchy is *administrative controls*, which basically refers to rules of behavior. In the commercial kitchen setting, the following are important administrative controls in the era of Covid-19:

Pre-shift briefings

At the beginning of each shift, hold a pre-shift briefing with all workers to remind them about hand-washing, covering coughs and sneezes, touching, physical distancing, and cleaning and disinfecting

Handwashing

Wash hands, including under fingernails, as often as possible with soap and water for at least 20 seconds

1. **Use an alcohol-based hand sanitizer** if soap and water are not available; however, hand washing is preferable because soap and water are more effective at inactivating the Covid-19 virus
2. **Keep fingernails trimmed short**
3. **Key times to clean hands include**:
   - When entering the workplace
   - After blowing your nose, coughing or sneezing
   - After using the bathroom (wash hands in the bathroom and again when re-entering the work area)
   - Before eating or preparing food
   - When switching between different tasks
   - After handling trash
   - After cleaning activities
   - After using public transportation
   - If you interact with clients or coworkers, remember to wash hands with soap and hot water for 20 seconds or use hand sanitizer after every interaction
   - After touching a frequently touched surface or object that might be contaminated (for example, phones and cell phones, computers, keyboards, mice, tablets, touch screens, remote controls, payment machines, tabletops, work stations, countertops, cooktop, oven, other kitchen controls, equipment handles, work tools and equipment, sinks, faucets, faucet handles, toilets, desks, doorknobs and handles, light switches, handrails)

What to do: All workers, including managers and supervisors

Coughs and Sneezes

1. **Cough or sneeze** into the elbow of your shirt sleeve or into a tissue, covering your nose and mouth; do not use your bare hands
2. **Throw used tissues into the trash** and immediately wash hands with soap and water for at least 20 seconds or sanitize them with alcohol-based hand sanitizer

Touching

1. **Avoid touching your face**, especially eyes, nose, and mouth, with unwashed hands; wash or sanitize your hands before and after touching your face
2. **If you see co-workers touching their face**, politely suggest they wash or sanitize their hands and remind them to avoid touching their face
3. **To the extent possible**, avoid touching surfaces and objects that are out of your zone of control; if necessary, wash your hands with soap and water for 20 seconds after touching them
4. **Do not bring cell phones into the kitchen**. If you must use a phone, disinfect it with a sanitizing wipe and wash your hands with soap and water for 20 seconds after using it
5. **Eliminate all cash payments** both from customers and to workers if possible, as there is no good way to handle cash safely or to disinfect it

Physical distancing

1. **Limit physical contact** with others as much as possible
2. **Try to maintain a distance** of at least six (6) feet between yourself and other people at all time
   - This may not be possible in kitchens where workers operate in small teams or clusters. In this case, workers should be vigilant to keep face coverings on and avoid direct physical contact as much as possible
3. **Do not shake hands**, fist-bump, high-five, elbow-bump, or hug
4. **Do not gather in groups**

Cleaning and disinfecting

1. **Routinely**, and on a clearly defined schedule throughout the day, clean and disinfect frequently touched objects and surfaces, for example, work stations, keyboards, mice, cell phones, handrails, doorknobs
2. **Clean visibly dirty surfaces and objects with soap and water prior to disinfection**
3. For disinfecting, **use products that meet EPA's criteria for use against Covid-19 (SARS-CoV-2)**

What to do: All workers, including managers and supervisors

Personal protective equipment

If source control, engineering controls, and administrative controls are done well, the risk that workers will be infected with Covid-19 in the workplace should be greatly reduced. But to reduce it still further, there is a fourth level of the hierarchy – personal protective equipment. Personal protective equipment (PPE) includes items—face masks; safety glasses, goggles, or face shields; gloves; and gowns—people wear to protect themselves from becoming infected. Eye protection and gowns are not needed for protection against Covid-19 in commercial kitchens.

Face coverings

Face coverings—**any well-secured, washable fabric construction that covers the mouth and nose and wraps under the chin**—should be worn by everyone in the workplace at all times

1. The primary purpose of the face covering is to protect other people if the person wearing it happens to have asymptomatic or pre-symptomatic, but contagious, Covid-19 infection
2. Face coverings may also protect the wearer from getting infectious droplets on their face if they are near someone who has Covid-19. This is highly dependent on the material and construction of face coverings, and the effectiveness of fabric face coverings for this purpose is not known
3. **Hospital-grade face masks such as surgical and N95 masks are not needed in commercial kitchens for protection against Covid-19.** These types of masks are in short supply and should be reserved for health care workers or other medical first responders
4. The CDC website provides guidance on fabric face coverings here

Gloves

1. For control of Covid-19 in commercial kitchens and dining rooms, **gloves are not needed**; washing hands frequently with soap and water for 20 seconds should suffice for this purpose
2. **Wearing gloves does not replace or modify the need to maintain good hand hygiene or the need for handwashing**
3. If gloves are required by FDA's Food Code recommendations for handwashing and glove use in food service settings, state or local public health regulations related to food safety, or other applicable food safety regulations and policies, they should be worn and used as directed by those recommendations and regulations
   - When gloves are required by food safety recommendations or regulations, they should be changed as follows:
   - When switching tasks or handling different foods, after touching potentially contaminated objects (for example, cell phone, computer keyboard, mouse, door handles)
   - If you accidentally touch your face, cough into the glove, or cough into a tissue held in your gloved hand
   - If the integrity of a glove is compromised—ripped or punctured—it should be changed immediately
   - In any of these circumstances, the worker would need to remove and dispose of them, wash their hands with soap and water for 20 seconds, and don new gloves. Many people are allergic to latex, so if gloves are required for food safety, they should be made of another material, such as nitrile or vinyl

How to organize

1. There should be a designated area where all workers and visitors, such as delivery and outside maintenance workers, report on arrival
2. The arrival area should ideally have sufficient space to allow arriving workers and visitors to maintain physical distance of at least six (6) feet between one another while waiting to be checked in. If this is not possible, workers should make every effort to avoid direct physical contact and be sure to wear face coverings
   - The waiting area should be marked with tape, chalk, or rope barriers to help workers maintain physical distance of at least six (6) feet between one another
3. The arrival area should have the following:
   - A handwashing or hand sanitizing station
   - **A supply of paper or fabric face coverings for workers who forget theirs and for visitors**, who may not have one of their own
   - A table or desk where workers can be signed in, asked about symptoms of illness and potential exposure to Covid-19, and have their temperature taken
   - Signage that addresses the following:
     - Not entering the workplace if ill, and steps to take if ill on arrival
     - Mandatory temperature checks are mandatory for entering the workspace (100.4° F or 38° C or above will not be permitted to enter)
     - What to do if they become ill while at work
     - Reminders regarding wearing face coverings, handwashing or sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and no using cell phones in working areas

