

COVID-19 Food Production Protocols



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COVID-19 Food Production Protocols

Objective: Keeping all workers in the food production and supply chains healthy and safe is critical to surviving the current pandemic. Maintaining the movement of food along the food chain is an essential function to which all Kitchen and facilities staff need to contribute. This is also required to maintain trust and consumer confidence in the safety and availability of food.

Audience: Kitchen Staff and Drivers

The most important aspect of these challenging times is for the staff to be able to recognize COVID-19 symptoms early so they can seek appropriate medical care and testing minimizing the risk of infecting fellow workers.

Common symptoms of COVID-19 include:

- a fever (high temperature – 100.4° Fahrenheit or above / 37.8° Celsius or greater)
- a cough - this can be any kind of cough, not just dry
- shortness of breath
- any other breathing difficulties
- muscle aches
- chills
- sore throat, runny or stuffy nose
- loss of taste or smell

Note: If you experience any of these symptoms while at work, please refer to the Isolation Protocols from CentroNía Pandemic Safety Protocols (CPSP) document.

- I. **Sanitation Procedures:** The below procedure entails areas of extra care with safety and sanitation for CentroNía's kitchen, kitchen staff and mealtime service for clients and internally. However, this is not all inclusive as additional recommendations may be added or changed in this document.

All employees must:

1. Perform a prior assessment before working- take temperature and self-report any known symptoms
2. Follow CentroNía's Pandemic Safety Protocols (CPSP)
3. Use Gloves (below)
4. Always use Masks (below)

Food safety practices in food premises should continue to be delivered to the highest hygiene standards in line with established FSMS-Food Safety Management System.

Note: Non-kitchen staff members are not allowed inside the kitchen at any time.

Good staff hygienic practices include:

a. Cleaning and Sanitizing

Ensure high contact surfaces and priority locations are being cleaned and sanitized on a routine basis. Extra time needs to be allocated for all cleaning, with greater and more frequent emphasize on commonly touched surfaces.

Examples of high priority surfaces and frequency of cleaning:

	Area	Disinfection Area	Disinfection Measures	Frequency
1	Closet/Locker Room Areas	Hospital grade disinfectant or fresh 10% chlorine bleach solution	Spray with handheld sprayer or wipe	End of the day
2	Kitchen Phone/Shared Electronic Devices/Time Clock		Spray with handheld sprayer or wipe	Before and After Use
3	Kitchen Equipment (Oven/Fridge/Dishwasher)		Spray with handheld sprayer or wipe	Before and After use
4	Door Handles-All		Spray with handheld sprayer or wipe	Twice per day
5	Light Switches		Spray with handheld sprayer or wipe	Twice per day
6	Food Carts		Spray with handheld sprayer or wipe	Before and After use
7	Insulated Bags		Spray with handheld sprayer or wipe	Before and After use
8	Tables and Chairs		Spray with handheld sprayer or wipe	Before and After use
9	Food bins/Bowls/Utensils	Hot Water Temperature	Dishwasher/detergent solution	Before and After use
10	Shared Food Equipment	Hot Water Temperature	Dishwasher/detergent solution	Before and After use

b. Handwashing

Use warm water, apply soap and lather for at least 20 seconds, and rinse. Use single use paper towels to dry and use paper towel to turn off faucet.

Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), 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. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Wash hands frequently including and not limited to:

- After using the restroom
- Before and after eating
- Before and after handling food
- Before and after using utensils, cutting boards, etc.
- After removing gloves and before re-applying
- After touching shared equipment, touching face, cellphone, or personal items
- After sneezing, coughing, or blowing nose

c. Personal Hygiene

- Cover coughs and sneezes with the inner angle of your elbow or disposable tissue
- Dispose of soiled products immediately after use
- Wear face mask and hair net
- Change disposable aprons as needed
- Leave work shoes in your locker

d. Social Distancing

- Use social distancing. Remain 6 feet (2 meters) or more away from others when possible.
- Each employee will have a designated working area (cook- located near stovetop; prep area; dishwasher area; cutting area etc.) that will limit movement from one place to the next and limit interaction with others.

