



**World
Central
Kitchen**

COVID-19

HEALTH & SAFETY GUIDELINES

**COMMUNITY KITCHENS
& RESTAURANTS**



COVID-19 HEALTH & SAFETY GUIDELINES FOR COMMUNITY KITCHENS & RESTAURANTS

In order to protect your team and communities throughout the COVID-19 outbreak, WCK is recommending increased health and safety precautions in line with expert and public health advisories. We recommend implementing the following protocols so you can continue supporting your community by working safely!

Personal Protective Equipment (PPE) (See Chapter 2-402.11):

- All personnel must wear the following PPE while on site:
 - Gloves
 - Hairnet, hat, or other hair restraints
 - Face mask
 - Long sleeves
- WCK recommends all personnel wear a mask when out in public and interacting with others
- See p. 6-7 for instructions on how to properly wear and remove PPE

Traveling To and From Work:

- Avoid taking public transportation to limit risk of exposure and physical contact
- Once at work, remove outerwear and leave in personal items area
- Keep non-contact infrared thermometers (with instructions) at sign-in tables to check temperatures before employees enter the worksite
- Always wash hands when arriving at and before leaving the worksite

Social Distancing at Work/Kitchens:


- Maintain the recommended 6 feet of distance from others
- Food prep stations must be set up at least 6 feet apart
- Practice 'no-contact' transfers: place items down on a counter for the next person to pick up, rather than passing back and forth
- Limit physical contact with others as much as possible



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Handwashing & Gloves:

- Observe all [FDA guidelines](#) with increased frequency and diligence
- Wash hands with soap for at least 20 seconds ideally every 10-15 minutes ([VISIT](#))
 - Use warm water (at least 100°F) ([See Chapter 5-202.12](#))
 - Here's a quick instructional video on [How to Wash Your Hands](#)
- If soap is not available, use an alcohol-based hand sanitizer (at least 60% alcohol)
 - Rub hands until sanitizer has completely dried (about 30 seconds)
- Wash/sanitize hands before putting on a new pair of gloves
- Change gloves when switching tasks, handling different foods, or after touching objects that should be considered contaminated (cell phone, computer, clothes, door handles, etc.)
- If the integrity of a glove is compromised (e.g. ripped, punctured) change gloves immediately - wash hands per proper protocols
- Avoid touching your eyes, nose, or mouth with unwashed hands or used gloves



COVID-19

How is it prevented?

 <p>Wash hands often</p>	 <p>Avoid touching eyes, nose, or mouth with unwashed hands</p>	 <p>Avoid contact with sick people</p>	 <p>Stay home while you are sick; avoid others</p>	 <p>Cover mouth/nose with a tissue or sleeve when coughing or sneezing</p>
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[SOURCE](#)

If you see someone forgetting to practice safety precautions, kindly remind them. These are new habits and we all need to help each other to stay safe!



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Cleaning/Sanitizing Equipment & Workstations:

- Make sure sanitizing products meet [EPA criteria](#) for use against COVID-19 ([See: List-N](#))
- Set up sanitizer wipes and buckets with towels at all workstations
- Sanitize all workstations and equipment at start and end of shift, and between tasks
- Sanitize surfaces after contact with contaminated items (cell phones, computers, clothes, etc.)
- Frequently sanitize high-touch objects (door handles, faucets, knobs, trash can lids, cell phones, computers, etc.)
- Boxes, containers, or any packaging being used to transport food or equipment must be sanitized before leaving and when returned to the kitchen/storage sites

Distribution Site Specifics:

- Mark every 6 feet in distribution lines with chalk, tape, cement decals, etc.
- Maintain 6-foot distance between staff and community members with serving table
- Practice 'no-contact' transfers: place item down on table → patron picks it up
 - Avoid placing items on the floor/ground as much as possible
- Sanitize serving table(s) every 30 minutes and at start/end of all distributions
- Sanitize delivery vehicle(s) between each distribution: door handles, steering wheel, control panel, gear shift, seat belts, etc.
- Make hand sanitizer available for community members at front of distribution lines



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Delivery Procedures:

- Delivery vehicles must be sanitized before and after each delivery (see above)
- Gloves must be worn at all times and changed between deliveries
- Practice 'no-contact' transfers (see above)
- If delivering to a distribution site, avoid going inside the building(s)
 - Have receiving contact meet outside and practice no-contact transfers

Other Worksite Precautions:

- Prop open frequently used (internal) doors if space allows
- Set up hand-washing/sanitizing stations at all entrances/exits/high-traffic areas
- Designate trash cans specifically for PPE - always keep lid securely sealed
- Dispose of gloves and hairnet in designated trash cans before leaving the worksite
- Change masks if they become soiled or wet
- Empty PPE trash cans frequently - always wearing gloves that are then disposed of
- Keep all personal items in designated area to prevent contamination of workspaces
- Provide sanitizing wipes to wipe down personal items (cell phones, computers, etc.)
- Reusable bottles/cups must stay in the personal items area
- Post signs around worksites to remind people of health and safety procedures



COVID-19 HEALTH & SAFETY GUIDELINES FOR COMMUNITY KITCHENS & RESTAURANTS

What is COVID-19?

COVID-19 is a respiratory illness that can spread from person to person, especially in close proximity.* The virus is commonly spread through droplets released into the air when an infected person coughs or sneezes, through personal contact, or touching your mouth, nose, or eyes before washing your hands. People can also be infected and transmit COVID-19 without showing any symptoms of illness. Older adults and people with serious underlying health conditions are considered to be at significantly higher risk of contracting the disease, though anyone is susceptible to infection.*

Signs & Symptoms:

- Fever: 100.4°F (38°C) or above
- Cough
- Shortness of breath / difficulty breathing

Self-isolate and seek medical advice if you develop any of the above symptoms.

What To Do If You're Feeling Sick:

- STAY HOME if you are feeling sick or are experiencing any COVID-19 symptoms
- Alert your supervisor immediately so we can take necessary precautions
- If you begin to feel sick at work:
 - Alert your supervisor immediately
 - Remove and dispose of all PPE, wash your hands, and GO HOME
- Self-isolate and seek medical advice
- Do not return to worksite for 14 days



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More Resources & Recommendations for COVID-19:

- [CDC Quick Facts on COVID-19](#)
- [Steps to Prevent the Spread if You Are Sick With COVID-19](#)
- [Disinfecting Your Home](#)
- [Disinfectants approved to work against COVID-19](#)
- [WHO COVID-19 Updates](#)

Proper Techniques for Wearing PPE:

HOW TO WEAR A MASK?

Use surgical masks instead of N95 masks.



It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.



Remove a used mask **HOLDING ONLY THE EAR LOOPS.**



To be effective, **CHANGE YOUR MASKS REGULARLY OR IF SOILED OR WET.**



WASH YOUR HANDS WITH SOAP AND WATER after disposing the soiled mask properly into a bin.



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Proper Techniques for Removing PPE:



SOURCE

****The instructions in this packet are for reference only, and given COVID-19's evolving and uncertain nature, imply no liability to World Central Kitchen. Individuals should look to medical and public health experts for updated information on best practices as it pertains to COVID-19.****



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