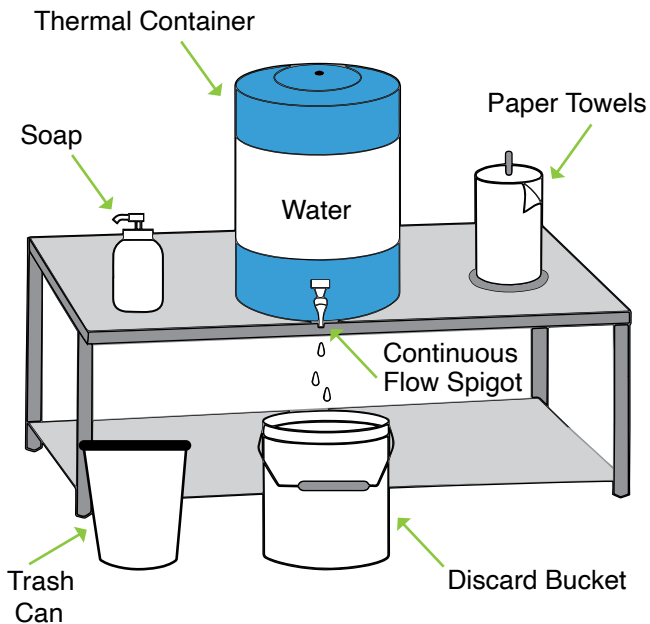


Temporary Handwashing Station



How to Use Hand Sanitizer

- Washing hands with soap and water is the recommended method to clean hands. Use hand sanitizer if unable to wash hands.
- The Centers for Disease Control and Prevention (CDC) recommends using alcohol-based hand sanitizer with at least 60% alcohol (ethanol or isopropyl alcohol).
- Rub hands together and spread hand sanitizer over all parts of hands.
- Rub hands until dry, about 20 seconds.

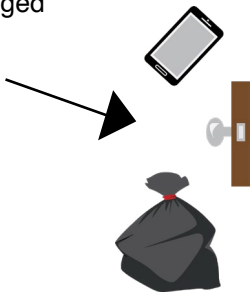


www.cdc.gov/handwashing



When to Change Gloves

- When gloves are dirty or damaged
- After handling non-food items
- Before starting a new task
- After handling raw meat
- After touching your hair or face
- After sneezing or coughing
- Every four hours during food preparation



Always wash hands before putting on gloves.

If soap and water are not available, use hand sanitizer properly before putting on gloves.



How to Safely Remove Gloves



1. Pinch one glove with the fingers of the other gloved hand.



2. Pull that glove by the cuff down and off the hand until it comes off inside out.



3. Cup it in the palm of your gloved hand.



4. Hook two fingers of your bare hand inside the cuff of the remaining glove.



5. Pull down and off so this glove also comes off inside out, with the first glove tucked inside it.



6. Discard the gloves in the designated container.



How to Wash Hands



1. Use soap and water.



2. Lather hands with soap up to elbows and scrub for 20 seconds.



3. Wash backs of hands, wrists, between fingers, and under fingernails.



4. Rinse hands and arms under running water.



5. Dry hands, preferably with paper towel or with air dryer.



6. Turn off water with paper towel. Use it to open the door, and then discard it in the trashcan.



How to Scrub Your Hands

1. Palms



2. In-between fingers



3. Back of hands



4. Tops of fingers



5. Thumbs



6. Fingertips



7. Wrists and arms

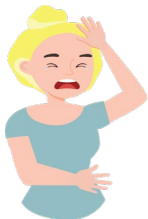


Adapted from: World Health Organization. (2009). *How to handwash?*. <https://www.who.int/teams/integrated-health-services/infection-prevention-control>

COVID-19 Food Safety Tip Card

Do Not Work Sick COVID-19 Symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



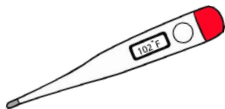
Check CDC's website for the latest guidance.

www.cdc.gov/coronavirus



Do Not Work Sick Foodborne Illness Symptoms

- Vomiting
- Diarrhea
- Sore throat with fever
- Jaundice
- Exposure to or diagnosis of foodborne illness



Follow Personal Hygiene Practices

- During the COVID-19 pandemic, wear a disposable or cloth mask.
- Do not work when sick, if you have tested positive for COVID-19, if you are showing symptoms of COVID-19/foodborne illness, or had close contact with a person with COVID-19.
- Wash hands frequently. Use hand sanitizer when soap and water are not available.
- Change gloves frequently and discard after use.
- Use disposable aprons when able, or change aprons when they are heavily soiled.
- Use single-use towels.



COVID-19 Food Safety Tip Card

Wear a Mask

The Centers for Disease Control and Prevention recommends wearing a mask around others.

