

FB Community Hall COVID-19 KITCHEN PROTOCOL

Approved by FBCA Board 27 August 2020

During the COVID-19 pandemic, the kitchen is closed and will be available only to those persons who agree to and sign off on the following practices. **MAXIMUM NUMBER OF PERSONS** in kitchen at the same time: **4 (four)**

In addition to following normal FOODSAFE practices and signing off on the FB Community Hall COVID-19 Protocol,

ALL USERS OF THE HALL KITCHEN are responsible for the following:

- Wash or sanitize your hands frequently:
 - EVERY TIME you enter or exit the kitchen for any reason
 - Before and After handling any shared tools, equipment, dishes, linen, etc.
 - Before and After handling any fresh or raw food item
 - After handling any material which has come into contact with the public, including cash or deliveries
 - Before handling newly cleaned dishes, utensils, tools, and equipment
- Wear a non-medical mask. The kitchen is too small and air flow too low for safe physical distancing.
- Regularly disinfect all countertop surfaces being used, minimum every hour (disinfecting solution stored in spray bottles on shelf in kitchen)
- Use the appropriate pass-through(s) for delivering or receiving items to/from the dining room
- Follow posted instructions for hand-washing kitchen equipment, or using dishwasher
- Place used linen (along with the plastic bag it was stored in) into the dirty laundry bag

The LEAD PERSON is responsible for the following:

- Ensure all workers are aware of all COVID-19 prevention practices they must follow
- **PRIOR TO ANY WORK STARTING IN THE KITCHEN**, disinfect all countertops, doorknobs, light switches, handles, and faucets
- Sanitize any items your group brings for use in the kitchen, e.g. special platters, pots, etc.
- Assign 1 (one) person to handle wiping off dirty dishes, hand dishwashing and/or loading of dishwasher. It is suggested this person wear gloves and bib-style apron.
- Assign 1 (one) person to handle emptying of dishwasher and to oversee storage of cleaned items (it may be the same person as above, but **ONLY IF** that person removes his/her gloves & apron, and washes his/her hands **PRIOR TO** emptying the dishwasher)
- Clearly designate an area to allow washed items to air-dry prior to storage
- Ensure adequate supply of disinfectant and hand sanitizer available at each workstation
- Ensure there is signage in the dining room to indicate:
 - One specific area where dirty dishes, glasses, cups, utensils, etc. are to be placed
 - No entry into kitchen except for kitchen workers
- Ensure entry into the kitchen is restricted to only identified kitchen workers.
- To improve air flow:
 - Suggest latching back the upper half & closing the lower half of the door between dining room/kitchen
 - Suggest placing a temporary barrier across the open exterior doorway, e.g. ribbon, caution tape.
- If a fridge is required, plug in and use the small fridge in the dining room.
- Record the names and contact information for ALL people who enter the kitchen or make deliveries to the outer door during the event. This information must be provided to the FBCA rental agent at the end of the event and kept for 1 (one) month after the event. It will be provided to health authorities for contact tracing purposes if required.
- At the end of the event, sign off to indicate all post-event kitchen cleaning and disinfecting has been completed
- Remember to clean outside door handles on leaving

NOTE: If an inspection by a Medical or Environmental Health officer or other COVID-19 enforcement officer should occur during an event and any Provincial COVID-19 protocols or orders have not been met, any fines will be the responsibility of the user/rental group.

Signed as read & understood by authorized user/rental group representative: _____

Date: _____