Managing Personnel During COVID-19
Today’s Speakers

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Objectives

• Identify the key stakeholders included in a districtwide communication plan.
• Identify proper face covering types, use, and safe handling practices to prevent the spread of COVID-19 among staff.
• Define the Americans with Disabilities Act’s and the Health Insurance Portability and Accountability Act regulations regarding confidentiality and exemptions.
• Comply with federal requirements for reporting cases of COVID-19 to regulatory agencies.
• Identify approved pre-screening methods for staff, such as taking and recording body temperatures and conditions which preclude work attendance.
• Prepare for illness among employees and manage through at-home monitoring of quarantine or isolation.
Communication With Key Stakeholders
Check With School District Authorities
School Nutrition Department Communication

• Increase communication with your team

*Internal Customer Service*

• Encourage team to be proactive

• Seek input from management
Prevention is the Best Medicine!
Face Coverings—Communication Barrier
Face Shields
Americans with Disabilities Act (ADA)

Celebrate the ADA! July 26, 2020
Americans with Disabilities Act (ADA)
Health Insurance Portability & Accountability Act (HIPPA)
Poll Question

Do you anticipate any push back from employees on wearing face coverings during their work shift?

- Yes
- No
- Maybe
- Not Applicable
Types of Face Coverings
Keeping Your Cloth Face Covering Clean
Change Your Face Covering

• Wet

• Soiled
Wearing a Face Covering – Do’s
Wearing a Face Covering – Don’ts
Preventing Foggy Glasses Hack
Stay at Home
Home Isolation—COVID-19

If there was close contact with someone diagnosed with COVID-19 in the last 48 hours:

• Stay home (14 days from the last exposure is recommended)
• Contact your health care provider
• Isolate at home away from higher-risk individuals
• Check body temperature every 2 hours and monitor for symptoms
Home Isolation—Potential COVID-19

If there was no close contact with someone diagnosed, but you are experiencing symptoms:

- Stay home
- Contact a health care provider
- Monitor symptoms

Note: Monitoring may last for 3 to 10 days, or longer depending on your health condition.
Attendance

• Be flexible

• Be prepared for short staffing

• Cross-train employees
Employee Breaks and Mealtimes
Poll Question

What is the percentage of your staff who have approached you to express concerns regarding being high risk either for age or underlying medical conditions?

- None
- Less than 5%
- 5%-15%
- 15%-25%
- 25%-50%
- More than 50%
- Not Applicable
High-Risk Staff &
High-Risk Family Members

Grandparents Day
We love you!
Employee Pre-Screening Health Checks
Types of Thermometers
When Someone Gets Sick – Confidentiality

• Required by the ADA and HIPPA

• Medical records and information must be kept in a separate medical file
When Someone Gets Sick – Notifying Others of Exposure

• Consult with your immediate supervisor or manager
• Stay tuned for notification updates
• Be prepared to stay home and self-monitor
When Someone Gets Sick — Safe Handling
Returning to Work after Illness
Managing Stress and Anxiety
Encouragement and Support
Summary
Questions & Answers