In the workplace: Worker arrival area

What to do

1. All workers should wash their hands with soap and water for 20 seconds immediately upon arrival at work (hand sanitizer may be used if soap and water is not available, although handwashing with soap and water is more effective)
2. While waiting to be checked in and screened for symptoms, potential exposure, and fever, they should maintain physical distance of at least six (6) feet from other people. If this is not possible, workers should make every effort to avoid direct physical contact and be sure to wear face coverings
3. After arriving and washing their hands for 20 seconds, all workers should be screened for symptoms of Covid-19 and potential exposure to Covid-19 and have their temperature checked

   ***Note:** *Ideally, workers will have self-assessed for symptoms, potential exposure, and fever before leaving for work, and not leave home if they are positive for any of these; however, for purposes of documentation, they should still be screened upon arrival at the workplace*

   - Symptoms
     - Ask each worker if they are having any of the following:
       - Fever (temperature of 100.4° F or 38° C or greater) or feeling feverish
       - Cough
       - Shortness of breath
       - Difficulty breathing
       - Any other symptoms that may be experienced with Covid-19, such as muscle aches, nausea, headache, sore throat, or loss of taste or smell
   - Potential exposure to Covid-19
     - Ask each worker if:
       - Anyone in their household is ill; has known or suspected Covid-19; or has tested positive for Covid-19, abut has not shown any symptoms
       - They have been exposed to anyone outside of the household who is ill; has known or suspected Covid-19; or has tested positive for Covid-19, but has not shown any symptoms
   - Temperature
     - Measure each worker's temperature. In decreasing order of preference, use one of the following:
       - A skin-contact infrared digital forehead (temporal) thermometer (quick, reliable, somewhat expensive)

         ***Note:** *If using a skin-contact thermometer, clean it with an alcohol wipe or isopropyl alcohol on a cotton swab between each worker*

       - A reusable digital oral stick thermometer with single-use disposable caps or covers (slightly slower, reliable, inexpensive)
       - A no-touch infrared digital forehead (temporal) thermometer (quick, generally less reliable, most expensive)
     - Log the worker into a log-in sheet or online spreadsheet that includes their name, contact information (if a visitor), time checked in, and time checked out. It is important for workers and visitors to record both time in and time out. This will help identify people potentially exposed to a someone with Covid-19 in the workplace, should that become necessary
       - If a log-in sheet is used, people checking in should use a sanitized pen to enter information on it
     - Any worker or visitor with symptoms of Covid-19 or a temperature of 100.4° F or 38° C or greater should be separated from other people; asked to place a face covering over their nose and mouth, if not already wearing one; and advised to go home directly, self-isolate, and seek medical advice
     - Workers who feel well, do not have any symptoms of Covid-19, and do not have a fever may proceed to enter the workplace
       - Ensure that all workers and visitors are wearing a face covering over their nose and mouth before entering the facility

How to organize

1. Workers should have access to a separate, designated personal area for changing from travel clothes to preparation attire
2. The personal area should have sufficient space to allow workers or visitors to maintain a physical distance of at least six (6) feet between one another. If this is not possible, workers should make every effort to avoid direct physical contact and be sure to wear face coverings
3. The personal area should have the following:
   - A handwashing station supplied with soap and paper towels. If plumbing does not allow for a sink, a hand sanitizing station may be used as an alternative, but soap and water are more effective against the Covid-19 virus than hand sanitizer)
   - A secure location such as a personal locker for workers to store keys, wallets, cellphones, and other personal items while on site
   - Sanitizing wipes for wiping down personal items such as cell phones and computers
   - A no-touch, closed-lid trash receptacle
   - Signage that addresses the following:
     - Not entering the workplace if ill, and steps to take if ill
     - What to do if they become ill while at work
     - Reminders regarding wearing face coverings, handwashing or sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and not using cell phones in working areas
4. Bathrooms should have the following:
   - Operational sink with hot running water for handwashing
   - Fully stocked soap dispenser and paper towels
   - A no-touch, closed-lid trash receptacle

     ***Note:** *bathrooms should be frequently and meticulously cleaned and disinfected*
   - Signage addresses the following:
     - Not entering the workplace if ill, and steps to take if ill
     - What to do if they become ill while at work
     - Reminders regarding maintaining handwashing, physical distancing, and wearing a face covering
     - Instructional diagram on how to wash hands and for how long

What to do

1 All workers should do the following:

- Remove traveling clothes and leave them in the personal area
  - Change into clean, appropriate workplace attire—clean washable outer garments; non-slip, closed-toe shoes; clean apron; and clean face covering—and change as needed to prevent contamination of food and food-contact surfaces

    ***Note:** *Facilities using commercial laundry services should consider providing laundering of workers' workplace clothes*
- Cover hair or tie it back
- Leave cell phones and other personal items, such as reusable bottles and cups, in the personal area; if a cell phone must be used, disinfect the phone with a sanitizing wipe and wash your hands with soap and water for 20 seconds after using it

How to organize

1 There should be a designated food prep area that has the following:

- Sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another; if this is not possible, workers should make every effort to avoid direct physical contact
- Individual food prep stations at least six (6) feet apart, if space allows
  - Each food prep station should be used by only one (1) worker at a time, if space allows
    - This may not be possible in kitchens where workers operate in small teams or clusters; in this case, workers should avoid direct physical contact as much as possible
    - Decreasing the number of menu items may decrease the number of work stations needed
    - All workers should wear face coverings at all times
- Each food prep station should have the following:
  - A handwashing station within reach, fully equipped with soap and paper towels
  - A no-touch, closed-lid trash receptacle
- The food prep area should also have signage that addresses the following:
  - Not entering the workplace if ill, and steps to take if ill on arrival
  - What to do if they become ill while at work
  - Reminders regarding wearing face coverings, handwashing or sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and not using cell phones in working areas
  - Instructional diagram on how to wash hands and for how long

In the workplace: Food prep area

What to do

1 While in the food prep area, workers should do the following:

- Leave cell phones in the personal area; if a cell phone must be used, disinfect the phone with a sanitizing wipe and wash your hands with soap and water for 20 seconds after using it
- Follow applicable health code requirements for food preparation to prevent food-borne illness
  No additional food protection protocols are required for Covid-19
- Wash hands with soap and water for 20 seconds on arrival at the food prep station, frequently throughout the shift, and anytime they have touched a surface or object that may be contaminated
- Clean and sanitize or disinfect all surfaces at the food prep station before and after the shift
  - Wash, rinse, and sanitize food-contact surfaces—food-preparation surfaces, dishware, utensils, knives, cutting boards, timers—after use; tools made of porous materials, such as wood or cloth, should be cleaned with particular care
    - Food facilities must use EPA-registered "sanitizer" products, found here, for cleaning and sanitizing; prepare and use sanitizers according to label instructions
  - Frequently **disinfect *non-food-contact* surfaces repeatedly touched by employees**
    - A list of EPA-registered "disinfectant" products for Covid-19 can be found on the EPA website here
      - You can use certain products on surfaces that touch food, such as dishes, cooking utensils, and countertops
      - Check the product label guidelines for if and where these disinfectant products are safe and recommended for use in food establishments
      - EPA's list of disinfectants for use against SARS-CoV-2 tells you the types of surfaces on which you can safely use a disinfectant product
      - Some products require you to rinse the surface after disinfecting; check the product label to find out whether you need to rinse the surface after disinfection
  - Frequently clean and disinfect floors using EPA-registered disinfectants

