

# **Nutrition Services**

## **Standard Operating Procedure - Face Covering Use**

**PURPOSE:** To prevent the potential community transmission of COVID-19 in accordance with voluntary CDC recommendations. To prevent foodborne illness by ensuring that face coverings are used properly and safely by staff.

**SCOPE:** These procedures apply to food service employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

### **CLOTH FACE COVERING INSTRUCTIONS:**

1. Before putting on a cloth face covering, wash your hands with soap and water (preferred) or sanitize with an alcohol-based hand sanitizer.
2. Place the cloth face covering over your mouth and nose and adjust to make sure there are no gaps between your face and the cloth face covering.
3. Once you put on a cloth face covering, avoid touching it while wearing it. If you do, wash your hands with soap and water or sanitize with an alcohol-based hand sanitizer.
4. To remove the cloth face covering, remove it from behind (do not touch the front of the cloth face covering).
5. If using a reusable cloth face covering, remove properly, and wash/sanitize before next use. If disposable, discard immediately in a trash bin.
6. Wash your hands with soap and water (preferred) or sanitize with an alcohol-based hand sanitizer.
7. Replace the cloth face covering with a new one as soon as it is damp and do not reuse single-use cloth or paper face coverings.

All employees in school food service must:

1. Train Nutrition Service employees on using the procedures in this SOP.
2. Follow ODE State requirements.
3. Follow all hand washing and personal hygiene standard operating procedures. (See SOP-1 & SOP-4)
4. Use gloves for handling all ready-to-eat foods. (See SOP-29 Using Suitable Utensils)

**INSTRUCTIONS:**

The Nutrition Services manager or supervisor will:

1. Observe all food service employees to ensure that they are following the applicable standard operating procedures as outlined.
2. Inspect and ensure that staff are properly trained.
3. Ensure that staff are properly trained and understand the importance of putting on and removing coverings.
4. Follow-up as necessary.

**MONITORING:**

1. Take corrective action as necessary.
2. Follow-up as needed.

**CORRECTIVE ACTION:**

1. Retrain any food service employee found not following the procedures in this SOP.

**REFERENCE:**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

**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).