**COVID-19 Prevention & Mitigation Policy**

Last updated 04.30.20

***Statement:*** Our foodservice team, production team, managers, support staff, and other team members, are in conformance with the following policy to prevent transmission of the COVID-19 coronavirus:

1. Each team member practices **social distancing** and keeps between 6 feet and 10 feet of distance between his or her person and anyone nearby, actively moving to increase distance as warranted by circumstances

## This prevents the spread of the COVID-19 virus, which some individual may have without expressing symptoms

* 1. This is mandated by the federal, state, and local governments in an effort to bring the pandemic under control and flatten the curve of infection
	2. Any employee not practicing **social distancing** while delivering product shall be written up and may face disciplinary action
1. Each team member **washes their hands** thoroughly with soap and warm water for 20 seconds, especially after getting off the subway, before beginning work, before working with food, after working with food, after blowing their nose, after coughing, and always after using the bathroom.
2. Team members should try to avoid touching their mouth, nose, and eyes – however if there is need to do so, **wash your hands before & after** touching occurs.
3. **If a team member is sick, they have been told to STAY HOME!**
4. Each team member **coughs into the inside of their elbow,** or covers the cough with a tissue, then throws that tissue into the trash
5. When available, each team member **uses hand sanitizer, knowing that hand sanitizer should never take the place of proper hand washing!** Hand washing always protects our team members because hand washing gets rid of soils that sanitizers cannot. Sanitizer doesn’t take away any soils, so it’s important to use hand sanitizer only after effective & thorough hand washing (see below.

**Handwashing Policy**

When do we wash hands?

* + Before starting work
	+ After using the bathroom
	+ After break time (eating, drinking, smoking)
	+ After chewing gum or using toothpicks
	+ After coughing, sneezing, blowing or touching your nose
	+ After touching raw poultry, meats or fish
	+ After touching dirty dishes, equipment & utensils
	+ After touching trash, floors, trash cans
	+ After using cleaners and chemicals
	+ During food preparation as necessary

How do we wash out hands?

* Wet hands
* Apply soap
* Lather up and scrub for 20 seconds (sing the Happy Birthday Song twice)
* Rinse off soap
* Dry hands

Wearing Gloves

When do we change our gloves?

* See above “When we wash our hands”

**Healthy Habits**

* Bathe daily, use deodorant and change clothes regularly
* Uniforms must be clean and dry
* Fingernails must be clean and trimmed with no polish or false fingernails
* Fingernails must be trimmed short
* Hair must be clean, combed and pulled back into a ponytail
* Teeth must be clean and odor free
* Ensure that you have regular doctor and dental examinations
* Maintain a healthy diet
* Exercise regularly
* Get enough rest
* Keep hands clean
* Wear hat and beard guard if necessary
* Wear only the appropriate jewelry
* Keep workstations clean
* Do nor cough or sneeze over food
* Cover cuts, burns and scalds with waterproof dressings
* Do not smoke, eat, drink or chew gum in the work areas
* Do not spit, lick your fingers, chew tobacco, use snuff or pick at your face, ears, hair, etc.

**Uniforms**

* Always wear the correct uniform –
	+ - BOH will be provided with shirt, checkered pants & aprons
		- FOH will be provided with shirt & asked to wear black pants.
* All hair must be under a hat at all times (BOH)
* Use clean disposable gloves when working with food (use a new pair for every new task)
* Remove your gloves when you leave your work area
* Skid resistant shoes are encouraged
* Hair restraints are required if handling or preparing unpackaged (exposed) food

**Cross Contamination**

* Wash hands frequently
* Use disposable gloves properly
* Maintain clean and healthy personal habits
* Store raw and cooked foods separately, as appropriate to the product
* Keep products well covered and protected from other foods

**Medical Screening:**

* + Injuries or cuts that happen during production are to be reported to the supervisors immediately. If needed, area will be quarantined and decontaminated before resuming work.
	+ No employee that has been exposed to or diagnosed with a communicable disease shall be permitted to work in an area where food or food products are exposed. Employees with such conditions shall report their condition to their supervisor before beginning work. Illnesses include:
		- COVID - 19
		- Salmonellosis
		- Shigellosis
		- Shiga toxin-producing Escherichia coli intoxication or infection
		- Hepatitis A virus
		- A gastrointestinal illness with the following symptoms:
			* Diarrhea
			* Fever
			* Vomiting
		- Jaundice
		- Sore throat with fever
	+ Employees experiencing persistent sneezing, coughing or a cold that causes discharge from the eyes, nose or mouth shall not work with exposed food.

**FACILITY COMPLIANCE**

COVID-19 is generally thought to be spread from person-to-person through respiratory droplets. Currently, there is no evidence to support transmission of COVID-19 by food. Unlike other viruses such as hepatitis A or norovirus, SARS-CoV-2 (which causes COVID-19) is a virus that causes respiratory illness and foodborne exposure to this virus is not known to be a route of transmission, nor is food packaging.

If one of our team members is confirmed to have COVID-19, we will inform fellow team members and management to their possible exposure to COVID-19 but maintain the confidentiality of that team member, including name and address.