How to organize

1. If packaging of individual meals is not done in conjunction with food prep, there should be a designated meal packaging area that has the following:
   - Sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another; if this is not possible, workers should make every effort to avoid direct physical contact
   - Individual work stations at least six (6) feet apart, if space allows
     - Each work station should be used by only one (1) worker at a time, if space allows
       - This may not be possible in kitchens where workers operate in small teams or clusters; in this case, workers should avoid direct physical contact as much as possible
       - All workers should wear face coverings at all times
   - Each work station should have the following:
     - A handwashing station within reach, fully equipped with soap and paper towels
     - A closed-lid trash receptacle
   - The meal packaging area should also have signage that addresses the following:
     - Not entering the workplace if ill, and steps to take if ill on arrival
     - What to do if they become ill while at work
     - Reminders regarding wearing face coverings, handwashing or sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and not using cell phones in working areas
     - Instructional diagram on how to wash hands and for how long

In the workplace: Individual meal packaging area

What to do

1. All meals should be individually packed and packaged in individual bags that include the meal, all sauces and sides, and single-serve utensils
2. All meals should be labeled as follows:
   - The recipient's name clearly marked in large type at the top of the bag (if assigned to specific recipients)
   - The recipient's contact number
   - Meal name
     - Ingredients list
     - Labeling of any allergens, such as peanuts or shellfish, or gluten contained in the meal
   - Restaurant name
   - Restaurant contact (for any questions or issues)
   - A POS ticket with all this information clearly printed and stapled to the bag would also suffice
3. Use paper or cardboard containers and bags (research suggests that coronavirus survives for more than 48 hours on plastic but just under 24 hours on cardboard)
   - Store unused food containers in original shipping packaging or a closed container; minimize handling and unwrap only directly before use
4. While in the meal packaging area, workers should do the following:
   - Wear face covering at all times
   - Follow applicable health code requirements for food handling to prevent food-borne illness; no additional food protection protocols are required for Covid-19
   - Wash hands with soap and water for 20 seconds on arrival at the work station, frequently throughout the shift, and anytime they have touched a surface or object that may be contaminated
   - Clean and sanitize or disinfect all surfaces at the meal packaging station before and after the shift
     - Wash, rinse, and sanitize food-contact surfaces after use
       - Food facilities must use EPA-registered "sanitizer" products, found here, for cleaning and sanitizing; prepare and use sanitizers according to label instructions
   - Frequently disinfect non-food-contact surfaces repeatedly touched by employees
     - A list of EPA-registered "disinfectant" products for Covid-19 can be found on the EPA website here
       - You can use certain products on surfaces that touch food, such as dishes, cooking utensils, and countertops
       - Check the product label guidelines for if and where these disinfectant products are safe and recommended for use in food establishments
       - EPA's list of disinfectants for use against SARS-CoV-2 tells you the types of surfaces on which you can safely use a disinfectant product
       - Some products require a user to rinse the surface after disinfecting; you can find out whether you need to rinse the surface after disinfection by reading the directions on the product label
   - Frequently clean and disinfect floors using EPA-registered disinfectants

How to organize

***Note:** *The guidelines in this section are for multiple individual meals bagged or boxed together for delivery to and pickup by hospitals, health centers, and similar facilities—a limited number throughout a meal service. Pickup areas with many individual customers and transport services will require different setups.*

1. If preparation for delivery or pickup is not done in conjunction with individual meal packaging, there should be a designated delivery/pickup prep area that has the following:
   - Sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another; if this is not possible, workers should make every effort to avoid direct physical contact
   - Individual work stations at least six (6) feet apart, if space allows
     - Each work station should be used by only one (1) worker at a time, if space allows
       - This may not be possible in settings where workers operate in small teams or clusters; in this case, workers should avoid direct physical contact as much as possible
       - All workers should wear face coverings at all times
     - Each work station should have the following:
       - A handwashing station within reach, fully equipped with soap and paper towels
       - A no-touch, closed-lid trash receptacle
   - The meal packaging area should also have signage that addresses the following:
     - Not entering the workplace if ill, and steps to take if ill on arrival
     - What to do if they become ill while at work
     - Reminders regarding maintaining handwashing or hand sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, use of face coverings, not taking personal belongings into the kitchen, and not using cell phones in working areas
     - Instructional diagram on how to wash hands and for how long

What to do

***Note:** *The guidelines in this section are for multiple individual meals bagged or boxed together for delivery to, or pickup by, hospitals, health centers, and similar facilities—a limited number throughout a meal service. Pickup areas with many individual customers and transport services will require different setups.*

1. All staff should wash hands thoroughly with soap and water for 20 seconds on arrival at the work station, frequently throughout the shift, and anytime they have touched a surface or object that may be contaminated

2. Multiple individual meals should be packed together in one or more large boxes or bags for delivery or pickup, in order to minimize further handling of individual meals
   - If meals are not labeled for specific individuals, meals of the same type should be packed together
   - Boxes or bags containing multiple individual meals should contain a list of their contents on the outside of the container to minimize the delivery driver's need to sort through bags to find the right one
     - A list of contents should also be placed inside the container, on top of the individual meals, in case the list on the outside is lost
   - If using bags, use bags that have flat bottoms and sit upright, rather than plastic bags
   - Use bags or boxes that can be thrown out after use so they will not need to be cleaned or disinfected
   - Cardboard is preferred over metal and plastic, as the virus lives longer on non-porous surfaces

     (research suggests that coronavirus survives for more than 48 hours on plastic but just under 24 hours on cardboard)
   - Avoid containers that need to be returned to the restaurant or kitchen
     - Reusable boxes, plastic containers, packaging, or sheet trays used to transport food or equipment must be cleaned and sanitized when returned to the restaurant or kitchen

Food delivery procedures

***Note:** *The guidelines in this section are for multiple individual meals bagged or boxed together being delivered to hospitals, health centers, and similar facilities. They are not for delivery of take-out orders to individual customers.*

1 Vehicle

- Delivery vehicles should be cleaned and disinfected before and after each delivery
  - Additional details about vehicle cleaning can be found here

2 Day prior to delivery:

- The receiving facility should provide the restaurant/kitchen with complete delivery information, including the following:
  - Complete name of the receiving facility (and name as it appears on signage at the delivery location, if different from the official name)
  - Complete address of the receiving facility
  - Expected time of delivery
  - Clear directions for exactly where at the receiving facility the meals should be delivered
  - Complete instructions for gaining access to the delivery area
  - Names and direct contact numbers (preferably cell phone numbers) of the receiving facility's contact person and a back-up contact person
- This information should be given to the delivery personnel in writing prior to departure

