

Standard Operating Procedure - Breakrooms

PURPOSE: To prevent the potential community transmission of COVID-19 by ensuring staff are able to maintain a 6ft distance during meal breaks and proper sanitation is maintained in the space between each use.

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.

INSTRUCTIONS:

1. Establish a designated break area/s in your kitchen, workspace, or cafeteria.
2. Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present (per Oregon Department of Education and Oregon Health Authority Ready Schools Safe Learners Guidance for School Year 2020-21 Version 3.7.8).
3. Establish a sanitation area equipped with clean water, all purpose cleaner and sanitizer, within the break area.
4. In the break room, staff may remove face coverings in order to eat or drink. (See SOP-Face Covering Use)
5. Hold the face covering in a plastic bag or with personal belongings, when not in use.
6. If leaving designated space, put the face covering back on before traveling to another location.
7. After the break time and before returning to work, properly wash hands with soap and water. (SOP 1- Handwashing, SOP- Face Covering Use)
8. Clean the break area with a three step cleaning process. (See SOP 25- Washing and Sanitizing Food Contact Surfaces)

All employees in school food service must:

1. Train all Nutrition Services employees on using the procedures in this SOP.
2. Follow ODE State requirements.
3. Follow all handwashing and personal hygiene standard operating procedures. (see SOP-1 & SOP-4)
4. Maintain 6 feet of distance and use a face covering to prevent community transmission of COVID-19. (Stagger break times to minimize the amount of people sitting without masks in the same space)
5. Refrain from sharing food, service containers or utensils. Any food that is prepared onsite to be eaten during break times should remain in their individual package (as prepared) or pre-dished into individual portions.

This institution is an equal opportunity employer

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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 masks as well as maintaining a 6 ft distance while on a personal break.

MONITORING:

1. Observe all food service employees to ensure that they are following the applicable standard operating procedures as outlined.
2. Follow-up as necessary.

CORRECTIVE ACTION:

1. Retrain any food service or non-service employees found not following the procedures in this SOP.

QUESTIONS AND CONCERNS:

1. Please reach out to supervisors with any questions or concerns.