[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.gcommunicate 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 managercanteen manager to brief staff and volunteers | e.g. WeeklyDaily 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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.gAdditional utensils? |  |
| e.g.ventilation | e.g.open any windows as discussed with the school | e.gevery 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