**DINING - EMPLOYEE SAFETY PROCEDURES**

8.20.2020

PURPOSE: Dining employees have an essential role in providing for the health and safety of students who are on campus. We take our role in providing safe and healthy meal service for students as well as the safety of the Dining staff seriously. We have taken the following steps to promote a safe environment during this health emergency.

**WE ENSURE EMPLOYEE HEALTH AND HYGIENE IS THE FIRST LINE OF DEFENSE**

- Daily health screening protocols are in place to help protect all employees.
- The College provides mandatory, self-administered COVID testing and contact tracing. Dining employees are tested 2x/week.
- We monitor and follow CDC guidelines for employee health and hygiene.
- All employees have been trained and individually retrained on proper handwashing.
- All employees have been trained on the proper use and care of facemasks.
- It is expected that employees will wash their hands frequently and at least every 30 minutes.
- Managers and lead cooks monitor staff to ensure proper handwashing.
- Extra aprons are available for staff and we encourage staff to change their aprons after taking their breaks and after using the restroom.
- Employees are actively encouraged to stay home when not feeling well. COVID like symptoms are to be reported to their manager immediately.

**WE ENSURE PHYSICAL DISTANCING**

- Student and staff swipe their own ID cards. The checker sits behind plexiglass and is there to monitor and answer questions. There are no cash transactions.
- Queueing lines with stanchions and floor directional signage are installed to maintain six-feet distancing.
- The number of people allowed into the food service area at one time is limited to meet CDC and state guidelines.
- Food is currently packaged for take-out service only. Until further notice, there is no seating allowed in the dining halls.
- Dining staff who are not working are discouraged from coming to the dining hall without prior permission and should remain in their respective work areas only.
- When deliveries need to be made, they will be made by one employee in the delivery truck at a time. Physical distancing will remain during these deliveries.
- There are protocols in place to ensure safety during vendor deliveries.
- Physical distancing is a factor when determining daily staff coverage and the location of where the work will be done.
- Employee workstations are designed to enable six-feet distancing.
- Plexiglass barriers are installed in work areas where physical distancing is difficult.
- Employees are expected to maintain six-feet distancing during breaks. Break times are scheduled to accommodate this distancing.
• Signage will be posted in all shared room spaces, limiting the number of employees allowed at one time. Schedules will be adjusted to limit the number of employees arriving and departing their shifts at the one time.
• We remind staff who are working of the importance of practicing physical distancing when off-duty.

WE ENSURE SAFE FOOD HANDLING AND FACILITIES CLEANING PRACTICES
• We maintain our 85% ServSafe certification rate.
• Service lines are retrofitted with plexiglass to prevent self-service and protect food.
• All food items are packaged individually in a take-out container.
• Most beverage machines will be retrofitted or replaced with machines using levers, eliminating buttons and touch surfaces to dispense beverages.
• Reusable beverage containers are not allowed in the servery. Disposable cups with lids are provided.
• Counters and surfaces are washed and sanitized with an approved disinfectant frequently throughout the day.
• Diners are not permitted to use their own reusable bags. Clean paper bags for take-out are provided at each meal.
• Additional hand sanitizer stations have been set up prominently in the dining halls.
• Diners are required to sanitize their hands prior to entering the dining hall.
• Anyone entering the dining facility is required to wear a mask.
• Dining areas are thoroughly deep cleaned at the end of the day.

WE GUARD THE HEALTH AND WELL-BEING OF OUR STAFF WHO ARE WORKING
• The menu has been simplified to allow for the extra time needed to prepackage items.
• Supersnack, catering, Moulton Express and retail operations are temporarily closed to allow for reassignment of staff.
• The College has issued two reusable masks to each employee. Disposable masks and face shields are also available.
• All staff are fully trained on the new protocols being implemented in the dining halls.
• Employees who are working enjoy access to a meal from our healthy menu. Healthy choices can help the body’s immune system.
• To help ensure the safety of the staff, cell-phone usage will only be allowed when an employee is on a break outside of the dining hall.
• Once students have sanitized their hands and entered the servery, they will not be allowed to use their cell phone.

COMMUNICATION
• Dining managers communicate through Microsoft office Teams, allowing them to chat, share documents, phone call and have virtual meetings.
• Dining front line supervisors have been trained on Microsoft Teams and have chat and important documents such as the current work schedule and menus available to them.
• All Dining staff members have access to Microsoft Teams as well. Recognizing that many staff members do not have computers or expertise in the use of this system, we also post documents on staff bulletin boards.