Food delivery procedures

3 Day of delivery:

- Load the bags or boxes containing the meals into the cleaned and disinfected delivery vehicle
  - Workers loading the containers should wash hands thoroughly with soap and water for 20 seconds beforehand, and should clean them with alcohol-based hand sanitizer anytime they have touched a surface or object that may be contaminated
- To limit risk, deliveries should be done by one person, if possible
- Delivery personnel should be screened upon arrival at work on the day of delivery for fever, symptoms of Covid-19, and possible exposure to Covid-19, in the same manner as all other workers
- Delivery personnel should not make deliveries if they are sick; if ill, they should return home, self-isolate, and seek medical advice
- Driver and assistants should do the following:
  - Wear face coverings at all times during the delivery process
  - Wash hands thoroughly with soap and water for 20 seconds before and after each delivery
  - Clean hands with alcohol-based hand sanitizer frequently during the delivery and anytime they have touched a surface or object that may be contaminated
  - Maintain at least six (6) feet of distance between themselves and all personnel at the receiving facility at all times
  - Contact the receiving facility's designated contact person(s) at least 30 minutes before anticipated arrival at the delivery location
  - Meet the receiving facility's contact person(s) outside and not enter the facility themselves
  - Unload the boxes or bags containing the meals from the delivery vehicle themselves; personnel of the receiving facility should not enter the delivery vehicle
  - Use 'no-contact' transfers when unloading meal containers from the delivery vehicle
    - Unload containers onto a clean counter, table, cart, or other surface (provided by the receiving facility), from which the receiving facility personnel can pick them up, rather than passing them directly back and forth
- Meal containers should then be moved into the receiving facility by personnel of the facility
- If meals were packed in reusable containers to be returned to the restaurant/kitchen (not recommended), receiving facility personnel should return them to the counter, table, or cart where they were originally unloaded; delivery personnel should then disinfect them and reload them into the delivery vehicle

How to organize

***Note:** *The guidelines in this section are for multiple individual meals bagged or boxed together that are being picked up by workers from hospitals, health centers, and similar facilities, rather than being delivered to those facilities by the restaurant/kitchen. They are not for pickup of take-out orders by individual customers.*

1. There should be a separate area designated for food pickup
2. The pickup area should have sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another and between themselves and people picking up the meal containers
3. The pickup area should have the following:
   - A designated area for people picking up the meals to wait until they are called up to pick up their container(s); the waiting area should have the following:
     - Sufficient space to allow people waiting to maintain physical distance of at least six (6) feet between one another
     - Marking with tape, chalk, rope barriers, or seating to help people waiting maintain physical distance of at least six (6) feet between one another
     - At least one no-touch hand sanitizer dispenser or a handwashing station with a full soap container, an ample supply of paper towels, and a closed-lid trash receptacle
     - Disposable paper or cloth face coverings for people to wear if they are not wearing a face covering on arrival at the waiting area
   - A platform, table, cart, or other raised surface (not floor) for bags or boxes of meals to be placed for pickup; the surface should have ample space behind it for restaurant/kitchen personnel to work
     - Each bag or box of meals should be clearly marked in large, easy-to-read print that identifies the hospital or other receiving facility for which it is intended and the date of pickup
     - Boxes or bags containing multiple individual meals should contain a list of their contents on the outside of the container to eliminate the need for anyone to sort through them to find the right one
     - A list of contents should also be placed inside the container, on top of the individual meals, in case the list on the outside is lost
   - A handwashing station for restaurant/kitchen personnel working in the pickup area, supplied with soap and paper towels (if plumbing does not allow for a sink, a hand sanitizing station may be used as an alternative, but soap and water is more effective against the Covid-19 virus than hand sanitizer)
   - A no-touch, closed-lid trash receptacle
   - Sanitizer wipes
   - Signage that addresses the following:
   - Not entering the pickup area if ill, and steps to take if ill on arrival
   - What to do if they become ill while at the pickup area
   - Reminders regarding wearing face coverings, handwashing or sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and not using cell phones in working areas
   - Instructional diagram on how to wash hands and for how long

In the workplace: Food pickup area

What to do

***Note:** The guidelines in this section are for multiple individual meals bagged or boxed together that are being picked up by workers from hospitals, health centers, and similar facilities, rather than being delivered to those facilities by the restaurant/kitchen. They are not for pickup of take-out orders by individual customers.*

1 Hospitals or other facilities should be given specific times to pick up their orders

- Scheduling of pickup times should be staggered to minimize the number of people in the food pickup waiting area
- All staff should wash hands thoroughly with soap and water for 20 seconds on arrival at the food pickup area, frequently throughout the shift, and anytime they have touched a surface or object that may be contaminated
- The platform, table, cart, or other raised surface that bags or boxes of meals are placed on for pickup should be cleaned and disinfected at the beginning of each shift, between pickups, and at the end of the shift
- People doing the pickups should wear face coverings at all times in the pickup area
- Use "no-contact" transfers when meals are being picked up
  - Bags or boxes of meals should be placed on the pickup table by kitchen/restaurant staff at the time they are scheduled for pickup
  - People doing the pickups should be called to come from the waiting area to pick up their orders one at a time in order to facilitate physical distancing
- People doing the pickups should not enter the kitchen or restaurant facility

How to organize

1. There should be a designated area for receiving deliveries of food, equipment and supplies
2. The receiving area should have sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another and between themselves and people making the deliveries
3. The receiving area should have the following:
   - A handwashing station supplied with soap and paper towels (if plumbing does not allow for a sink, a hand sanitizing station may be used as an alternative, but soap and water is more effective against the Covid-19 virus than hand sanitizer)
   - A closed-lid trash receptacle
   - Sanitizer wipes
   - Disposable paper or cloth face coverings for people making deliveries to wear if they are not wearing a face covering on arrival at the receiving area
   - A clearly marked bell or other sound device for people making deliveries to use to alert kitchen/restaurant workers to their arrival
   - A platform, table, cart, or other surface for items being delivered to be placed on as they are unloaded from the delivery vehicle
   - Signage that addresses the following:
     - Not entering the receiving area if ill, and steps to take if ill on arrival
     - What to do if they become ill while in the receiving area
     - Reminders regarding wearing face coverings, handwashing or hand sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and not using cell phones in working areas
     - Instructional diagram on how to wash hands and for how long

What to do

1. Vendors should be given specific times to make their deliveries
   - Scheduling of deliveries should be staggered to minimize the number of people in the receiving waiting area
2. All staff should wash hands thoroughly with soap and water for 20 seconds on arrival at the receiving area, frequently throughout the shift, and anytime they have touched a surface or object that may be contaminated
   - If a sink is not available in the receiving area, hand sanitizer may be used as an alternative, but soap and water is more effective against the Covid-19 virus than hand sanitizer
3. The platform, table, cart, or other surface where items being delivered are placed as they are unloaded from the delivery vehicle should be cleaned and disinfected at the beginning of each shift, between pickups, and at the end of the shift
4. Delivery personnel should do the following:
   - Contact the kitchen/restaurant at least 30 minutes before anticipated arrival; they should be asked not to enter the receiving area if they are ill
   - Use the bell or other device to notify kitchen/restaurant staff of their arrival; they should not enter the kitchen/restaurant facility
5. Kitchen/restaurant staff should meet delivery personnel at the receiving area so they do not have to enter the restaurant/kitchen facility themselves
6. Kitchen/restaurant staff and delivery personnel should do the following during the delivery/receiving process:
   - Wear face coverings at all times
   - To the extent possible, maintain at least six (6) feet of distance between one another at all times
   - Use "no-contact" transfers when items are unloaded from the delivery vehicle and carried into the kitchen/restaurant facility; delivered items should not be handed directly from delivery personnel to kitchen/restaurant staff
   - Delivery personnel should unload items from the delivery vehicle and place them on the designated table or other surface; kitchen/restaurant staff should not enter the delivery vehicle themselves
   - Kitchen/restaurant staff should pick up the delivered items from the designated table or other surface and carry them into the facility; delivery personnel should not enter the kitchen/restaurant facility

Appendix 1.

