



March 19, 2020

Updated Standard Operating Procedure (SOP)

## New Iacofano's Coronavirus (COVID-19) Safety Plan

### Purpose:

This document will explain the updated policy for new sanitation and safety standards to be used at all Iacofano's Catering Facilities due to the COVID-19 outbreak. Upgrading and managing safety standards are critical to the health and safety of our customers and employees. All facilities need to immediately follow the COVID-19 safety plan outlined in this document. Following the COVID-19 safety plan will stop the spread of the virus and reduce the risk of infecting others and/or contracting it.

### Applicability:

This SOP applies to all employees and facilities under the Iacofano's Catering Group LLC.

### Expiration:

This SOP will expire within 120 days of today. (June 20, 2020) We will adhere to all state and federal updates, changes or renewals.

### **COVID - 19 Coronavirus symptoms:**

- Runny nose
- Sore throat
- Cough
- Fever
- Difficulty breathing

### Entering Facilities (All Employees and Visitors)

These steps need to be followed to create a safe and sanitized working environment for our Facilities. ALL people are required to follow these steps for them to enter one of our facilities. All individuals will need to be let in by a member of leadership in the facility. (Director, KM or Shift Lead/Supervisor) The leader on duty initial, sign and date the COVID-19 Safety Log during all processes.

### Approved Sanitizers to use:

1. Multi-Quat Sanitizer
2. Steramine Tabs
3. Lysol for vehicles
4. Disinfecting Wipes

1. Locked Doors and Buzzers
  - a. All entrance doors shall now be locked and remain locked.
  - b. This will guarantee that ALL visitors and employees need to check in upon arrival.
  - c. All Doors will have signage stating that they should be kept locked at all times
2. 60% alcohol sanitizer available
  - a. All facilities will have hand sanitizer available upon a person walking into the facility.
3. Temperate Taken
  - a. Every employee and visitor will have their body temperature taken to verify it is less than 100.4F degrees.
  - b. Temperate will be recorded on the Safety Log
4. Hair nets and beard nets
  - a. All staff in the kitchen areas must wear hairnets and beard nets.
  - b. If an employee wears a hat no hair can fall out the sides or the back. All hair needs to be restrained with a hairnet.
  - c. All beards short or long will be restrained with a bear net.
5. Wash hands
  - a. All individuals walking into the facility will wash their hands upon entry to our facilities.
6. FLOW CHART for all individuals entering our facilities
  - a. Unlock door by MOD and have all people enter and stand within entrance.
  - b. Sanitize arms and hands
  - c. MOD takes body temp
  - d. Hair restraints
  - e. Wash hands
7. Log and sign
  - a. All information taken during the Flow Chart will be logged.
  - b. The "COVID-19 Safety Plan Log will gather the following data:
    - i. Name of person
    - ii. Time of arrival
    - iii. Reason for visit
    - iv. Initial once they sanitize their hands and arms
    - v. Body temperature
    - vi. Initial once hair restraints are on
    - vii. Escort to proper arm and hand washing stations
    - viii. Initial once all steps are completed.

#### Food Handling Area and Employees

1. All employees will start the day by cleaning and sanitizing their work stations
2. Sanitation buckets will be filled and labeled with the time it was filled.
  - a. A timer will be set for two hours and once the two hours sounds ALL buckets will be washed out and changed.
3. All employees will wear gloves and wash hands.

- a. When an employee leaves their station they need to remove gloves and wash hands before returning to station.
4. If an employee needs to cough or sneeze they will step away and do it in their upper arm.

#### Delivers and Functions

1. All employees will wear gloves during all off site deliveries.
  - a. They will adhere to the hand washing and glove usage as listed above.
2. All door handles and knobs should be wiped down every hour.
  - a. Making sure that all doors including external and bathroom entrance doors.

#### Fleet Vehicles

1. When entering one of our vehicles, drivers need to wipe down the steering wheel and shifter.
2. Drivers will put on gloves when arriving at a drop off. Drop off the catering.
3. When driver gets back to vehicle, they will remove gloves and dispose of properly.
4. Wipe down the steering wheel and shifter once again and move to the next location.
5. The interior of each vehicle will need to be disinfected by using Lysol spray.
  - a. This needs to be done twice daily. Beginning of day and End of day

#### Self Awareness

1. If at anytime an employee has a fever please advise a mgr via text, call or verbal.
2. If an employee is to miss any work due to symptoms of COVID-19 you may not be allowed back in the facility until a doctor's note and negative COVID-19 test.

#### Signage

1. "Help Prevent Disease" sign should be displayed in the entry hall to the kitchen, front door and time clock.
2. Handwashing signs need to be displayed by every hand washing sink.