

Covid 19 Safety Precautions—Cater Tots

As a food service facility, serving children whom are generally classified as high risk individuals, we at Cater Tots already have a high level of controls built into our processes in order to prevent pathogen exposure or contamination of any sort.

That said, the situation as a result of Covid 19 has meant that we need to make sure all safety precautions are correctly followed and increase protection in some areas.

First and foremost we are constantly monitoring and will ensure that we are complying with all CDC requirements and following all OSHA Guidelines as found here.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

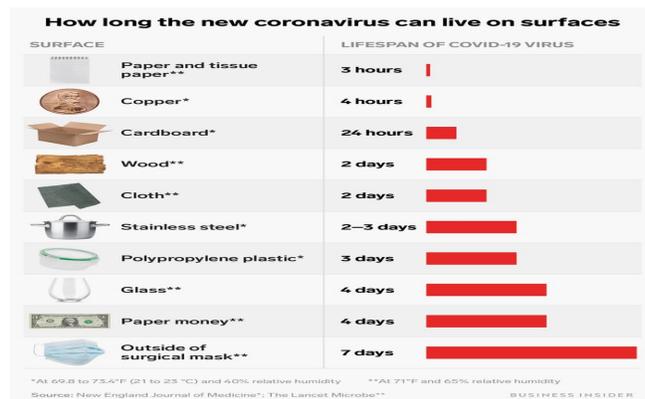
We have broken down the steps we plan to undertake below:

Access:

- Access to our kitchen will be limited to employees only.
- All employees will have their temperature checked before being allowed access into the kitchen
- Delivery personnel will have designated delivery zones, so as to limit any direct contact with staff working in the kitchen.
- Any required interaction between staff and delivery personnel will be done in a controlled manner, utilizing gloves and masks, and the staff member will be required to change equipment and sanitize before returning to regular duties

Incoming product deliveries and product processing:

- All paper and none perishable items will be ordered days ahead of time and delivered into a holding Zone. These deliveries will only be handled by staff after a certain amount of determined hours have passed, allowing enough time for the item to be deemed virus free as per virus survivability guidelines-



- Staff will be required to use gloves when handling deliveries.
- Certain packaged items that can be wiped down will be wiped down while also ensuring there is no risk of chemical contamination
- Perishable items will be delivered into our temperature controlled safetyzone storage.
- Ensure that all fresh fruits and vegetables are being properly washed before processing in line with our existing policy.
- Items that will be cooked in the oven are deemed safe and all viruses and bacteria are destroyed above certain temperatures.
- Ensure hot food temperature is correctly maintained above danger zone levels.

Outgoing meal and deliveries:

- In addition to normal wipe down procedures, All cold carrying equipment to be wiped down minimum 4 times during the completed delivery process.
- These wipe down points will be determined on a route by route basis per driver, and we will utilize our HEPSA prevention and risk assessment planning to identify key points in our delivery that we can place this additional control to realize maximum reduction of risk.
- Drivers will wear face masks and gloves.
- We will be implementing a minimum handling policy. Procedures will be reworked in order to ensure that from the time product is received, through the processing, routing and delivery, we will minimize the number of times the product will be handled, and also limit the number of people handling the items.
- So kitchen teams will be broken down into smaller groups, and work will be allocated per school or per route in totality to this smaller group. For example, currently preparing a box means we will have a person open a box, another put on a label, someone placing the drink... and so on for all routes, meaning the box could be handled by around 6 or more people before it actually gets to the school. With the revised procedure, we aim to limit the exposure to the smaller groups of 2 to 3 people, who will take on multiple functions in the prep and routing of the meal for the specific school/route allocated to them.
- We will also eliminate a control step we refer to as product routing which we have in place as an additional measure to ensure double checking and accuracy, but this also means double handling and exposure by having items recounted and separated twice before it makes its ways to the line. We believe that we have other controls which are already sufficient to ensure accuracy and currently our focus is on increasing safety.

In addition to the above steps, we also will reiterate our current policies and CDC guidelines as follows:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow

employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- Follow all existing policies and procedures of Cater Tot related to illness, cleaning and disinfecting.
- Wash your hands often with soap and water for at least 1 minute as per our company policy.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow when you are out of the kitchen. Wear a face mask when you are working in the kitchen or out making deliveries. Throw used tissues in the trash and immediately wash hands with soap and water for at least 1 minute. Drivers- If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Perform regular interval cleaning of frequently touched objects and surfaces such as workstations, keyboards, telephones and doorknobs..
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Discourage handshaking – encourage the use of other noncontact methods of greeting
- Practice social distancing while working by and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Also maintain distance (approximately 6 feet or 2 meters) from others when on break.

Catertots plans on implementing some of these CDC recommendations

- Zoned worksites within our kitchen
- Flexible work hours
- Increasing physical space between employees at the worksite
- Downsizing operations until the risk are reduced in line with CDC recommendations

In addition to all the above, as mentioned at the start, as a food prep facility we already have protections built in which are strictly monitored by the Health Department. We have staff who have undertaken special training on how to manage the risk of a viruses or bacteria when working with food. Thus we anticipate an easier adjustment for our staff and business in general as compared to other types of businesses that now need to introduce new controls. Some key controls and visual aids that we already have in place are:

- Posters that encourage Food prep safety, including hand hygiene to help stop the spread of any virus or bacteria, posted at the entrance to our workplace and in other workplace areas where they are likely to be seen as well as restrooms.
- Routinely clean and disinfect all kitchen surfaces in the workplace, using commercial food prep safety products.
- We provide cloths, detergents, disinfectants and wipes at several stations within our work place so that surface can be wiped down by employees before each use.