Handwashing and hand sanitizing

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Handwashing[1]

- Washing hands for 20 seconds can keep you healthy and prevent the spread of respiratory infections from one person to the next
- Wash your hands thoroughly and often with soap and warm water (at least 100° F) for at least 20 seconds using the six steps described below

1 **Key times** to wash your hands include the following:

- After blowing your nose, coughing, or sneezing (Note: cover your nose and mouth with either disposable tissue or into the pit of your elbow when coughing or sneezing)
- Before, during, and after preparing food
- Before handling ready-to-eat products
- After handling raw products (specifically meats, egg, fish, and other raw proteins)
- Before eating food
- Before putting gloves on and after taking them off
- After removing a face covering
- Before and after touching your face, eyes, nose, or mouth
- After touching another person
- After touching any commonly touched surface or object
- After touching any containers, boxes, bags, or other items from outside the restaurant or food preparation facility
- After you have been in a public place and touched an item or surface that may be frequently touched by other people
- After using the toilet (wash hands for 20 seconds in the bathroom and again when re-entering the work area)
- After touching garbage

2 Follow these six steps every time you wash your hands

1. Wet your hands with clean, running water (preferably warm but cold works well, too), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds (humming the "Happy Birthday" song from beginning to end twice takes about 20 seconds)
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean paper towel or air dry them
6. Use your paper towel to turn of the faucet so you do not re-contaminate your hands

- Workers should watch one of the videos available in English and Spanish on the CDC website to learn proper handwashing technique: https://www.cdc.gov/handwashing/videos.html

Appendix 1.

Handwashing and hand sanitizing

Hand Sanitizing[1]

- Washing hands with soap and water for 20 seconds is preferred because it is more effective than hand sanitizer for inactivating the Covid-19 virus; if hands are visibly dirty, you must wash them with soap and water
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer may be used
- CDC recommends using alcohol-based hand sanitizers with greater than 60% alcohol
- How to use hand sanitizer
- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together to cover all surfaces of your hands and fingers until your hands are dry; this should take around 30 seconds

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed

[1] Adapted from:

https://www.cdc.gov/handwashing/when-how-handwashing.html

https://www.cdc.gov/handwashing/hand-sanitizer-use.html

Appendix 2.

Face coverings

1. Because it can be difficult always to maintain a distance of at least six (6) feet between themselves and others, workers should wear face coverings at all times while at the workplace
2. Cloth face coverings may reduce the amount of large respiratory droplets that a person spreads when talking, sneezing, or coughing and may prevent people who do not know they have the virus that causes Covid-19 from spreading it to others; they are intended to protect other people—not the wearer
3. Reusable cloth face coverings should:
   - Cover the mouth and nose and wrap under the chin
   - Fit snugly but comfortably against the side of the face and not hang lower than the chin
   - Be secured with ties or ear loops
   - Include multiple layers of fabric or have paper filter inserts
   - Allow for breathing without restriction
   - Be able to be laundered using the warmest appropriate water setting and machine dried daily after the shift, without damage or change to shape (a clean cloth face covering should be used each day)
   - Be handled as little as possible to prevent transferring infectious materials to the cloth
   - Be replaced if they become wet, soiled, or contaminated
     - When removing a cloth face covering, the wearer should be careful not to touch their face (especially their eyes, nose, and mouth) and should wash their hands for 20 seconds immediately after re moving it
   - Be routinely washed daily; a washing machine should suffice for properly washing a face covering
3. In a commercial kitchen, it may not be practical for workers to wear a single cloth face covering for the full duration of a work shift if they become wet, soiled, or otherwise visibly contaminated. Therefore, workers should have more than one cloth face covering available at all times
4. Even when wearing a face covering, workers should continue to practice physical distancing and good hand hygiene
5. Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance
6. Cloth face coverings are different from surgical masks or N95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance
7. Cloth face coverings are not appropriate substitutes for personal protective equipment, such as surgical masks or N95 respirators, in situations where respiratory protection is recommended or required to protect the wearer
8. Additional information on the use of face coverings, including washing instructions and information on how to make homemade face covers, is available on the CDC website at: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Adapted from: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Appendix 3.

Cleaning, sanitizing, and disinfecting[1]

SARS-CoV-2, the virus that causes Covid-19, can be killed if you use the right products. Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water will reduce the amount of virus on surfaces and objects, reducing risk for exposure. EPA has compiled a list of disinfectant products that can be used against Covid-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like SARS-CoV-2. By using EPA-approved disinfectants against Covid-19 to kill germs on a surface after cleaning, you further reduce risk for spreading infection.

1 Worker protection

- Cleaning and disinfecting can pose risks to the workers performing these tasks, who may require additional personal protective equipment (PPE) and other controls to protect them from chemical hazards posed by disinfectants
- Workers should receive safety training before performing cleaning tasks
- Training should include when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE

2 Cleaning, sanitizing, and disinfecting

- Routinely, and on a clearly defined schedule throughout the day, clean and disinfect frequently touched objects and surfaces, such as work stations, handrails, doorknobs, tables, light switches, countertops, equipment handles, toilets, faucets, and sinks
  - More frequent cleaning and disinfection may be required based on level of use
- Clean visibly dirty surfaces and objects with soap and water prior to disinfection
- For disinfecting, use products that meet EPA's criteria for use against SARS-CoV-2
- When cleaning and disinfecting:
  - Wear disposable gloves
  - Throw away gloves after each cleaning
  - Wash hands with soap and water for at least 20 seconds immediately after removing gloves
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer with greater than 60% alcohol may be used

3 General cleaning

- Use soap and water to routinely clean frequently touched surfaces and objects, such as doorknobs and countertops

Cleaning, sanitizing, and disinfecting[1]

