COVID-19 SAFETY PLAN
Food Skills for Families

2022

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Food Skills for Families
February 4, 2022
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The following document represents the BC Center for Disease Control Food Skills for Families Program COVID-19 Safety Plan (BCCDC-FSF-CSP).

Food Skills for Families is built on a community partner model. The BC Center for Disease Control (BCCDC) provides program material, support and funding while the partner organization (also known as the host organization) provides the kitchen space and leads recruitment and registration of participants. Each six week program is led by a facilitator that has been trained and certified by the BCCDC Food Skills team.

Since each program location is unique some risk areas will be managed by the host organization. The Host Organization Areas of Responsibility section below outlines a number of considerations. Risk management for other areas are outlined below in the BCCDC Areas of Responsibility section; the facilitator is 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 program. Ways to manage risk for each of these areas is outlined in the pages that follow.

**Host Organization Areas of Identified Risk**

- Site Management
- Proof of Vaccination/Health Assessments
- Room Capacity & Number of Participants
- Signage/Communication
- Cleaning & Sanitation
- Staff/Volunteer Sickness & Return to Work
- Personal Hygiene & Training for Staff/Volunteers

**BCCDC Areas of Identified Risk during Food Skills for Families Program Delivery**

- Participant Proof of Vaccination/Health Assessments
- Eating/Sitting with Others
- Group Activities
- Cooking in Groups and for Others
- Sharing Ingredients
- Buffet Style Food Service
- Clean-Up
Host Organization Areas of Responsibility

Host Organizations are required to have a COVID-19 Safety Plan, the plan must be available for review for WorksafeBC per the Provincial Health Officer (PHO) order as well as for the BCCDC Food Skills program team and facilitator. To be eligible to host a Food Skills for Families program, the plan must include considerations for each of the following seven 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.
- If possible, participants and facilitator have exclusive access to program/kitchen area when Food Skills program is running.

Proof of Vaccination/Health Assessments
- Identify whether staff and participants entering the facility requires QR scanning of proof of vaccination (POV) in accordance with the latest Provincial Health Officer Orders. If POV is required, scanning will be done by a staff member of the Host organization.
- In the event that POV is not required, this will be communicated to the facilitator. The host facility will provide information on where and how to do a personal health assessment and/or have protocols in place for participants and staff who do not feel well.
- Review WorkSafeBC’s website for information on COVID-19 prevention and industry specific compliance on PHO orders.

Room Capacity & Number of Participants
- Perform an assessment to determine maximum number of participants that can safely attend each program and therefore the maximum number that can register. It is anticipated that 5-8 participants will attend each program instead of the regular 8-12. This is dependent on size of kitchen and learning space and ability to provide enough room to respect personal space between all participants and staff. Consult the latest Provincial Health Officer Orders 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.
- 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).
- 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. People who cannot or choose not to wear a mask must be excluded from cooking activities.
- **Poster:** Respect Personal Space
**Signage**
- Place signs at entrances informing not to enter if feeling ill.
- Post signs to reflect the respect of personal space 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 if needed contact their health care provider or Health Link BC at 8-1-1.

**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 respect personal space 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 enough room to respect personal space.
- Communicate information in multiple languages.
BCCDC Areas of Responsibility

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

Participant Proof of Vaccination/Health Assessments

- Communicate with the Host; they will determine whether participants entering the organization requires QR scanning for proof of vaccination (POV) in accordance with the latest Provincial Health Officer Orders. If POV is required, scanning will be done by a staff member of the host organization.
- In the event that POV is not required, this will be communicated to the facilitator. The host facility will provide information on where and how to do a personal health assessment and/or have protocols in place for participants and staff who do not feel well.
- During the course of the program, the facilitator will convey to participants that individuals who are feeling unwell to stay home, do a personal health assessment and monitor their symptoms.

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.
- **Masks:** All people entering program/kitchen area are asked to wear a non-medical mask. Masks should be kept on at all times with the exception of when food is being eaten.
  - If a participant is unable to or unwilling to wear a mask they will be unable to participate in the cooking portion of the program but can still join in the portions of the program where participants are seated (the 1st and 3rd hours).
  - **Poster:** How to wear and dispose of a face mask
- **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.

Adjustments to Group Cooking

- **Smaller Groups:** To allow enough room to respect personal space, 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 facilitator 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 may still be served buffet/family style with the following protocols:

- **Personal Space**: Facilitator will remind participants to respect personal space 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 facilitator. Participants will need to wash their hands before and after filling takeaway containers.

Session Format Modifications

- **Group Activities**: Facilitator will modify the format of group activities so they can be done while respecting of personal space. 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. Facilitators 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: Roles and Responsibilities

### ACTIVITY

#### HOST ORGANIZATION RESPONSIBILITIES
- Share organization’s COVID-19 Safety Plan with BCCDC prior to program start (email to FoodskillsBC@bccdc.ca).
- Share organization’s COVID-19 Safety Plan with BCCDC Food Skills facilitator.
- Fill out **Program Request Form** (email to 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.
- Determine whether proof of vaccination is required. If required a staff member will be responsible for scanning participants QR code. If not, provide protocols for staff and participants who do not feel well.
- Perform an assessment to determine maximum number of participants that can safely attend each program and therefore the maximum number that can register.
- Arrange teaching/dining area so that participants are seated two meters apart.

#### BCCDC RESPONSIBILITIES
- Email BCCDC Food Skills COVID-19 Safety Plan to Host Organization.
- Review Host Organization’s Covid-19 Safety Plan to ensure it meets requirements.
- Identify facilitator and email BCCDC COVID-19 Safety Plan.

#### FACILITATOR RESPONSIBILITIES
- Sign contract/letter of agreement, email to FoodskillsBC@bccdc.ca.
- Connect with Host to determine if proof of vaccination is required. If not required, convey to participants that individuals who are feeling unwell to stay home, do a personal health assessment, and monitor their symptoms.
- Direct participants to wash/sanitize hands upon entering program area.
- Ensure participants are wearing a mask.
- Leave space between cooking groups. Pre-identify locations in kitchen/dining area where each group will prepare recipe.
- Modify group learning activities so personal space 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 B: Resources + Links

Personal Health Assessment: https://bc.thrive.health/covid19/en

PROVINCIAL HEALTH ORDERS

Proof of Vaccination: https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof/businesses

Province-Wide Restrictions: https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions


PLANNING GUIDANCE


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


DISINFECTING

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