



COVID-19 GUIDANCE – KITCHEN

Kitchen Staff management guidelines

- Social distance while working, 2 metres apart, shoulder-to-shoulder or back-to-back working.
- All catering personnel will receive a RTW induction detailing general College and area/trade specific risk assessments and complete relevant refresher and COVID 19 training online.
- Government Guidance will be followed as directed regarding developing symptoms/self-isolation if feeling unwell.
- Avoid Public Transport if possible, make use of the Oxford Park and stride/cycle opportunities where possible or walk into College.
- Wash your hands and sanitise them as you enter the kitchens using the facilities provided. Ensure you practice good, regular handwashing and NHS Hygiene techniques and other Guidance as needed throughout the day.
- Any personal belongings, including phones, should be stored away in the lockers provided, and not brought into kitchen or front of house areas.
- Follow all signage and advice on social distancing and other Covid-19 specific requests whilst at work.
- Contact your Line Manager if you consider anything to be unsafe.
- One person designated responsible for COVID – making sure measures are being adhered to
- Managers and designated persons must know how to spot symptoms of coronavirus (COVID-19) and should be clear on any relevant processes, for example sickness reporting and sick pay, and action to take if someone is infected.
- Follow instructed Team and shift patterns – this is to minimize the numbers of people interacting with each other and to spread the team between Early and Late shifts better.
- People on different shift patterns do not mix inside and outside work.
- Handover notes should be over email, phone or other electronic means as opposed to face to face discussion
- Shift Start and Finish Times might be staggered to allow staff changing rooms to be used safely and to be cleaned down between shifts.
- Numbers allowed in the staff room are limited to two, and social distancing must be maintained at all times.
- Social distancing must be maintained for breaks. Eat outside wherever possible, lunch breaks should be staggered to ensure minimal contact between staff during breaks
- Once on site, staff should be encouraged to stay on site until cease work. Similarly staff should not interact with other departments if not needed, both at work and at break times
- You will have your own cutlery etc for break times, which you must wash and store.
- You should make your own coffee/tea so that hand contact points between one person and another is minimised.
- The kitchen office must be cleaned prior to handover of shift.
- Keep social distancing when removing rubbish.
- Avoid raising your voice in the kitchen.
- People on different shift patterns do not mix.
- Staff confirm COVID free before working.
- One person designated responsible for COVID – making sure measures are being adhered to.

- Work a day ahead, in case of absences, operate on being a day ahead with production to avoid daily dead line issues
- There should not be an over-reliance on gloves as they can themselves increase risks and staff, gloves are not a substitute to proper hand washing and must be changed on a regular basis.
- “Behavioural changes are a big challenge when implementing and monitoring new procedures and policies and there should be regular shift briefings to remind employees of their responsibilities. You should monitor employee behaviour and keep reminding them about rules for example on social distancing as it is easy to fall back into old habits when placed back in a familiar environment.”
- Do not bring reusable cups and bottles into the kitchen
- Serving – always wash hands before handling plates and cutlery. Wash hands between collecting used plate and before serving food to another
- Minimise self service, cutlery and condiments

PPE

- Face Masks – Store in a marked box,
- Face masks provided are to be worn, wash hands before and after putting on a mask.
- Face visors/Screens provided to be worn when working near others
- Wearing PPE isn’t recommended, in the kitchen environment by Food Alert, it is expected staff will touch a mask regularly making it a hazard.

Kitchen Layout

- If you are moving from one part of the kitchen to another make sure you communicate with everyone in you work area that it might affect.
- Avoid working face to face
- Do not fill a pot so full that it cannot be carried by one person – use smaller pots and do not fill them to the top.
- Only one person to enter all walk in Fridges, Meat and Fish Prep Rooms and Store Rooms at any one time.
- SCR buffet needs to be served by waiter and served

Cleaning

- Clean up and sanitize everything you have touched, do not expect others to clean up after you.
- On top of the normal Cleaning Schedules all staff must follow the COVID-19 additional cleaning Schedules using the chemicals and cleaning methods as indicated in that document
- All kitchen equipment must be cleaned immediately after use as normal but with extra attention using the specific chemicals (Ovivor or Ultra AX) to clean of all hand contact points such as handles and buttons, touch screens, stop switches etc.
- Pay extra attention to all hand contact points and take it upon yourself to clean after you touch a fridge door handle, Probes or similar.
- Staff should have their own labelled trigger bottle of cleaning chemical (Ovivor or Ultra AX) to avoid cross contamination between staff
- Please make your line manager aware or add onto the order board if you notice stock of any of the needed chemicals or PPE is running below the advised stock levels.
- Pay extra attention to handwashing upon entering the kitchen from outside and then at increase intervals, regularly throughout the day; your line manager will remind you of this.

- There will be increased and specific cleaning by Scouts in the changing rooms but you are expected to clean before and after yourselves as well. If you use the toilet you are expected to spray and clean hand contact points, handles and taps, flush and clean the bowl behind you.

Access into Kitchen, including Deliveries

- No-one other than chefs and kitchen porters to be allowed in the kitchen at any time (*If servery staff are part of the kitchen "Bubble" they can enter kitchen, but kept to a minimum*).
- Extra Signage is being put out indicating no access for unauthorised personnel. You must and have the right to politely remind anyone who should not be in the kitchen that they should not be there and they should leave
- Deliveries must be accepted in the designated zones. There should be no direct contact with delivery drivers and PPE should be worn to minimise the risk of cross contamination.
- Companies will be advised of our Delivery Points and Delivery procedures and they will be expected to pass this information onto their Delivery Drivers. It would still be useful to have a A5 printed handout of how we are accepting deliveries to give to drivers on the first day – showing a plan of what they need to do and where deliveries will be accepted.
- Delivery Drivers are not to be allowed access into the kitchen area or staff changing / toilet facilities
- All staff who accept deliveries and decant into storage must ensure good handwashing / use of PPE and cleaning of delivery points after each delivery.
- External Contractors should not enter the kitchen until this has been authorised by the Chef in Charge on duty. This should happen via a phone call from the lodge on arrival of the contractor. If possible, work should be carried out when the kitchen is closed, under the supervision of the works dept. Post work cleaning regimes must then be adhered to.
- If contractors can enter the kitchen during the quiet period in the afternoons it will minimise contact with Catering staff. External contractors still need to maintain social distancing and follow guidance as directed.
- Service staff to collect food from the servery.
- Control of the amount of staff collecting food from the servery – the servery is a bottleneck
- Cold food to be taken out of the fridge by a chef, put on a trolley and servery staff will take it social distancing and wearing PPE
- Visitor fill COVID questionnaire sheet
- Stock controller stays in his own bubble, when the kitchen is empty checks stock, duty Chefs give food orders
- Try to reduce deliveries

Kitchen Office

- Phone, Desks and key board should be sanitized by the user using spray/wipes provided.
- Sanitise hands before using books and recipes from the office.
- On handover users must sanitize the touching points, desk, keyboards, VDUs, telephone etc.

Accidents and Other Incidents

In the case of a fire and evacuation people do not have to maintain social distancing guidelines if it is unsafe to do so. Social distancing should be maintained if possible

First Aiders and those providing assistance to others should pay particular attention to sanitisation measures immediately afterwards, including washing hands