Because the primary responsibility in this instance is to take appropriate actions to protect other workers and people who might have come in contact with the ill team member, we will redouble our cleaning & sanitation efforts in accordance with NYS guidelines (at the bottom of this policy), including cleaning (as appropriate) the outside of handles or transfer devices used to move food or food packaging.



**Routine Cleaning:**

As part of standard infection control practices,

routine cleaning should be rigorous and ongoing,

and time should be allocated for individuals to

routinely clean. Surfaces touched most frequently

should be prioritized for routine cleaning because

these surfaces can be reservoirs for germs and

an exposure pathway for transmission to people

through contact with these surfaces.

Examples of priority areas for routine cleaning include:

• High contact surfaces that are touched by

many different people, such as light

switches, handrails and

doorknobs/handles.

• Dust- and wet-mopping or auto-scrubbing

floors.

• Vacuuming of entryways and high traffic

areas.

• Removing trash.

• Cleaning restrooms.

• Wiping heat and air conditioner vents.

• Spot cleaning walls.

• Spot cleaning carpets.

• Dusting horizontal surfaces and light

fixtures.

• Cleaning spills.

• Regular cleaning and laundering of linens.

Identify and routinely clean and disinfect high-risk locations even before a confirmed case of COVID-19 occurs. Examples of high-risk locations include:

First Aid Station / Health Office:

• Clean and disinfect health cots regularly

(after each use)

• Cover treatment tables and use pillow protectors

• Discard or launder coverings after each use

Restrooms

• Clean and disinfect all restroom surfaces, fixtures, doorknobs, push plates, and

switches (at least once daily).

Dining Areas

• Clean and disinfect counters, tables, and chairs regularly (at least once daily) (especially in employee break areas)

Other Frequently Touched Surfaces

• Clean and disinfect frequently touched surfaces on a periodic schedule as

operational considerations allow, which may range from at least daily to up to 72

hours.

Cleaning and Disinfection:

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills

germs on surfaces or objects.

Individuals should use any protective equipment (e.g. gloves) as recommended on

product labels. Carefully read and follow all label instructions for safe and effective use.

Step 1: Cleaning: Always clean surfaces prior to use of disinfectants in order to

reduce soil and remove germs. Dirt and other materials on surfaces can reduce the

effectiveness of disinfectants. Clean surfaces using water and soap or detergent to

reduce soil and remove germs. For combination products that can both clean and

disinfect, always follow the instructions on the specific product label to ensure

effective use. In New York State, all state agencies and state authorities are

required to use green cleaning products. For additional information on the laws

regarding the use of green cleaning products, see the Policies, Guidelines and

Report section of NY‘s Green Cleaning Program website.

Step 2: Disinfection: Cleaning of soiled areas must be completed prior to

disinfection to ensure the effectiveness of the disinfectant product. Use the DEC list

of products registered in New York State identified as effective against COVID-19.

This list corresponds those identified by the EPA.

If these products are unavailable, disinfect surfaces using an EPA- and DEC\*-

registered disinfectant labeled to be effective against rhinovirus and/or human

coronavirus. If these commercial products are unavailable, it is also acceptable to

use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1

quart of water). Prepare the bleach solution daily or as needed.

• Label directions must be followed when using disinfectants to ensure the target

viruses are effectively killed. This includes adequate contact times (i.e., the

amount of time a disinfectant should remain on surfaces to be effective), which

may vary between five and ten minutes after application. Disinfectants that

come in a wipe form will also list effective contact times on their label.

• For disinfectants that come in concentrated forms, it is important to carefully

follow instructions for making the diluted concentration needed to effectively kill

the target virus. This information can be found on the product label.

Step 3: Disposal: Place all used gloves and other disposable items in a bag that

can be tied closed before disposing of them with other waste. Wash hands with

soap and water for at least 20 seconds immediately after removing gloves or use an

alcohol-based hand sanitizer if soap and water are not available. Soap and

water should be used if hands are visibly soiled.

Procedures and Training:

If a laboratory confirmed case of COVID-19 was in a facility, perform cleaning and

disinfection of all surfaces throughout the area. Cleaning and disinfection should be

conducted by individuals who have been trained to use products in a safe and effective

manner. Training should be ongoing to ensure procedures for safe and effective use of

all products are followed. Training assures that individuals are reminded to read and

follow use and safety instructions on product labels. It should also identify the location of

all personal protective equipment (e.g., gloves) that should be used.

 \*NYSDEC registration will not be listed on disinfection product labels. Information about

disinfection product registration with NYSDEC can be found

at: <http://www.dec.ny.gov/nyspad/products> . If you have any questions about NYSDEC

pesticide registration, please call the NYSDEC Bureau of Pesticide Management at 518-402-8748.

More information:

New York State Department of Health’s COVID-19 Webpage:

<https://www.health.ny.gov/diseases/communicable/coronavirus/>

Centers for Disease Control and Prevention Webpage:

<https://www.cdc.gov/coronavirus/2019-ncov/>