



Jesus College Oxford

COVID-19 KITCHEN PROTOCOLS

Kitchen Staff management guidelines

- No-one other than chefs and kitchen porters to be allowed in the kitchen at any time.
- All catering personnel will receive a Return to Work (RTW) induction detailing general College and area/trade specific risk assessments and complete relevant COVID 19 training.
- Change into uniform in the College kitchens changing area; do not bring personal items into the kitchen, leave them in the lockers provided.
- 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.
- Follow all signage and advice on social distancing and other Covid-19 specific requests whilst at work, adhere to floor markings, one way flow in the kitchen and work zones for each section
- 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.
- Handover notes should be over email, phone or other electronic means as opposed to face to face discussion, wherever operationally possible.
- Shift Start and Finish Times might be staggered to allow staff changing rooms to be used safely and to be cleaned down between shifts.
- 2m social distancing should be adhered to whenever possible. However, as part of 1m risk mitigation, all kitchen staff would be required to wear face covering or masks when in the kitchen and Servery area.
- 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 be advised when you can enter the servery to collect food for break times. There are limited numbers allowed in the servery at any one time, please be patient and follow instruction.

Kitchen Layout

- Signage, floor markers and posters will be in place in the kitchen.
- The floor is be marked out with flow arrows and distance marking around work stations. These distances must be observed as much as possible.
- 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.
- The floor will have work zones marked out around bench fridges, Rational ovens and all main pieces of kitchen equipment. Only one person in each work zone at any one time - You must wait for the work zone to be vacated before entering.
- Only one person is allowed to enter all walk in Fridges and Freezers at any one time.
- No crossing in the Delivery Corridor - The Corridor up from delivery point to main kitchen area – do not cross each other in the corridor. You should wait at either end to allow the person moving towards you to enter the kitchen or exit the building before moving into the corridor yourself. If moving in the same direction keep social distancing and follow floor markings for advice – communicate and make sure you are not heading towards the same destination/ walk in area.
- Flag up any areas of High Traffic where planned procedures need to be amended or reviewed.

Cleaning

- Before beginning any work, all the kitchen and dishwashing area needs to be sanitised with the appropriate cleaning material, paying special attention to high contact areas such as handles, taps and blue roll holders
- 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 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 or similar. Hand contact points include things such as the Inventory sign in system, Probes and Check-it touch screens etc
- Staff should have their own labelled trigger bottle of cleaning chemical 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 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.
- Clean up and sanitize after yourself, do not expect others to clean up after you.

- 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 shower or toilet you are expected to spray and clean hand contact points, handles and taps, flush and clean the bowl behind you.
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Access into Kitchen, including Deliveries

- 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 and marked zones. There should be no direct contact with delivery drivers and appropriate protection such as mask and gloves 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.
- Delivery Drivers are not to be allowed access into the kitchen area or staff changing / toilet facilities
- Designated staff who accept deliveries and decant into storage must ensure good handwashing / use of masks and gloves 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 or Head Chef. This should happen via a phone call from the lodge or maintenance team on arrival of the contractor. If possible, work should be carried out when the kitchen is closed, under the supervision of the maintenance 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. They will see information on this when they sign in using the inventory system at the lodge.
- Suppliers to be contacted and requested to provide detail of their own COVID-19 control procedures.
- Only suppliers providing suitable information to be permitted to complete deliveries
- Set delivery times to be agreed with the supplier prior to deliver being undertaken
- Hand sanitiser to be placed at or near to the delivery area for use by staff when receiving deliveries
- Staff will not enter the delivery vehicle(s) or come into contact with any equipment (e.g. pump trucks) used by the delivery driver
- Designated staff receiving deliveries are to be reminded to ensure physical distancing controls are in place at all times and that they do not come into contact with the delivery personnel.

Waste Management

- Appropriate waste bins are provided within kitchen areas.
- Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
- Staff instructed that disposable blue rolls should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and disposed correctly
- All waste bins and receptacles are carefully and safely emptied daily by the kitchen porters and other staff handling waste.
- College waste will be collected daily by Oxford City Council.

Kitchen Office

On top of normal daily cleaning, touch points will be disinfected daily by Scout. That will include VDU equipment on desks, door handle, light switches etc. Desks should be sanitized by the user using spray/wipes provided. On handover of shift users must sanitize the touching points, desk, keyboards, VDUs, telephone etc.

Scouting Duties:

- Light switches, door handles, push plates and other high use touching points.
- Desks will be wiped down. All desks which are not single use MUST be cleared daily to allow this to occur.
- Desk lamps, keyboards, telephones and other communications equipment will be disinfected
- Shredders, photocopiers and other office equipment will be disinfected.
- All offices will be CLOSED to users while the Scout is undertaking cleaning.