4 General sanitizing and disinfecting

- Clean and sanitize or disinfect surfaces in work areas before and after the shift
- *Food-contact surfaces:* Wash, rinse, and sanitize food-contact surfaces—food-preparation surfaces, dishware, utensils, knives, cutting boards, timers—after use; tools made of porous materials, such as wood or cloth, should be cleaned with particular care
  - Food facilities must use EPA-registered "sanitizer" products for cleaning and sanitizing; prepare and use sanitizers according to label instructions
- *Non-food-contact surfaces:* Frequently disinfect non-food-contact surfaces that employees repeatedly touch
  - A list of EPA-registered "disinfectant" products for Covid-19 can be found on the EPA website
  - Refer to List N on the EPA website for EPA-registered disinfectants that have qualified under EPA's emerging viral pathogens program for use against SARS-CoV-2
  - EPA's list of disinfectants for use against SARS-CoV-2 tells you the types of surfaces on which you can safely use a disinfectant product
- Diluted household bleach solutions may be used in place of an EPA-registered disinfectant, if appropriate for the surface
  - Never mix bleach with ammonia or any other cleanser; this can cause fumes that may be very dangerous to inhale
  - To make a bleach solution, mix:

    5 tablespoons (1/3 cup) bleach per gallon of water

    OR

    4 teaspoons bleach per quart of water
  - Leave solution on the surface for at least 1 minute
  - Bleach solutions will be effective for disinfection up to 24 hours
- Alcohol-based (at least 70% alcohol) disinfectant products may also be used; wipe the surface or object thoroughly with the solution and let it dry
- You can use certain products on surfaces that touch food, such as dishes, cooking utensils, and countertops; for these products, the surface type in List N will include the phrase "Food Contact"
  - Check the product label guidelines for if and where these disinfectant products are safe and recommended for use in food establishments
  - Some products require a user to rinse the surface after disinfecting; this will be noted in List N as "Food Contact Surfaces, Post-Rinse Required." When a rinse is not necessary, this will be noted as "Food Contact Surfaces, No Rinse." You can find out whether you need to rinse the surface after disinfection by reading the directions on the product label
- Make sure you have good ventilation, regardless of what product you use for disinfecting
- Frequently clean and disinfect floors using EPA-registered disinfectants

Cleaning, sanitizing, and disinfecting[1]

5 Cleaning and disinfecting the workplace if someone tests positive or is ill with Covid-19

- Food facilities need to follow cleaning protocols set by local and state health departments; in general, they should do the following:
  - Open outside doors and windows to increase air circulation in the area, following city guidelines for food-service establishments
  - Use recommended PPE for cleaning and disinfecting
  - Clean and disinfect all areas used by the sick person (for example, work stations, offices, bathrooms and other common areas)
  - Clean and disinfect shared electronic equipment (for example, touch screens, keyboards and mice, remote controls) and other shared equipment
  - If more than 7 days have passed since the sick person visited or used the facility, additional cleaning and disinfection is not necessary, because the virus that causes Covid-19 has not been shown to survive on surfaces longer than this time
- Continue routine cleaning and disinfection
- It is not necessary to recall or destroy food products that the worker may have handled
- Guidance for disinfecting the workplace after having a worker who tests positive or is ill with Covid-19 is available on the CDC website

6 Laundry

- If you send laundry out, call your linen service to verify that it is complying with sanitation regulations for service linens (includes chef jackets, uniforms, towels, cloths, aprons, table linens)
- If you launder on-site, do the following:
  - Do not shake dirty laundry
  - Wear disposable gloves when handling dirty laundry
  - Launder items according to the manufacturer's instructions
  - Use the warmest appropriate water setting; add bleach at the label recommended concentration to be extra sure
  - Use regular laundry detergent
  - Dry completely
  - Clean and disinfect clothes hampers according to guidance above for surfaces
  - Remove gloves when finished and wash hands for 20 seconds right away
- Dirty laundry from a sick person can be washed with other persons' items if the temperature and disinfection guidelines above are adhered to

7 Electronics (for example, tablets, touch screens, keyboards, mice, remote controls)
Consider putting a wipeable cover on electronic devices

- Follow manufacturer's instruction for cleaning and disinfecting
- If no manufacturer guidance, use alcohol-based wipes or sprays containing at least 70% alcohol
- Dry surfaces thoroughly

Appendix 3.

Cleaning, sanitizing, and disinfecting[1]

8 Vehicles

- At a minimum, clean and disinfect commonly touched surfaces in the vehicle (for example, door handles, window buttons, locks, arm rests, seat cushions, and seatbelts) at the beginning and end of each shift and between deliveries
- Also wipe down surfaces that you frequently touch (for example, steering wheel, radio buttons, turn indicators, cup holders
- Ensure that cleaning and disinfection procedures are followed consistently and correctly, including ensuring adequate ventilation when chemicals are in use; doors and windows should remain open
- Wear disposable gloves compatible with the products being used, as well as any other PPE required according to the product manufacturer's instructions
- **For hard non-porous surfaces** within the interior of the vehicle (for example, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, grab handles)
  - Clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application
  - For disinfection of hard, non-porous surfaces, appropriate disinfectants include the following:
    - EPA's registered antimicrobial products for use against novel coronavirus SARS-CoV-2; follow the manufacturer's instructions for concentration, application method, and contact time
    - Diluted household bleach solutions
    - Alcohol solutions with at least 70% alcohol
- **For soft or porous surfaces** (for example, fabric seats)
  - Remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces
  - After cleaning, use products that are EPA-approved for use against the virus that causes Covid-19 and suitable for porous surfaces
- For frequently touched electronic surfaces (for example, tablets or touch screens used in the vehicle)
  - Remove visible dirt, then disinfect following the manufacturer's instructions
  - If no manufacturer guidance is available, consider using alcohol-based wipes or sprays containing at least 70% alcohol to disinfect
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning
- Wash hands immediately with soap and water for at least 20 seconds after removing gloves and PPE, or use an alcohol-based hand sanitizer

[1] Adapted from the following:

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911

https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19#operations

https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19

https://www.epa.gov/sites/production/files/2017-05/documents/fcssm-user-guide-version-1.pdf

Appendix 4.

What Workers Should Do if They are Sick with, or think they may have, Covid-19[1]

To take care of themselves and protect other persons, they should do the following:

1. **Stay home except to get medical care**
   - Most persons with Covid-19 have mild illness and are able to recover at home without medical care; they should not leave their homes except to get medical care and should not visit public areas
2. **Stay in touch with their doctor**
   - Call ahead before visiting the doctor and let the doctor know they have or may have Covid-19
   - Be sure to get care if having trouble breathing, having any other emergency warning signs, or if it is an emergency
   - Avoid using public transportation, ride-sharing, or taxis
3. **Separate themselves from other persons in the home (home isolate)**
   - Stay away from others as much as possible; stay in a specific "sick room" if possible; and use a separate bathroom, if available
4. **Wear a face covering** when around other persons (including when entering a healthcare provider's office)
5. **Cover coughs and sneezes**
   - Cover their mouth and nose with a tissue when coughing or sneezing
   - Throw used tissues in a lined trash can
   - Immediately wash hands with soap and water for at least 20 seconds (if soap and water are not available, clean hands with an alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol)
6. **Wash hands often**
   - Wash hands often with soap and water for at least 20 seconds (especially after blowing their nose, coughing, sneezing, or going to the bathroom, and before eating or preparing food)
   - Avoid touching their face (especially eyes, nose, and mouth)
7. **Avoid sharing personal household items**
   - Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other persons
8. Clean all "high-touch" surfaces everyday
   - Clean and disinfect high-touch surfaces and objects in the isolation area ("sick room" and bathroom) every day
   - High-touch surfaces and objects include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards and mice, tablets, and bedside tables
9. **Monitor symptoms**
   - Seek medical attention if symptoms worsen
   - Follow care instructions from your healthcare provider and local health department

