



BC Centre for Disease Control
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COVID-19 SAFETY PLAN

Food Skills for Families

Train-the-Trainer

2020

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The following document represents the BC Center for Disease Control (BCCDC) Food Skills for Families Train-the-Trainer COVID-19 Safety Plan (**BCCDC-FSFT-CSP**).

The Train-the-Trainer program is delivered by the **BCCDC Food Skills team** along with two contracted facilitators (also know as **Master Trainers**). The training is held at a rented/borrowed kitchen space (also know as the **training kitchen**). Trainings are four days long, typically running Tuesday-Friday, 9 am to 4 pm. At the conclusion of the Train-the-Trainer program participants are certified as Food Skills for Families Community Facilitators.

Since each training location is unique, some risk areas will be managed by the organization where the training kitchen is located. The **Training Kitchen Areas of Responsibility** section below outlines a number of requirements. Risk management for other areas is outlined below in the **BCCDC Areas of Responsibility** section; the BCCDC staff and Master Trainers are responsible for completing the activities outlined in this section.

Risk Assessment

The following lists represent the areas/activities that present potential risk for the Food Skills for Families Train-the-Trainer program. Ways to manage risk for each of these areas is outlined in the pages that follow.

Training Kitchen Areas of Identified Risk

- Site Management
- Physical Distancing (Room Capacities)
- Signage/Communication
- Cleaning & Sanitation
- Staff/Volunteer Sickness & Return to Work
- Personal Hygiene & Training for Staff/Volunteers

BCCDC Areas of Identified Risk during Train-the-Trainer Program Delivery

- Grocery Shopping
- Participant Screening/Health Assessments
- Physical Distancing (Number of Participants)
- Eating/Sitting with Others
- Group Activities
- Cooking in Groups & for Others
- Sharing Ingredients
- Buffet Style Food Service
- Clean-Up

Training Kitchen Areas of Responsibility

Training kitchens are required to have a COVID-19 Safety Plan; the plan must be available for review for WorksafeBC per the Provincial Health Order (PHO) as well as for the BCCDC Food Skills team and Master Trainers. The plan must include considerations for each of the following six areas of concern.

Site Management

- Enhancements at reception/entry must include the posting of COVID-19 posters and the availability of hand sanitizer. Posters are available on the [BCCDC website](#).
- Equip the site with additional cleaning supplies at various locations, for example spray sanitizer and paper towels for staff/volunteers to wipe down high-touch surfaces in kitchens.
- Consider developing specialized checklists staff and volunteers can use to evaluate COVID-19 measures being taken in the premises.
- Prop interior doors open (excluding fire doors).
- Post room capacity limits and/or signage indicating areas closed or at capacity.
- Master Trainers and participants have exclusive access to program/kitchen area while Train-the-Trainer program is running.

Physical Distancing & Room Capacities

- Perform an assessment to determine maximum number of people that can safely be in each area/room and post room capacities. Consult the latest [Provincial Health Order](#) for Food Service Establishments to guide this decision making process.
- Increase floor space by removing unnecessary materials and/or equipment, especially in hallways and other high traffic areas.
- **Poster:** [Physical Distancing](#)

Signage

- Place signs at entrances informing not to enter if feeling ill.
- Post physical distancing signs in common areas.
- Post hand washing signs in washrooms, teaching areas and kitchens.
- **Poster:** [Do Not Enter When Sick](#)
- **Poster:** [Hand Washing](#)

Cleaning & Sanitation

- Washrooms must have liquid soap, paper towels and warm running water at all times.
- Increase the frequency of cleaning and disinfection of high-touch areas. High touch areas include door handles, faucets, bathrooms, handrails, chairs and tables.
 - Create a checklist of all high-touch surfaces that must be cleaned, determine the frequency of cleaning and disinfection based on facility's needs.
 - Document the sanitation process for kitchen and bathroom areas including a list of high-touch areas that will be wiped down before and after each program.
 - Note: Not all disinfectants are approved for use in kitchen areas. Ensure food-grade sanitizers are used in kitchen areas and food contact surfaces (e.g. maximum 200 ppm bleach).
- If there are any enhanced/revised dishwashing procedure clearly post them at dishwashing area.
- **Resource:** [Health Canada Approved Disinfectants for COVID-19](#)

Staff/Volunteer Sickness & Return to Work Policy

- Develop a staff/volunteer illness plan.
- Have staff/volunteers declare they are symptom-free when signing in for the day.
- Tell your staff/volunteers if they are experiencing any symptoms of respiratory illness consistent with cold, influenza or COVID-19, even if symptoms are mild, they must not work, remain at home, and contact Health Link BC at 8-1-1. Staff/volunteers can self-assess by consulting the [BC COVID-19 Self-Assessment Tool](#).

