



# Security Staff Non-Congregate Meal Service Site During School Closures Safety Plan

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**PURPOSE:** To ensure that security staff provide a visible safety presence in order to deter unwanted individuals from interfering with the meal service process and to ensure that security staff are taking the proper measures to mitigate their risk of exposure to the coronavirus that causes the COVID-19 illness.

**SCOPE:** This procedure applies to all security staff working on the non-congregate meal service sites. The meal service sites may have both drive-up and/or walk-up service, along with food pantry distribution. These procedures apply to all circumstances of the operational flow of the meal sites and for the entire duration the security staff is on-site.

## **INSTRUCTIONS:**

Security Supervisors will review these procedures in full with all security staff working on meal sites prior to the beginning of their first shift and will randomly review the procedures during their site visits.

1. On arrival at 10:30 am check-in with the lead administrator for the meal site.  
Staff Support Meal Sites
2. Determine with the lead administrator where you should be stationed in order to be visible to staff and families accessing the meal service.
3. Put on service gloves provided by the Nutrition Services staff and wear these while on site.(all staff are required to wear gloves while on the meal sites). If gloves get dirty or torn, remove them carefully trying not to touch the outside surface of the glove and put on a fresh pair. Also, gloves should be replaced if you make direct hand contact with a co-worker, student or community member.
4. At all times maintain at least 6 feet distance from all staff, students and community members.
5. If a situation arises that requires security intervention attempt to de-escalate by maintaining the 6 feet of distance at all times. If the situation continues to escalate, call 911 for a police response.
6. Practice good hygiene by frequently and thoroughly washing hands.
7. Security staff will remain on-site and be visible during the entire shift.
8. Prior to leaving security will check-out with the lead administrator for the meal site.
9. If sick, contact your direct supervisor and stay at home.

## **INSTRUCTIONS**

Security Supervisors or Managers will:



1. Review the SOP with security staff at the meal service sites.
2. Conduct site visits to each meal site daily to support security staff on-site and to ensure that they are following the standard operating procedures as outlined above.
3. While on-site wear safety gloves and maintain 6 feet distance from staff, students and the community.
4. Ensure that staff are properly trained and understand the importance of risk mitigation actions to keep them safe.
5. Retrain security staff found not following the procedures in this SOP.
6. Follow-up as necessary.
7. Practice good hygiene by frequently and thoroughly washing hands.
8. If sick, stay at home.

### **QUESTIONS AND CONCERNS**

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at [staysafe@pps.net](mailto:staysafe@pps.net).