- Masks may be disposable or reusable cloth.
- It is best practice to wear a mask and social distance.
- Definitely wear a mask if social distancing is not possible.
- If wearing a mask all day is not possible, such as in a hot kitchen, follow social distancing guidelines, or install other barriers, such as plexiglass.
- Do not reuse disposable masks.

For cloth masks:

- Include 2 or more layers of fabric.
- Ensure it can be laundered and machine dried without damage or change to shape.
- Wash after each use.

www.cdc.gov/coronavirus



COVID-19 Food Safety Tip Card

How to Wear a Mask

- Wash hands before putting on mask.
- Place mask over your nose and mouth and secure under chin.
- Fit mask snugly but comfortably against the side of the face.
- Secure with ties or ear loops.
- Mask should allow for breathing without restriction.
- **Do not** put the mask around your neck, on your forehead, or just covering your chin, nose, or mouth.
- **Do not** hang your mask from one ear.
- **Do not** touch the mask, and, if you do, wash your hands.



Courtesy of Centers for Disease Control and Prevention. (2020). *How to select, wear, and clean your mask.* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>



Removing Masks Safely

- Change mask when soiled or wet.
- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place disposable masks in a trashcan after use.
- Put cloth masks in designated place to be washed in the washing machine.
- Be careful not to touch your eyes, nose, or mouth when removing, and wash hands immediately after.

www.cdc.gov/coronavirus



Practice Social Distancing

Keep at least 6 feet apart!

- Assign specific tasks to employees.
 - o Load food on assigned buses
 - o Deliver food to specific classrooms
 - o Get inventory from stockroom
- Space workstations at least 6 feet apart.



- Stagger work schedules, staff breaks, and mealtimes.
- Establish a one-way movement pattern in the kitchen, if possible. Use signs, tape, or stickers to help employees see the pattern.
- Clearly communicate when moving throughout kitchen.
- Post reminders throughout the kitchen about practicing social distancing.
- Consider installing barriers as needed such as plexiglass.



Tips for Social Distancing at Meal Sites

- Print X's on durable and cleanable materials (i.e., laminate). Tape them to the floor. Clean and reuse when possible.
- Use tape to designate a space where people can stand in line (e.g., a line, box, X, or O).
- When serving meals outside, use chalk to draw on sidewalk.
- Print a "Stop" or "Stop here" sign for the front of the line.
- Post signs reminding people to stand 6 feet apart.



COVID-19 Food Safety Tip Card

Safely Serving Food

- Do not work if sick, if you have tested positive for COVID-19, if you are showing symptoms of COVID-19/ foodborne illness, or had close contact with a person with COVID-19.
- Properly wear face mask (i.e., over mouth and nose).
- Follow proper handwashing practices.
- Wear gloves to serve and deliver food.



Social Distancing During Food Preparation

- Plan menus and schedules to allow for social distancing.
- Set up workstations at least 6 feet apart.



- Place tape on the floor and hang signage as a reminder for 6 feet.



- Schedule employee tasks so that they can minimize interaction with others.
- Assign tasks to employees with a higher risk for severe illness that will minimize any interaction with others, for example doing inventory.

COVID-19 Food Safety Tip Card

Meal Service in the Cafeteria

- Individually plate or make grab-and-go meals.
- Have one staff person per meal station serve the food items, including milk.
- Avoid offering self-serve options, such as buffets, salad bars, and drink stations.
- Provide disposable utensils and plates, if possible. Wear gloves when handling reusable utensils and plates. Wash hands after taking off gloves.
- Place tape on the floor or use signage to help students stay 6 feet apart in line.
- Change layout of cafeteria to facilitate students being 6 feet apart. Set up multiple pick-up and drop-off points.
- Stagger lunch times to reduce number of students in the cafeteria at one time (e.g., one class at a time gets meals and goes back to their classroom).
- Install physical barriers between cashiers and students.
- Have students eat meals outside of the cafeteria, if possible, such as in the classroom or in outdoor areas.



Social Distancing during Meal Service Outside of the Cafeteria

- Plan curbside pickup, drive-through, home delivery, or other alternative meal service models for students participating in virtual instruction.



- Individually plate or make grab-and-go meals.



- Provide disposable utensils and plates, if possible.

- Assign designated employees to always deliver meals to the same classrooms.



- Require employees to use hand sanitizer and wear masks and gloves when delivering or serving meals.

Meal Service in the Classroom

- Encourage students to wash hands or use hand sanitizer with at least 60% alcohol before and after meal service.



- Use rolling carts or coolers to deliver food.
- Have the teacher hand out the meals or only allow one student at a time to get a meal.
 - Designate a flow of traffic so students can social distance.
- Space desks or seat children at minimum of 6 feet apart.



- Instruct children to not share food and utensils.
- Ensure children with food allergies receive a safe meal by avoiding cross-contact.
- Desks should be washed, rinsed, and sanitized before and after each meal.