Personal Hygiene & Training for Staff/Volunteers

- Everyone must wash their hands at the start of their shift, before and after eating or drinking, after touching shared items, after using the washroom, and before leaving.
- Staff/volunteers should physically distance and wear a mask.
- Everyone must follow cough and sneeze etiquette.
- Staff must not touch their face without first cleaning their hands.
- Provide training about the virus so everyone knows how to minimize its spread. Staff/volunteer training should be done in small groups with physical distancing.
- Communicate information in multiple languages.
- **Resource:** [Guidance for Volunteers During COVID-19](#)

BCCDC Areas of Responsibility

The following activities have been outlined by the BCCDC Food Skills team and will be completed/lead by the Master Trainers and the BCCDC Food Skills team.

Grocery Shopping

- Master Trainers to review the [BCCDC Food Safety](#) recommendations for grocery shopping.

Physical Distancing & Number of Participants

- **Number of Participants:** BCCDC to consult with the training kitchen to determine maximum number of participants that can safely attend each training and therefore the maximum number that can register. This is dependent on size and set-up of kitchen and learning space and ability to properly physical distance. Consult the latest [Provincial Health Order](#) for Food Service Establishments to guide this decision making process.
- **Room Set-Up:** In teaching/dining area chairs must be arranged so that participants are seated two meters apart unless they are separated by physical barriers (per [WorksafeBC guidelines](#)).
- **Group Cooking:** For cooking portion of class there needs to be room to have five groups (1-2 people per group) standing at a counter where they can prep.
- **Masks:** Participants will be told at time of registration that they are required to wear a mask. Participants who cannot or choose not to wear a mask are not eligible to register for the training. Masks should be kept on at all times with the exception of when food is being eaten. Participants can bring their own reusable mask, or a disposable mask will be provided with the program materials by BCCDC for the Master Trainers to handout. If during the program a participant becomes unwilling or unable to wear a mask they will not be able to participate and will therefore no longer be eligible to complete the training and receive the certification.
- Poster: [How to wear and dispose of a face mask](#)

Participant Health Assessments & Tracking

- **'Over-the-Phone' Health Assessment:** The day before the training the BCCDC Food Skills team will call each participant to conduct an over-the-phone health assessment. Health Assessment questionnaire located in Appendix A.
- **'On Arrival' Health Assessment:** At training as each participant checks each morning, the Master Trainers will conduct a verbal health assessment. Health Assessment questionnaire located in Appendix B.
- **Contact Tracking:** The Participant Attendance Tracking Sheet (Appendix C) will be used to track participant attendance and verify that both health assessments have been completed. The sheet will include participants first and last names along with their phone number.
- **Record Keeping:** The tracking sheet will be submitted to the BCCDC at the conclusion of the training and be kept for a minimum of 30 days.

Enhanced Protocols

- **Hand Washing:** Immediately upon entering building/program space participants will wash/sanitize hands. This can be done with hand sanitizer or at the hand washing sink in the kitchen.
- **Food Safe Note:** A food safety component has been designed into the program and no further modifications are required. At session one, participants are reminded on how to properly wash their hands and to do so regularly. As part of normal requirements all participants are required to be Food Safe certified to attend training.

Adjustments to Group Cooking

- **Smaller Groups:** To allow for increased physical distancing, recipes will be prepared in smaller groups of 1-2, as opposed to the normal 2-3.
- **Pre-Assigned Cooking Locations:** Cooking stations pre-assigned by Master Trainers to minimize movement in kitchen.
- **Shared Ingredients:** Participants directed to be mindful when gathering ingredients and to only touch ingredients and items that pertain to their designated recipe.

Food Service

Foods will be served buffet/family style with the following protocols:

- **Physical Distancing:** Master Trainers will remind participants to maintain distance while serving themselves and direct attention to the posted signage.
- **Handwashing:** Participants will wash their hands at the hand washing sink prior to serving themselves and again once they are done eating.
- **Serving Tools:** Clean serving utensils will be placed out prior to serving and will be cleaned immediately upon the conclusion of the program (one hour later).
- **Leftovers:** With a smaller number of participants it is anticipated there will be leftover food. Participants will be able to take home leftovers in takeaway containers provided by the Master Trainers. Participants will need to wash their hands before and after filling takeaway containers.

Session Format Modifications

- **Group Activities:** Master Trainers will modify the format of group activities so they can be done while practicing physical distancing. For example, when doing label reading activities items such as packaging labels will not be circulated from participant to participant.
- **Grocery Store Tour:** The *Session Five Grocery Store Tour* will be conducted in the classroom and not at a grocery store. Master Trainers can access the new '[In-Class' Grocery Store Tour Guide](#) from the BCCDC website.
- **Clean-up:** If dishwashing space is limited, ask two (2) specific participants to volunteer to stay and assist with the final clean up. Rotate different participants at the next session.

Appendix A: Participant ‘Over-the-Phone’ Health Assessment

One day prior to each session, the BCCDC Food Skills team will call each participant and ask the questions below. The Participant Attendance Tracking Sheet provided in Appendix C will be used to record that health assessment has taken place.

If participant does not answer the phone leave a message listing the questions and request them to call back if they respond yes to any of the questions. If there is no answering machine, try calling back later. If participant is not reachable and a message cannot be left, this questionnaire will be used when participant arrives at the training kitchen on day one.

