[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. **Operate as a takeaway service for online orders only/offer limited counter service & payment by cash. [choose one]**

**Operational business changes table (optional)**

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| --- | --- | --- | --- | --- |
| **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:   * Takeaway service * Online orders * No cash | e.g. prior to re-opening and reminder every week | e.g.   * Need to contact school * Upload to website / social media | 🗹 |
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**Canteen staff and volunteers**

1. Before each shift, staff and volunteers will be:
   1. briefed on this COVID safety plan and safe food handling practices, good hygiene, regular sanitisation of food preparation surfaces and equipment.
   2. reminded **NOT** to come to the canteen if they are **unwell**.
   3. reminded to maintain physical (social) distancing.
   4. 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 (optional)**

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| **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? | 🗹 |
| 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 (or social) distancing**

The canteen has been measured and X markers placed on the floor to ensure physical distancing.

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. **School staff** – school staff and students are asked to physically distance by using the markers on the floor outside the canteen/adjacent to the service window (?).
3. The canteen uses contactless deliveries (?).

**Physical distancing table (optional)**

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| **What is needed?** | **How will you do this?** | **When will it happen?** | **What supplies are needed?** |  |
| e.g. physical distancing markers on the floor or barrier in place (eg table in front of the service window) | e.g. speak to staff /volunteers how spacing will work | e.g.  as soon as possible | e.g.   * Markers to stick to floor | 🗹 |
| 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 |  |
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**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 | 🗹 |
| 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 |  |
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**Hygiene and cleaning**

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:
   1. on arrival
   2. frequently throughout the day
   3. between handling cash and other duties/food handling **[if taking cash]**
   4. and prior to departure
2. Staff and volunteers may use **sanitiser** in between regular hand washing.
3. **Food preparation services -** a wipe down of all food preparation areas, utensils and equipment before and after every service.
4. Discourage sharing of cooking utensils between staff.
5. **Touch points** such as taps, door handles, fridge and oven doors will be cleaned by canteen staff and volunteers frequently.
6. **Food service areas** are santised before and after every service
7. **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 and cleaning table (optional)**

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| --- | --- | --- | --- | --- |
| **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 | 🗹 |
| 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? |  |
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**Food service**

1. Students wash their hands before coming to the canteen **(discuss this with the school and insert the arrangement)**
2. Children are discouraged from leaning on the counter by physical distancing measures (as above)
3. Service utensils are changed regularly
4. **Shared/DIY condiments** are **NOT** to be offered.
5. Different staff serve food and take cash/staff have procedures for changing gloves/cleaning hands between cash and food handling **(detail these measures)**
6. Cash is placed directly into cash box, never on canteen surfaces. Cash counting takes place outside the canteen/in the office

Last updated 16 March 2021