



Food Safety Practices Policy and Procedure -COVID-19

Created: July 2, 2020

Revised: July 23, 2020, August 28, 2020, October 19, 2020, December 15, 2020

Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, December 4, 2020, October 8, 2020, August 28, 2020 Ministry of Education Operational Guidance, Version 4, Version 3, August 2020, Reopening of Child Care Risk Assessment

Approved by Board of Directors: July 29, 2020

Policy

Orde Day Care Centre is committed to providing a safe and healthy environment for children, families, and employees. Orde Day Care Centre will take every reasonable precaution to ensure adherence to proper food safety practices to reduce the spread of COVID-19.

Purpose:

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

Procedure Program Staff:

Prepare children for the change in lunch and snack routine through discussion or other age appropriate methods at the start of reopening and as new children return

Orde Day Care must modify meal practices to ensure the following

- There is no self serving or family style serving at meal time
- Meals must be served in individual portions to the children
- Do not provide shared utensils or items (serving spoons, condiments)
- Staff must serve individual portions to each child while wearing a mask and gloves and have completed proper hand hygiene procedure prior to serving lunch
- Food served in the classroom will be served on a table/counter that has been properly cleaned and disinfected prior to use and away from the children when possible
- Children/staff will be required to ask designated staff for seconds or additional portions
- Children must not be allowed to prepare food that will be shared with others or themselves
- Food must not be shared between children
- Utensils must be used to serve foods
- Food should not be touched by the server's hands whenever possible, gloves should be worn when this may occur i.e. cutting up food
- Families/children cannot provide food to be shared with others (i.e. birthday treats, cupcakes, loot bags)



- There must be no food provided from the families /outside of the regular meal provisions of the program (except where required and special precautions for handling and serving food are put in place e.g. expressed breast milk)
- Staff shall not eat prepared food from their home with the children during the lunch time routine
- Proper hand hygiene is practiced for handling and serving food
- All children and staff must wash hands prior to and after eating
- **Where possible children should practice physical distancing while eating – seating and tables should be arranged to support this requirement**
- **Stagger mealtimes if physical distancing cannot be maintained**
- All left over food and dirty dishes will be placed outside the classroom on the designated table or bench for pick up

Procedure Kitchen Staff -

- Only kitchen staff will access food items from the kitchen

Procedure Kitchen Staff - Preparation of food

- A table or bench or cart will be available outside of each classroom to allow for lunches to be placed outside of the classroom door for pick up for leftovers and dirty dishes
- Lunches will be delivered/picked up and brought to each classroom by the kitchen/school age staff
- Program staff will retrieve the lunch from this area
- Food can be served to rooms in large containers/bowls
- Serving bowls for individual groups or tables will not be used
- Snacks will be picked up and returned by the program staff at the Orde site

Cleaning of Dishes and Kitchen items

- Dirty dishes/cutlery/utensils will be washed and put through the dishwasher by room for sanitizing
- Clean dishes will be brought back to the program rooms and placed on the table or bench outside the classroom
- Kitchen staff must ensure that all items that were sent down to be washed have been returned to classroom
- Tables/benches/outside of each classroom (Orde) and lunch carts (Satellite) will be washed with soap and water and disinfected by the kitchen staff at the end of the day

Policy and Procedure Review:

The **Food Safety Practices Policy and Procedure** will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made. I acknowledge receipt of Orde Day Care's **Food Safety Practices Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Food Safety Practices Policy and Procedure**.



I understand that if I have questions, at any time, regarding the policy and procedures, I will consult with my immediate supervisor.

Please read the **Food Safety Practices Policy and Procedure** carefully to ensure that you understand the policy before signing this document.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: