[Name] School P&C Canteen

COVID Safety Plan

To prevent the spread of COVID the canteen is to comply with this COVID safety plan.

**Operation**

1. Continue to monitor changes to regulations and their impact on canteen operations
2. **Encourage online ordering, come counter service where possible within school Cohort rules.**

**Operational business changes table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is needed?** | **How will you do this?** | **When will it happen?** | **What supplies are needed?** |  |
| e.g.  check health guidelines for changes that may impact on business operations | e.g.  monitor ACT health COVID-19 website for changing advice | e.g.  twice weekly | e.g.  None. |  |
| e.g.  communicate via school website / social media changes to business practices | e.g.  make a plan of key messages:   * Online orders * Take away service * **click and collect preferred- high schools and colleges** * **contactless delivery preferred to primary classrooms** * Counter service where possible within cohorting (with additional COVID safe measures see below). | e.g.  prior to re-opening and reminder every week | e.g.   * Need to contact school * Upload to website / social media | þ |
| e.g  communicate changes in canteen operations to staff/volunteers:   * **Face masks for staff and volunteers** * Take away service * **Contactless delivery preferred (primary)** * **Click and collect preferred (high school and college)** * **Physical distancing of 1.5m apart** * Counter sales | e.g.   * P&C to email all staff and volunteers prior to re-opening * Canteen manager to remind staff at re-opening briefing | e.g.  1 week before re-opening and on re-opening | e.g.   * this COVID safe plan * email |  |
|  |  |  |  |  |

**Canteen staff and volunteers**

1. Before each shift, staff and volunteers will be:
   * briefed on this COVID safety plan and safe food handling practices, good hygiene, regular sanitisation of food preparation surfaces and equipment.
   * **reminded to wear a face mask**
   * reminded **NOT** to come to the canteen if they are **unwell**.
   * reminded to maintain physical (social) distancing.
   * reminded that health and safety concerns or questions can be raised with **[the canteen manager]** / **[P&C].** Please contact by **[preferred contact – in person (canteen manager), email to P&C].**
2. A record of staff and volunteers will identify staff and volunteer attendance and be kept **[on site, next to the door].**
3. A record of staff illness will be kept **[on site, location].**

**Canteen staff and volunteer table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is needed?** | **How will you do this?** | **When will it happen?** | **What supplies are needed?** |  |
| e.g.  brief all staff and volunteers | e.g.  P&C to brief canteen manager  canteen manager to brief staff and volunteers | e.g.  Weekly  Daily as staff/volunteers arrive | e.g.   * This plan * Checklist for briefing? | þ |
| e.g.  staff and volunteers to bring their own face masks | e.g.  P&C/Canteen Manager to email all staff and volunteers before re-opening | e.g.   * one week prior to opening * daily | e.g.  Face mask resources: <https://www.act.gov.au/business/business-resources>   * posters to support proper wearing of face masks * videos on wearing, safely putting on and removing mask |  |
| e.g.  records of staff and volunteers attending the canteen | e.g.  identify suitable place and method of record keeping | e.g.  every day | e.g.   * Computer program/pen and paper? |  |
| e.g.  records of staff illnesses | e.g.  identify suitable place and method of record keeping | e.g.  every day | e.g.  Computer program/pen and paper? |  |

**Physical distancing, student cohorts and queueing**

The canteen has been measured and X markers placed on the floor to ensure physical distancing (1.5 m apart).

1. **Canteen staff and volunteers** – physical distancing can be maintained by using the markers on the floor. Posters act as reminders (see <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf>)
2. Counter service is now permitted, with careful consideration to hygiene and physical distancing
3. **Canteens need to work collaboratively with schools to reduce mixing of cohorts (students and staff) by EG:**
   * **Primary –** contactless delivery to classroom (preferred)
   * **High school and college –** developing a click and collect system (discuss with school/college. Staggered breaks may assist with preventing queues.) (Preferred).
   * **Staff –** contactless delivery to staff room.
4. The canteen uses contactless deliveries.

**Physical distancing, cohorts and queueing table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is needed?** | **How will you do this?** | **When will it happen?** | **What supplies are needed?** |  |
| e.g.  physical distancing markers on the floor | e.g.  speak to staff /volunteers how spacing will work | e.g.  as soon as possible | e.g.   * Markers to stick to floor | þ |
| e.g.  put up physical distancing posters | e.g.  place where staff and volunteers will see | e.g.  as soon as possible | e.g.  poster, blu-tac, sticky tape |  |
| e.g.  Counter service | e.g.   * Dedicated queueing areas for students **OR** staggered recess and lunch times. * Physical distancing markers for queueing | e.g.  on opening | e.g.   * Collaborate with school to refine this plan * signs or tape. * Markers for floor. |  |

**Illness**

1. Staff and volunteers understand **NOT** to come to the canteen **if feeling unwell**.
2. Staff and volunteers feeling unwell will be reminded to seek medical attention and check the COVID-19 testing criteria.
3. A record of staff illness will be kept **[on site, location].**
4. Persons experiencing **serious symptoms** such as **difficulty breathing** requires a call to **triple zero (000).**
5. Staff and volunteers who have been tested for COVID-19 are to remain in isolation until a negative result is returned.

