

To: Grab N' Go Food Service Volunteers
From: Susie Tann, BSN, RN, BES School Nurse and OESU School Nurses Network
Re: COVID-19 Safety Practices and Personal Protective Equipment (PPE) during food preparation and delivery
Date: March 23, 2020

Thank you for helping those in need. It is greatly appreciated!

All of the guidelines below reflect VDH and CDC best practices and describe how to protect yourself, your co-workers and the families you serve from getting COVID-19.

- Because there is no vaccine to protect against COVID-19 infection, no medications approved to treat it and
- no certainty about person-to-person spread before symptoms develop; non-pharmaceutical practices are the most important methods you can use at this time.
- Person-to-person spread of the virus is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes.
- The key point is to prevent people from getting sick especially at the same time which could put tremendous stress on our health care system.
- Because you are working in close proximity to each other and going home to your families you must adhere to these guidelines.
- Please do NOT report to duty if you have any signs or symptoms of illness. Thank you.

TEACH YOUR FAMILY AND PRACTICE THESE PREVENTIVE ACTIONS TO LIMIT THE SPREAD OF COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol. Cover all surfaces and let your hands air dry before touching anything.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands. Cough/sneeze in your elbow only if a tissue is not readily available as the virus can travel 6 feet through the air and live up to 72 hours on hard surfaces.
- Clean and disinfect frequently touched objects and surfaces. This can reduce the number of virus droplets and reduce the incidence of illness.
- Stay home when you are sick and contact your health care provider if you have any concerns about your health or well being as well as your family or recent contacts.
- Practice physical distancing: remain out of congregate settings, limit 10 people to a room and maintain a 6 foot distance from others.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE):

- The required PPE for this job is gloves. Aprons are available for those who wish to use them.
- Gloves are a barrier that protect people in two ways:
- They protect YOU from getting sick by creating a barrier between your skin and the COVID-19 virus.
- They protect OTHERS against getting sick from you (you may not have symptoms yet) or cross contamination. Cross contamination means unintentionally transferring the virus from one substance or object to another resulting in COVID-19 illness.
- Please learn how to take off dirty or potentially contaminated gloves safely so that you do not infect yourself.
- If you accidentally touch something with contaminated gloves; wipe the area with a surface sanitizer and then change your gloves.
- When you change your gloves you must use hand sanitizer or wash your hands for 20 seconds before putting on a clean pair of gloves.

FOOD PRODUCTION:

- Before leaving home take a shower and put on clean clothes.
- Upon arrival at school only enter through the specified door and follow the hand sanitizing and sign-in instructions. This is important in the event that a positive case needs to be tracked.
- Leave your coat in the specified area and sanitize your hands before entering the kitchen.
- Enter the kitchen and wash hands for at least 20 seconds, turn the faucet off with paper towel and throw in the trash.
- Put on gloves to clean particles off the prep tables and sink area and then sanitize all work surfaces with bleach solution (200 parts per million). Remove gloves and throw in trash. Wash hands.
- Put on a new pair of gloves before beginning food preparation.
- Only essential people can be in the kitchen and the limit is 10 people.
- Restrict your conversation in the kitchen to limit the amount of respiratory droplets in the air due to talking.
- Kitchen staff should work in small groups with little close interaction and keep a 6 foot distance when possible. Instead of working together in a small kitchen, consider moving worktables out into the cafeteria to spread out workspaces.
- Team up with a person who works in close proximity to you and retain that team member during your time on the job. It is extremely important to maintain a physical distance of 6 feet from others however in our small kitchens this is a challenge. Please do the best you can. Having a work partner will reduce the number of people you are in close contact with. Teammates should agree to mutual safety practices; ie, if you notice that your partner has touched their face with a gloved hand you will remind them to change their gloves.
- Change gloves if you accidentally touch your face, an unclean surface, leave to go to the bathroom or take a break.

FOOD DELIVERY:

1. **Drive Up To School:**
 - Driver holds up a number of fingers to indicate how many meals are requested.
 - The specified number of meals are put in a grocery bag with handles and dropped into the vehicle through an open window or door. Recipients should not leave their vehicles.
2. **Bus Delivery:**
 - Before leaving home take a shower and put on clean clothes.
 - Upon arrival at school only enter through the specified door and follow the hand sanitizing and sign-in instructions. This is important in the event that a positive case needs to be tracked.
 - Stay in the specified area, maintain a 6 foot distance from others and receive instructions from your school's designated person. This should include a review of procedures, expectations and use of PPE.
 - During bus delivery if you accidentally touch your face or any un-sanitized surface you must change your gloves.
 - You are allowed to place the meals in a cooler outside the recipients' door. However do not touch anything else before changing your gloves to eliminate cross contamination.
 - You must maintain a 6 foot distance between you and other people including children. The only exceptions are the driver and your teammate and then maintain as much distance as possible.
 - No one is allowed on the bus except for the driver, the distribution person and the Point of Service person.

BE WELL. STAY SAFE. SPREAD CARE AND KINDNESS WHEREVER YOU GO. THANK YOU.