[Name] School P&C Canteen

COVID Safety Plan

1. The canteen is to comply with this COVID safety plan.

**Operation**

To prevent the spread of COVID the canteen will limit contact with customers by operating:

1. as a takeaway service for online orders only.
2. NOT offering counter service or payment by cash.

**Operational business changes table (optional)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is needed?** | **How will you do this?** | **When will it happen?** | **What supplies are needed?** |  |
| 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
 | 🗹 |
| 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.
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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 managercanteen manager to brief staff and volunteers | e.g. WeeklyDaily 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 are asked to physically distance by using the markers on the floor outside the canteen (?).
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  | e.g. speak to staff /volunteers how spacing will work | e.g. as soon as possible | e.g. * Markers to stick to floor
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| 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
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| 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. 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. **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
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| 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? |  |
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Last updated 10 June 2020