II. PPE Use -Protective Personal Equipment

PPE must be used during food preparation. Maintain face coverings in accordance with parameters in FDA’s Model Food Code sections 4-801.11 Clean Linens and 4.802.11 Specifications. Cloth Masks- Launder reusable face coverings before each daily use.

a. Gloves

Employees must not contact exposed, ready-to-eat foods with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single use-gloves, or dispensing equipment (Food Code 2017 Section 3-301.11). *Gloves are not a substitute for hand washing or hand hygiene.* ***Gloves if used, need to be replaced by employees when coming back from any breaks and/or when exiting any of the kitchen or food preparation areas.***

If your task requires direct contact with ready-to-eat food, wash your hands and the exposed portions of your arms for 20 seconds prior to donning gloves and before touching food or food-contact surfaces. Wash your hands immediately after removing gloves.

b. Masks

- ✓ Face Masks: are required PPE for all CentroNía staff. All employees must wear masks inside and outside all our facilities.

III. Drivers using CentroNía's vehicles for food delivery

- Sanitize insulated bags inside and outside before and after the delivery outside of the kitchen area (garage area)
- Driver's daily protocol for food delivery:
 - a. Temperature check of drivers must be done before the start of the route and must be documented.
 - b. Drivers must not use CentroNía's vehicles if they suspect they are sick or if they have symptoms such as fever, or difficulty to breath or have been in contact in the past 7 days with other people confirmed sick of any respiratory disease (CPSP 2020, Page 23)
 - c. Driver must not enter the clients site area and should wait outside in a safe area until the client contact picks up the food. Client representative receiving the food must be wearing a mask and gloves.
 - d. Drivers must call the designated person of each center upon arrival for food pick up.
 - e. Drivers must disinfect the delivery vans multiple times following CentroNía's requirements and as a minimum disinfect: right before starting the route and right after the end of the route. All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution in advance.
 - f. Each vehicle should have supply of antibacterial gel/hand sanitizer, disposable gloves, and disposable face masks for employees to use.
 - g. Use hand sanitizer before and after the food delivery in every center they stop.

- h. Drivers must always wear a mask while providing the food delivery service.

*Note: For this process drivers are considered contractor/visitor and must follow the company's Visitors and Contractors Self-Screening Protocol (CPSP 2020, Page 23)

IV. Food Handling of On-Site Deliveries

- When receiving orders from Sysco and any other vendor, clean canned items before placing them into the kitchen space; clean milk half gallons (whole and 1 %) before storing them in the refrigerator.
- Any items stored outside of the kitchen like the garage closets or walk-in refrigerators need to be clean before its transition into the kitchen or preparation area.
- No more combining leftover milk from breakfast to be placed for lunch time.
- Drivers from our external vendors should wear a mask before coming into the building.

V. Mealtime in Center- Teachers (caregivers) and Staff

- Children will eat in their classrooms- non congregate meal service (ex. La Plaza)
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.
- Caregivers should immediately report to the Food and Wellness team if there is any contamination of the food by a staff cough or employee with symptoms that came in direct contact with the food. Food needs to be promptly removed from the serving area or plate and be replaced as needed.
- Caregivers and Staff should always place back containers for pick-up as they need to be disinfected and to discard any disposable items in the classroom. Non kitchen staff will not be allowed at the kitchen.

VI. Staff Meals

- Only kitchen staff can enter the kitchen area.
- For purchasing CentroNía's lunch, staff must notify via email (24 hours in advance) to order meal(s). Emails must be send to Patricia Montoya, Catering Manager, pmguzman@centronia.org. Food will be placed in a cart outside of kitchen in a grab and go container for a limited time.

VII. Catering Services-Business Continuity

In the event where a COVID-19 case is confirmed from one or more of the kitchen Personnel:

- An immediate disinfecting process for the kitchen and/or preparation area must be done within 24 hours.
- Catering Manager needs to communicate to client's menu changes as needed including providing cold options or day before delivery until kitchen resume operations.
- Temporary closure at Columbia Road- emergency meals will be produced at Upshur and MD. The menu needs to resemble the Emergency menus (easy preparation).
- Temporary closure at MD, meals will be delivered from Columbia Road or from a third-party food vendor.
- Contact a third party to distribute meals or grab and go until operations resume safely. This option will be activated in case food cannot be produced in any of our equipped sites.

VIII. Resources

- <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19#april4>
- <https://www.agriculture.pa.gov/Documents/Food%20Production%20Procedures%20for%20Sanitization%20and%20Diagnosed%20Employees.pdf>
- <https://www.restaurant.org/COVID19>
- https://foodsafetyfocus.com/FoodSafetyFocus/media/Library/pdfs/Coronavirus_2019-nCoV_Info_TipsforRestaurants.pdf
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- <https://nrckids.org/files/appendix/AppendixK.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>
- Food Delivery Information <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/food-grocery-drivers.html>