**Illness and COVID-19 table (optional)**

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| --- | --- | --- | --- |
| **Think about…** | **What needs to happen?** | **What supplies are needed?** |  |
| e.g.  where will I isolate someone if need be? | e.g.  move person to Y room and block access to others | e.g.   * Gloves, masks, cleaning wipes, sign /tape | þ |
| e.g.  how will we notify relevant authorities? | e.g.  tell the manager on duty to call the hotline once infected person has been isolated | e.g.   * none |  |
| e.g.  how will we identify who has had contact with the infected person? | e.g.  keeping records of staff and volunteer rosters | e.g.   * suitable place and method of record keeping |  |
| e.g.  how can we get the canteen cleaned? | e.g.  Deep cleaning by ACT Health and EDU cleaners | e.g.   * none |  |
|  |  |  |  |
|  |  |  |  |

**Hygiene, cleaning and ventilation**

1. **Hand washing** is promoted by staff briefings every day and signage in the Canteen.  
   **Hand hygiene:** <https://www.covid19.act.gov.au/__data/assets/pdf_file/0008/1504871/CV_Hand-hygiene_Poster_Accessible_1.pdf>

**Prevent the spread of germs:**

<https://www.covid19.act.gov.au/__data/assets/pdf_file/0007/1504870/CV_Good-hygiene_Poster_Accessible_1.pdf>

1. Staff and volunteers are to wash their hands for 20 to 30 seconds:
   * on arrival
   * frequently throughout the day
   * between handling cash and other duties/food handling **[if taking cash]**
   * and prior to departure
2. **Ventilation –** ensure use of the canteen complies with the school’s ventilation plan, e.g. open identified windows (and close when locking up).
3. Staff and volunteers may use **sanitiser** in between regular hand washing.
4. **Food preparation services -** a wipe down of all food preparation areas, utensils and equipment before and after every service.
5. Discourage sharing of cooking utensils between staff.
6. **Touch points** such as taps, door handles, fridge and oven doors will be cleaned by canteen staff and volunteers frequently.
7. **Food service areas** are sanitised before and after every service
8. **Cleaning after a confirmed case of COVID-19** is to be coordinated with the school (and ACT Education Directorate) to meet the requirements of ACT Health.

**Hygiene, cleaning & ventilation table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is needed?** | **How will you do this?** | **When will it happen?** | **What supplies are needed?** |  |
| e.g.  set up alcohol based hand sanitiser stations at entry & exit points | e.g   * ask cleaners to refill stations | e.g  check stations every 2 hours | e.g   * 1L/week of alcohol based hand sanitiser * 2 dispensers | þ |
| e.g  frequent cleaning of touch points several times per day | e.g   * Identify high use areas * Create roster for cleaning areas | e.g  every 2 hours | e.g   * Disinfectant wipes |  |
| e.g  put up hand washing posters | e.g  stick in clear and obvious place | e.g  as soon as possible | e.g  poster, blu-tac, sticky tape |  |
| e.g  Separate utensils for each staff member |  |  | e.g  Additional utensils? |  |
| e.g.  ventilation | e.g.  open any windows as discussed with the school | e.g  every day when the canteen is being used | e.g.  none |  |

**Food service**

1. Students wash their hands before coming to the canteen **(discuss this with the school and insert the arrangement)**
2. Canteens are able to operate as a take away service with:
   * Pre-ordering is preferred:
     + **Contactless delivery to primary school classroom**
     + **Collection by high school and college students (as discussed and arranged with school/college. Staggered breaks reduce student queueing)**
3. Counter service is allowed with the following COVID safe measures:
4. Students wash their hands before coming to the canteen **(discuss this with the school and insert the arrangement)**
5. Children are discouraged from leaning on the counter by physical distancing measures (as above)
6. Service utensils are changed regularly
7. **Shared/DIY condiments** are **NOT** to be offered.
8. Different staff serve food and take cash/staff have procedures for changing gloves/cleaning hands between cash and food handling **(detail these measures)**
9. Cash is placed directly into cash box, never on canteen surfaces. Cash counting takes place outside the canteen/in the office

Last updated 10 May 2022