

# Food Services Department Safety Plan

*This is a fluid working document that may be adjusted as conditions and/or guidance change.*

## **Worksite Specific Plan**

1. Who is the person(s) responsible for the plan?  
Director of Purchasing, Contracts & Food Services  
Edgar Manalo  
714/870-2820 (office)  
[emanalo@fjuhsd.org](mailto:emanalo@fjuhsd.org) (email)
2. What risk assessment will be done prior to the beginning of staff beginning work?  
Food Service employees at each school site will undergo passive and active screening assessments in accordance with CDC, CDPH, and OCHCA guidelines

Passive Screening (Health Questionnaire through the use of Qualtrics - Symptom tracker)

- All employees will participate in a Daily Health Check and will be required to fill out and complete a daily health check questionnaire (Qualtrics - Symptom Tracker)
- If the employee answers NO. proceed with checking of temperature

Active Screening (Thermal cameras and/or Infrared thermometers)

- Employees will have to go through entry points on campus to have their temperatures measured. If utilizing an infrared thermometer, the temperature threshold must be below 100.4 or 100 degrees if utilizing a touchless device like thermal cameras. Employees who are sick will be sent home immediately.
- If an employee's temperature passes temperature thresholds, the employee is cleared to start their workday.

3. What happens if a staff member becomes sick while in the cafeteria at the school site?  
Food Service will follow the [FJUHSD Flowchart for Covid19](#) and [\(FJUHSD Isolation Protocol\)](#)

If a staff member becomes ill during the school day the following steps will be taken:

- The ill person will be taken to an "isolation area" separate from the nurse's office.
- Temperature and symptoms will be evaluated.
  - Evaluator must wear a mask, gloves, goggles, or glasses.
- Staff members will be released to return home.
  - If too sick to drive, then 911 will be called.
- The impacted cafeteria area(s) will be evacuated and left unoccupied for 24 hours before sanitation.
- Custodial staff will be notified of the potential case in order to properly sanitize the area.
- It will be recommended that students and staff in prolonged, close contact with the impacted individual isolate until results of the test are returned.
- The staff member will need to present a negative test result and/or have been in isolation in order to return to campus.

- a. Who investigates the situation?  
The Cafeteria Lead will be required to contact the Food Services Department to report to the Director of Purchasing, Contracts & Food Services, who will then be investigating the situation.
- b. Who alerts the Director of Purchasing, Contracts & Food Services and the Assistant Superintendent Human Resources?  
Cafeteria Lead(s) will be assigned to inform the Director of Purchasing, Contracts & Food Services, where in turn the Director will communicate to Human Resources.
- c. How do we isolate the staff member or student until they can go home?  
Food Service will follow the [FJUHSD Flowchart for Covid19](#) and ([FJUHSD Isolation Protocol](#))
- d. How will employees be trained on protocols?  
All Food Service employees received Covid19 video training prior to the first day of school. In addition, the District has provided a District reopening strategy guidelines, as well as, each school will have a school safety plan. Of which all food service employees will receive a copy, and will be reviewed together with the Director during the October professional development date.
- e. If there is a direct exposure to COVID-19 what will a partial or total closure look like?  
The FJUHSD and Food Services division will follow all currently prescribed procedures noted in the school opening guidelines provided by the CDPH, as well OCHCA directions regarding the need to implement partial or full school closure. Upon recommendation from local and/or state health care agencies to close, schools will put into place the Distance Learning Plan previously approved by the FJUHSD School Board. Meal serving operations will then operate the Grab-and-Go by walk-up or drive thru.
- f. How will staff be communicated with if there are positive cases of people they have come into contact with?  
The FJUHSD will work with OCHCA to determine close contact and low risk contacts.
- Individuals identified by OCHCA are contacted via an email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with virus.
  - All HIPPA notification guidelines for privacy are always followed.

- g. How will staff return to work if they have been exposed to or test positive for COVID-19?

Food Service will follow the [FJUHSD Flowchart for Covid19](#) and ([FJUHSD Isolation Protocol](#))

- Purchasing, Contracts, Warehouse, & Food Services Director will contact the FJUHSD Human Resources Office with this information
- The FJUHSD Human Resources Office will coordinate responses with OCHCA.
- After receiving direction from OCHCA, the FJUHSD Human Resources Office will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from OCHCA.

4. What process is there to check for compliance with this plan? How will it be documented that corrective action has been taken?

Purchasing, Contracts, Warehouse, & Food Services Director will perform frequent site visits, check-in with Cafeteria Lead and staff for compliance. Any concerns will be documented and corrective actions will be taken to be in compliance.

5. How will training take place so staff know what they are to do?

Professional development will be provided on August 6th & 10th, as well as in October. Periodic check-ins to revisit and review guidelines.

6. How will the Food Service department be marked to show 6 feet of social distancing?

Social distance decals/stickers/tape will be used where the possibility of group gatherings may occur. Social distance signs will be placed and found in the cafeteria, and serving kitchen.

7. How will students eat their lunch while maintaining 6 feet of social distancing?

Social distancing signage and decals will be placed throughout the kitchen, cafeteria, snack bar, and motorized carts. Tables and booths that are next to each other will be blocked off to maintain social distancing.

