

Columbia College

Food and Beverage Preparation COVID-19 September 2020

NOTE:	Clarification of Terms
<i>Must; Shall; Will:</i>	These words or phrases indicate actions or activities that are essential or mandatory .
<i>Should:</i>	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
<i>May or Could; Can:</i>	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

The following guidance will help reduce COVID-19 transmission risks for staff and faculty, and students who prepare and consume meals and beverages on campus. Meal preparation and eating areas have potential to be a source of transmission.

1. Food Preparation and Storage:

- 1.1. Departments should consider scheduling meal and beverage breaks to reduce the number of individuals accessing meal preparation and eating areas at the same time.
- 1.2. Available appliances should be limited.
- 1.3. All shared condiments and seasonings must be removed.
- 1.4. Hands must be cleaned and/or disinfected when entering the space.
- 1.5. Two-meter physical distancing must be maintained. Where reasonable, just one individual at a time should access a room to prepare their meal.
- 1.6. A face covering must be worn when accessing the space and using shared lunchroom facilities (appliances, fridge, microwave etc.).
- 1.7. All touched surfaces and equipment (fridge door, countertop, drawer handles, microwave button, kettle/coffeemaker etc.) will be disinfected at least 4 times per day. The entire space must receive a complete and thorough clean at least once a day.
- 1.8. Fridges may be used for food storage. Hand hygiene to be used when taking from and putting items into the fridge. Individual meal containers must be used to store meals in the fridge.
- 1.9. Ensure all items that have been kept in the fridge for future use are cleaned before each use.
- 1.10. Do not share food items, utensils or condiments.
- 1.11. Individuals must use disposable dishes or supply their own dishes and utensils and remove them at the end of the shift. Dishes and utensils should not be cleaned on campus.

2. Consuming Meals and Beverages:

- 2.1. Clean and disinfect meal surfaces and hands before and after eating.
- 2.2. Avoid multitasking (using computer, phone etc.) while eating.
- 2.3. Where possible (such as in multipurpose rooms), the food preparation area will be delineated or separated from where meals are consumed. Tables and chairs will be removed from food preparation areas to prevent occupants from consuming their meals in preparation areas. If this is not possible, physical distancing of Two-meters must still be maintained.
- 2.4. Face coverings are to be worn while in eating areas until the individual sits down and eats.
- 2.5. Large meeting rooms may be used to consume meals. These rooms will have furniture arranged to ensure physical distancing of Two-meters between users.