Ask participants the following questions one day before each session.

1. Are you experiencing **cold, flu or COVID-19-like symptoms**, even mild ones?

Symptoms include:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

2. **Have you travelled** to any countries outside Canada (including the United States) within the last 14 days?
3. Did you **provide care** or have close contact with a person with confirmed COVID-19?
Note: This means you would have been contacted by your health authority’s public health team.
4. **Mask Note:** All people entering program/kitchen area are required to wear a non-medical mask. Masks should be kept on at all times with the exception of when food is being eaten. Participants can bring their own reusable mask, or use the disposable provided. *If a participant is unable to or unwilling to wear a mask they will Not be eligible to attend program.*
5. **Recommend** participants visit the BCCDC.ca where they can read the complete Food Skills COVID-19 Safety Plan.

If **YES** is answered to any of the questions, participant will not be able to attend program. Master Trainer to ask participant to consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.

Appendix B: ‘On Arrival’ Participant Health Assessment

At the program, as each participant arrives, Master Trainer will conduct a verbal health check. Master Trainer to use the Participant Attendance Tracking Sheet provided in Appendix C to record that health assessment has taken place.

Ask participants the following question as they arrive to each session.

1. Have you developed any flu like symptoms since we spoke yesterday?

If **YES** is answered, participant will not be able to attend program. Master Trainer to ask participant to consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.

Appendix C: Participant Attendance Tracking Sheet

Table Instructions

Use questions found in Appendix A and B to conduct health assessments on participants. Record results on the table found on the next page using the following short form.

C-G: Health assessment **completed** and participant found to be in **good** health.

C-N: Health assessment **completed** and participant **not** in good health, therefore not participating in program this week.

NC: Health assessment **not completed**.

Submitting the Table

Upon completion of all six sessions, email the completed table to FoodSkillsBC@bccdc.ca.

Appendix D: Roles and Responsibilities

<input checked="" type="checkbox"/>	ACTIVITY
TRAINING KITCHEN RESPONSIBILITIES	
	Email organization's COVID-19 Safety Plan to BCCDC Food Skills team (FoodskillsBC@bccdc.ca)
	Place COVID-19 posters on site (reception, kitchen and washroom areas)
	Have hand sanitizer readily available
	Post room capacity signs, if possible during sessions, close kitchen and program area to everyone but program participants
	Perform an assessment to determine maximum number of people that can safely be in program areas and post capacity signs. space.
<input checked="" type="checkbox"/>	ACTIVITY
BCCDC RESPONSIBILITIES	
	Email BCCDC Food Skills Train-the-Trainer COVID-19 Safety Plan to training kitchen
	Review training kitchen's Covid-19 Safety Plan to ensure it meets requirements outlined in this document
	Identify Master Trainers and send them the COVID-19 Safety Plans for both the BCCDC Food Skills program and from the Training kitchen.
	Work with training kitchen to determine the maximum number of participants that can safely be in kitchen space and there the number that can register for training
	Prior to each session conduct ' Over-the-Phone ' Health Assessment with each participant, track results using the Participant Attendance Tracking Sheet
	Collect Participant Attendance Tracking Sheet from Master Trainers at conclusion of training and store data for at least 30 days
<input checked="" type="checkbox"/>	ACTIVITY
MASTER TRAINER RESPONSIBILITIES	
	Review BCCDC Food Skills Train-the-Trainer COVID-19 Safety Plan
	Review training kitchen's COVID-19 Safety Plan
	Sign contract email to FoodskillsBC@bccdc.ca
	Review the BCCDC Food Safety recommendations for grocery shopping
	On day of program, as participants check in, conduct the ' On Arrival ' Health Assessment with each participant, track results using the Participant Attendance Tracking Sheet
	Direct participants to wash/sanitize hands upon entering program area
	Ensure participants are wearing a mask (provide a disposable mask to those who need it)
	Physically distance cooking groups by identify locations in kitchen/dining area where each group will prepare recipe
	Modify group learning activities so physical distancing can be practiced and participants are not touching the same materials
	Conduct the Session 5 Grocery Store Tour following the ' In-Class ' Tour Guide
	Lead kitchen clean-up after each session

Appendix E: Resources + Links

PROVINCIAL HEALTH ORDERS

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

PLANNING GUIDANCE

WorkSafe BC: COVID-19 and Returning to Safe Operation - Phases 2 & 3:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

WorkSafe BC: COVID-19 Safety Planning: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

Vancouver Coastal Health: COVID-19 Guideline for Community Based Food Programs:

<http://www.vch.ca/Documents/Coronavirus%20Disease%20Guideline%20for%20Community-Based%20Food%20Programs.pdf>

BCCDC: Information for grocery stores, restaurants and other food premises for employers and workers: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses/food-businesses>

DISINFECTING

BCCDC: Cleaning and Disinfecting: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

Government of Canada: Disinfectants and Sanitizers to use against COVID-19:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

VOLUNTEERS

Guidance for Volunteers: http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_PublicHealthGuidanceCommunityVolunteers.pdf