8. What is the plan for the food service staff if there is a school closure?

The FJUHSD and Food Services division will follow all currently prescribed procedures noted in the school opening guidelines provided by the CDPH, as well OCHCA directions regarding the need to implement partial or full school closure. Upon recommendation from local and/or state health care agencies to close, schools will put into place the Distance Learning Plan previously approved by the FJUHSD School Board. Meal serving operations will then operate the Grab-and-Go by walk-up or drive thru.

9. How will outside vendors/visitors be limited in the kitchen/cafeteria at schools?

Food Service will require vendors to provide their safety protocol that they are making for their delivery drivers. Vendors will be allowed to deliver perishable items and food service equipment/supplies to the kitchen (mainly because deliveries occur during serving times or before/after school and at times during the weekend).

10. How will staff meetings, trainings be held in order to maintain 6 feet of social distancing?  
Director will utilize teleconference tools like zoom or Webex, and also use cafeterias and require social distancing when holding meetings.
11. How will employees enter and exit the FS Cafeterias?  
Signages will provide instructions of where people enter and exit, and arrows on the ground will be visual.

### **Individual Control Measures and Screening**

1. What is the process for symptom screenings and/or temperature checks for all staff being done?  
Food Service employees at each school site will undergo passive and active screening assessments in accordance with CDC, CDPH, and OCHCA guidelines
- Passive Screening (Health Questionnaire through the use of Qualtrics - Symptom tracker)
- All employees will participate in a Daily Health Check and will be required to fill out and complete a daily health check questionnaire (Qualtrics - Symptom Tracker)
  - If the employee answers NO. proceed with checking of temperature
- Active Screening (Thermal cameras and/or Infrared thermometers)
- Employees will have to go through entry points on campus to have their temperatures measured. If utilizing an infrared thermometer, the temperature threshold must be below 100.4 or 100 degrees if utilizing a touchless device like thermal cameras. Employees who are sick will be sent home immediately.
  - If an employee's temperature passes temperature thresholds, the employee is cleared to start their workday.
2. Who must wear a face mask at all times?  
All staff will be required to wear disposable face masks and/or face shields.  
Reusable/cotton face masks are not allowed.
3. Who must sanitize their hands upon entering the cafeteria?  
All persons must sanitize/wash hands upon entering the cafeteria.
4. If staff and/or students are sick or have been exposed to COVID-19 how will they be monitored so as to not to return to work/school until they are quarantined for 14 days?  
Food Service will follow the [FJUHSD Flowchart for Covid19](#) and ([FJUHSD Isolation Protocol](#))
- Purchasing, Contracts, Warehouse, & Food Services Director will contact the FJUHSD Human Resources Office with this information
  - The FJUHSD Human Resources Office will coordinate responses with OCHCA.
  - After receiving direction from OCHCA, the FJUHSD Human Resources Office will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from OCHCA.

5. Describe what type of Personal Protective Equipment PPE is mandatory, or suggested for staff?

Type of PPE	Mandatory	Suggested	Notes
Face Shields	X		Or Face Mask
Face Masks	X		Or Face Shield
Gloves	X		
Aprons	X		

6. Describe what type of Personal Protective Equipment PPE is mandatory, or suggested for students?

Students will be required to have a face covering when entering the cafeteria.

7. How will staff wash or sanitize their hands regularly?

Each kitchen is equipped with a washing station for employees. Hand sanitizer dispensers will also be included in each cafeteria.

8. How will students sanitize their hands when entering the cafeteria?

Dispensers will be set up for students to use when entering the cafeteria.

9. What signs will be posted in the Department related to COVID-19 procedures?

Signs from CDC, CDPH, CDE, OCHA will be used to encourage washing/sanitizing hands, social distancing, and instructions for entry/exit.

### **Thorough Cleaning & Disinfecting Protocols**

#### Cleaning of Kitchens

Frequency	Daily
Time Allotted	Before/during/after servings
Name of Products	Products recommended from Operations Dept
Who Will Perform the Cleaning?	Food Service staff will be responsible inside the kitchen

#### Cleaning of Mobile Carts

Frequency	Daily
Time Allotted	Before/during/after servings
Name of Products	Products recommended from Operations Dept

Who Will Perform the Cleaning?	Food Service staff
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#### Cleaning of Student Cafeteria Area

Frequency	Daily
Time Allotted	Before/during/after servings
Name of Products	Products recommended from Operations Dept
Who Will Perform the Cleaning?	Custodians

#### Cleaning of Bathrooms During the Day

Frequency	Daily
Time Allotted	Afternoon/evening
Name of Products	Products recommended from Operations Dept
Who Will Perform the Cleaning?	Custodians

#### Snack Bar

Frequency	Daily
Time Allotted	Before/during/after servings
Name of Products	Products recommended from Operations Dept
Who Will Perform the Cleaning?	Food Service staff

Who is responsible to make sure cleaning supplies are available to staff at all times?

[Cafeteria Leads must maintain inventory, and contact Food Service staff in EC for needs and requests](#)