What Workers Should Do if They are Sick with, or think they may have, Covid-19[1]

9 Get medical attention immediately if emergency warning signs for Covid-19 develop

- Emergency warning signs include:*
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability of others to arouse the ill person
  - Bluish lips or face

  ***Note:** *This list is not all inclusive; please consult your medical provider for any other symptoms that are severe or concerning*

10 Return to work

- The decision to discontinue home isolation for persons with confirmed or suspected Covid-19 should be made in the context of local circumstances; options include (1) a symptom-based strategy based on time since illness onset and time since recovery or (2) a test-based strategy
  - Symptom-based strategy
    - Persons with Covid-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and
      - At least 10 days have passed since symptoms first appeared
  - Test-based strategy
    - Persons who have Covid-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      - Resolution of fever without the use of fever-reducing medications and
      - Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
      - Negative results of an FDA Emergency Use Authorized Covid-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)

        Note: *There have been reports of prolonged detection of RNA without direct correlation to viral culture*
- The decision for workers to discontinue isolation and return to work should be made in consultation with their healthcare provider and state or local health department

[1] Adapted from:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html

Appendix 5.

What to do if a worker becomes ill with known or suspected Covid-19

Food facilities need to follow protocols set by local and state health departments regarding persons with known or suspected Covid-19. In general, they should to the following:

1. **Managing workers** who are or may be ill with Covid-19
   - If a worker calls in ill, they should be advised to remain at home, self-isolate, and seek medical advice
   - If a worker is found to be ill when screened on arrival, they should immediately be separated from other persons and advised to do the following:
     - Place a face covering over their nose and mouth
     - Return home immediately, self-isolate, and seek medical advice
   - If a worker becomes ill while at work, they should notify their supervisor immediately
     - They should immediately be separated from other persons and advised to do the following:
     - Place a face covering over their nose and mouth
       - Return home immediately, self-isolate, and seek medical advice
   - If a worker who calls in ill, is found to be ill on arrival at the workplace, or becomes ill while working, reports or exhibits any emergency warning signs for Covid-19, a call for emergency assistance should be placed
     - Emergency warning signs include the following:*
     - Trouble breathing
     - Persistent pain or pressure in the chest
     - New confusion or inability to arouse
     - Bluish lips or face

     ***Note:** *This list is not all inclusive; please seek medical advice for any other symptoms that are severe or concerning*

2. **Contacting the health department**
   - If a worker calls in ill, is found to be ill when screened on arrival, or becomes ill while at work, the workplace supervisor should contact the local health department for guidance
   - The health department will need to know who has had close contact with the Covid-19 positive person while they were at the workplace; fellow workers will need to be notified of their possible workplace exposure to Covid-19, while confidentiality about individual workers is maintained as required by the Americans with Disabilities Act (ADA)

What to do if a worker becomes ill with known or suspected Covid-19

3 Cleaning and disinfecting the workplace

- Food facilities need to follow cleaning protocols set by local and state health departments; in general, they should do the following:
  - Increase air circulation in the area, following applicable guidelines for food-service establishments
  - Use recommended PPE for cleaning and disinfecting
  - Clean and disinfect all areas used by the sick person (for example, work stations, offices, bathrooms and other common areas)
  - Clean and disinfect shared electronic equipment (for example, touch screens, keyboards and mice, remote controls) and other shared equipment
  - If more than 7 days have passed since the sick person visited or used the facility, additional cleaning and disinfection is not necessary
  - Continue routine cleaning and disinfection
- It is not necessary to recall or destroy food products that the worker may have handled
- Consult CDC guidance for disinfecting the workplace after having a worker who tests positive or is ill with Covid-19

4 Return to work

- The decision to discontinue home isolation for persons with confirmed or suspected Covid-19 should be made in the context of local circumstances; options include (1) a symptom-based strategy based on time since illness onset and time since recovery or (2) a test-based strategy
  - Symptom-based strategy
    - Persons with Covid-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)
        and
      - At least 10 days have passed since symptoms first appeared

Appendix 5.

What to do if a worker becomes ill with known or suspected Covid-19

- Test-based strategy
  - Persons who have Covid-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
    - Resolution of fever without the use of fever-reducing medications
      and
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath)
      and
    - Negative results of an FDA Emergency Use Authorized Covid-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)

      Note: *There have been reports of prolonged detection of RNA without direct correlation to viral culture*
- The decision for workers to discontinue isolation and return to work should be made in consultation with their healthcare provider and state or local health department

[1] Adapted from: https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html

Appendix 6.

What to do if a worker is exposed to Covid-19 but is not ill

CDC's recommendations for managing critical infrastructure workers—including workers in the food sector—who have known or potential exposure to Covid-19 differ from recommendations for persons who are not critical infrastructure workers. These recommendations are summarized below. Food facilities and individuals should first find and follow local and state health department protocols regarding persons with exposure to Covid-19. Here are CDC's recommendations:

1 To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to Covid-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community

- A **potential exposure** means living in the same household or having contact within 6 feet of an individual with confirmed or suspected Covid-19; the timeframe for having contact with an individual includes the period 48 hours before the individual became symptomatic
- Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:
  - Before work, **pre-screen**: Employers should measure the worker's temperature and assess symptoms prior to their starting work; ideally, workers should check their temperature before entering the facility
  - **Regular monitoring**: As long as workers do not have a fever or symptoms, they should self-monitor their tem perature and symptoms
  - **Wear a face covering:** The worker should wear a face covering at all times while in the workplace for 14 days after last exposure; employers should issue cloth face coverings if a worker does not have one
  - **Physical distance:** The worker should maintain six (6) feet between themselves and other persons and practice physical distancing in the workplace as duties and space permit
  - **Disinfect and clean workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely
- If the worker becomes sick during the day, they should be sent home immediately
  - Surfaces in their workspace should be cleaned and disinfected
  - The workplace supervisor should contact the local health department for guidance on managing other persons exposed to the ill worker
  - Information on persons who had contact with the ill worker during the time the worker had symptoms and two days before the onset of symptoms should be compiled
  - Others at the facility with close contact within 6 feet of the worker during the two days before symptoms should be considered exposure

[1] Adapted from:

https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html

Appendix 7.

