

Hot Lunch COVID-19 Safety Plan

The PAC Hot Lunch COVID-19 Safety plan will be based on the same guiding principles as the Phil and Jennie Gaglardi Academy COVID K-12 Stage 2 Protocols 2020-21 (including all revisions). When there are conflicting guidelines between the Hot Lunch COVID-19 Safety Plan and the Phil and Jennie Gaglardi Academy COVID K-12 Stage 2 Protocols 2020-21 or if a topic is not addressed in this plan, the Phil and Jennie Gaglardi Academy COVID K-12 Stage 2 Protocols 2020-21 will take precedence.

- God is good and our trust is in His power to hold and keep us during these difficult times.
- Gaglardi Academy and all volunteers will, at minimum, adhere to the standards, guidelines, and protocols as outlined by the Ministry of Education, Health and Safety Officers, and the BC Centre for Disease Control (BCCDC).

General Protocols for Food Suppliers

- In accordance with the Ministry of Education guidelines, only pre-packaged hot lunch prepared by a food supplier with a current valid VIHA food service establishment permit will be offered in the hot lunch program.
- Food suppliers delivering food may only access the lobby area and are not permitted past the lobby area. During delivery, food supplier volunteers are to maintain a 2 meter distance between themselves and the hot lunch volunteers.

General Protocols For Hot Lunch Volunteers

- Stay home if you're sick (allergies are not sickness) with fever, flu or cold-like symptoms. If a hot lunch volunteer is sick, entry into the building is not permitted. Please advise the Hot Lunch Coordinator as soon as possible if you are unable to volunteer.
- Where possible, the same hot lunch volunteers with students in the same cohort will sign up for hot lunch duties in pairs and volunteer on the same hot lunch dates.
- Hot lunch volunteers picking up hot lunch from a hot lunch food supplier will be required to adhere to the following safety protocols:
 - Wear a mask and keep it on for the entire time which they pick up and deliver the hot lunch to the school and during the time they are carrying out hot lunch duties.
 - disinfect high contact areas in their vehicles and the surface the hot lunch order will sit in the car (ie car handles, seat, steering wheel, trunk handle, and trunk surface)
 - hand sanitize after they've paid for the order and before they transfer the hot lunch order to their vehicles
 - will not permit other passengers in the vehicle which the hot lunch is being transported to the school
 - must sanitize hands in the lobby before they enter the Gaglardi building.
- Hot lunch volunteers entering the facility must report to the Administrative Office for all business and sign in and out of the facility. A contact register will be kept of all non-staff adult persons entering the building.

- Obey signage and follow all directional arrows for the safety and protection of others.
- Hot lunch volunteers will be permitted entry to the building between 9 am - 2:30 pm when all students are safely in their classrooms. Approved hot lunch volunteers will be restricted to the lobby area, unless delivering hot lunch baskets to the classrooms.
- A social distance of 2 meters must be maintained while on school property.
- Hand-sanitizer must be used upon entry and exit of the facility and whenever handwashing is unavailable.
- All hot lunch volunteers, must make a health declaration before entering each day.
- Handwashing is required before and after using washroom facilities (*see Hot Lunch Volunteer Washroom Use Protocols*), after sneezing or coughing into hands and before hot lunch set up.
- Under the updated health and safety guidelines, masks or face shields will be required for all hot lunch volunteers while in the building.
- The use of gloves is not required but remains a personal choice for the hot lunch volunteer. If a hot lunch volunteer does wear gloves, they should wash their hands or hand sanitize before putting the gloves on, only use a new pair of non-latex gloves (due to allergies) and follow the Work Safe BC safety protocols for proper glove removal.

<https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/glove-removal-procedure?lang=en>

General Protocols For Hot Lunch Set Up In Front Lobby

1. Volunteers will obtain the PAC storage key from the Administrative Office.
2. Volunteers will set up a portable table (from the library) in the lobby in front of the lost and found chest. The portable table top and the lost and found chest top will be sanitized with disinfectant wipes before use.
3. Hot lunch supplies (fruit cups, juice boxes and disposable utensils) will be obtained from the PAC closet and set on the portable table.
4. The handles on the hot lunch delivery baskets will be sanitized with disinfectant wipes before use.
5. Volunteers will obtain the hot lunch class lists from the Administrative Office.
6. Once food is sorted by grade, the hot lunch volunteer will:
 - 1) Deliver the hot lunch basket to the class and place the basket in front of the class entrance door. Under no circumstance is the hot lunch volunteer permitted to enter into the classroom.
 - 2) Knock on the classroom door and step back at least 2 meters from the door.
 - 3) Once the teacher has opened the door, the hot lunch volunteer may return to the lobby to carry out the remaining deliveries.

- 4) If the teacher does not open the door after two attempts at knocking, the hot lunch volunteer will return the basket to the lobby area and complete the remaining deliveries under the same protocols and return to the classroom at a later time to attempt delivery.
7. After all the deliveries have been done, the hot lunch volunteer will clean and disinfect the portable table and lost and found chest. The portable table will be returned to the library and all unused hot lunch supplies will be returned to the PAC storage closet.
8. The hot lunch volunteer will collect all the empty hot lunch baskets starting with the primary grades and finishing with the 8-12 grades. Any uncollected lunches will be given to the Administrative Office. The handles on the empty hot lunch baskets will be cleaned with disinfectant wipes before they are returned to the PAC storage closet.

Hot Lunch Volunteer Washroom Use Protocols

- All hot lunch volunteers are required to use the staff washrooms. Under no circumstances may the student designated washrooms be used.
- Leave-on spray sanitizer (>80% alcohol) will be available in all washrooms.
- Volunteers will wash their hands, then go to their stall or urinal.
- When leaving their stall, students will:
 - Wash their hands
 - Spray “leave-on” sanitizer on
 - Sink Taps
 - Stall handle
 - Toilet seat
 - Flush handle

Hot Lunch Volunteer Training

- All hot lunch volunteers must read, review and confirm understanding of the Hot Lunch COVID-19 Safety Plan before commencing volunteer duties.

For more information go to these links:

[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)

[BCCDC COVID-19 Public Health Guidance for K-12 School Settings](#)

[Help prevent the spread of COVID-19 - How to Use A Mask](#)