What to do if a worker tests positive for Covid-19 but is not ill

Food facilities need to follow protocols set by local and state health departments regarding persons who test positive for Covid-19 but are not ill. In general, they should to the following:

1. **Managing workers** who test positive for Covid-19 but are asymptomatic (do not have any symptoms of Covid-19)
   - Workers who test positive for Covid-19 but are asymptomatic should be advised to remain at home, self-isolate, and seek medical advice
2. **Contacting the health department**
   - If a worker tests positive for Covid-19 but is asymptomatic, the workplace supervisor should contact the local health department for guidance
   - The health department will need to know who has had close contact with the Covid-19 positive person while they were at the workplace; fellow workers will need to be notified of their possible workplace exposure to Covid-19, while confidentiality about individual workers' identities is maintained
3. **Cleaning and disinfecting the workplace**
   - Food facilities need to follow cleaning protocols set by local and state health departments; in general, they should do the following:
     - Increase air circulation in the area, following applicable guidelines for food-service establishments
     - Use recommended PPE for cleaning and disinfecting
     - Clean and disinfect all areas used by the infected person (for example, work stations, offices, bathrooms and other common areas)
     - Clean and disinfect shared electronic equipment (for example, touch screens, keyboards and mice, remote controls) and other shared equipment
     - If more than 7 days have passed since the sick person visited or used the facility, additional cleaning and disinfection is not necessary
     - Continue routine cleaning and disinfection
   - It is not necessary to recall or destroy food products that the worker may have handled
   - Guidance for disinfecting the workplace after having a worker who tests positive or is ill with Covid-19 is available on the CDC website

What to do if a worker tests positive for Covid-19 but is not ill

4 Return to work

- Persons who have tested positive for Covid-19 but have not had any symptoms now have two options for discontinuing isolation and returning to work: (1) a time-based strategy and (2) a test-based strategy
  - Time-based strategy
    - Persons with laboratory-confirmed Covid-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      - At least 10 days have passed since the date of their first positive Covid-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test
      - If they develop symptoms, then the symptom-based or test-based strategy should be used

        Note: *Because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test*
  - Test-based strategy
    - Persons with laboratory-confirmed Covid-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      - Negative results of an FDA Emergency Use Authorized Covid-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)

        Note: *Because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness; there have been reports of prolonged detection of RNA without direct correlation to viral culture.*
    - The decision for workers to discontinue isolation and return to work should be made in consultation with their healthcare provider and state or local health department

[1] Adapted from: https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html

World Central Kitchen

#ChefsforAmerica COVID-19 Protocol

0) Protective equipment is mandatory

In light of the **COVID-19** outbreaks, World Central Kitchen is taking extra precautions to protect its employees and community. **WCK** recommends implementing the following protocols so that we can continue to safely do our work.

General hygiene guidelines

1) Review CDC & FDA guidelines

2) Wash your hands for 20 seconds every 15 minutes

3) If there isn't soap and water, use hand sanitizer (60-95% alcohol)

4) Wash/disinfect hands before putting on gloves

5) Be prepared to work

6) Social distance and work space: 6 feet apart

7) Change gloves in between different tasks

8) Don't touch your face or mask

Cleaning and Disinfecting

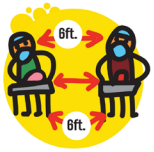
9) Sanitizing wipes and PPE trashcans in different work areas

10) Clean and disinfect before and after working

11) Disinfect areas when they come in contact with objects

12) Disinfecting high-touch objects e.g. handles, doors, faucets, etc.

Social Distancing at work



13) Maintain 6 feet apart between people and workspaces

14) Practice transfers without contact

15) Avoid placing objects on the ground

16) Avoid physical contact

Distribution

17) Always comply with PPE protocols

18) Change gloves and dispose of them adequately

19) Mark every 6 feet in distribution lines with chalk, tape, cement decals, etc.

20) Maintain 6 feet between workers and community members

21) Frequently disinfect distribution tables

22) Frequently disinfect the distribution vehicle

23) Always have hand sanitizer available

Other precautions

24) Prop open frequently used doors

25) Establish hand washing and disinfecting areas

26) Designate PPE trashcans & keep closed

27) Dispose of PPE in the assigned trash cans

28) Empty PPE trash cans frequently

29) Wash your hands before and after work

30) Maintain a separate area for personal belongings

31) Provide sanitizing wipes in the personal belongings area

32) Post signs around worksites to remind people of health and safety procedures

33) All workers should have personal thermometers

USE THIS GUIDE WITH THE FULL WRITTEN GUIDELINES.

DESIGN/ART: MIKEL URMENETA+ FERNANDO RAPA+ GUILLERMO NAVARRO

World Central Kitchen

#ChefsforSpain COVID-19 Protocolo de salud y seguridad

Masky!

0) Equipo de protección indispensable

Con el fin de proteger a nuestro equipo y usuarios frente al brote de COVID-19, **WCK** está tomando mayores precauciones de salud y seguridad de acuerdo con los expertos y los avisos de sanidad pública. Por favor, ¡revisa e implementa los siguientes protocolos para que podamos seguir haciendo nuestro importante trabajo con la mayor seguridad! Al final de esta guía rápida visual encontrarás toda la información escrita.

Normas generales de higiene

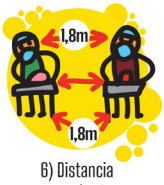
1) Conocer directrices Ministerio de Sanidad

2) Lavar manos 20 segundos cada 15 minutos

3) Si no hay agua y jabón, usar desinfectante

4) Lavar/ desinfectar antes de poner guantes

5) Preparado para trabajar



6) Distancia personal y área de acción: 1,8m.

7) Cambio guantes en cada cambio de tarea

8) Evitar tocarse cara y mascarilla

Limpieza y desinfección

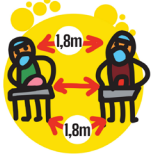
9) Toallitas desinfectantes y cubos en zonas de trabajo

10) Limpieza y desinfección al finalizar el trabajo

11) Desinfección de superficies tras contactos con objetos

12) Desinfectar manillas, puertas...

Distanciamiento social en el trabajo



13) Mantener 1,8m. entre personas y zonas de trabajo

14) Transferencia sin contacto

15) Evitar colocar objetos en el suelo

16) Evitar el contacto físico

Distribución

17) Cumplir protocolos de EPI completos

18) Cambiarse los guantes y desecharlos adecuadamente

19) Marcar líneas de distribución cada 1,8m.

20) 1,8m. entre el personal y los usuarios

21) Desinfectar frecuentemente mesa de servicio

22) Desinfectar frecuentemente vehículo de distribución

23) Tener siempre disponible desinfectante de manos

Otras precauciones

24) Puertas de uso frecuente abiertas

25) Establecer puntos lavado/ desinfección de manos

26) Cubos específicos EPI siempre cerrados

27) Desechar los EPI en los contenedores asignados

28) Vaciar cubos EPI en contenedores con frecuencia

29) Lavarse las manos al llegar y al salir del trabajo

30) Área de artículos personales

31) Toallitas desinfectantes en área de artículos personales

32) Carteles para recordar precauciones

33) Todos los trabajadores contarán con termómetros personales

AMPLÍA LA DOCUMENTACIÓN DE ESTA GUÍA VISUAL CON LA INFORMACIÓN ESCRITA.

Masky!

DISEÑO/ARTE: MIKEL URMENETA+ FERNANDO RAPA+ GUILLERMO NAVARRO