



# COVIDSafe Kitchen and Dining Policy 2020

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## 1 Purpose of this policy

- 1.1 To ensure our kitchen operates within COVIDSafe guidelines.
- 1.2 To provide a safe eating environment for our students.
- 1.3 To provide process of how the kitchen service will operate during the COVID-19 pandemic.
- 1.4 To mitigate risks of infection.

## 2 Policy statements

- 2.1 Gisborne Montessori School will operate a kitchen dining service if the school is in operation.
- 2.2 All deliveries to the kitchen are to be contactless and to be left at the external door when possible.
- 2.3 During COVID-19 and until further notice, the kitchen dining service is available to students only.
- 2.4 Staff are not permitted to eat with the students during dining in the dining hall.
- 2.5 Staff are provided with food but are to consume it away from the dining hall.
- 2.6 Staff food pick up is from the foyer.
- 2.7 Staff must actively supervise students during dining to ensure students do not share food, cutlery or touch any one else's food or belongings.
- 2.8 Staff and students are not permitted to enter the kitchen under any circumstances.
- 2.9 Once the hall is set up for dining, students are not permitted to enter the hall.
- 2.10 Sports classes must be conducted outside or in the undercroft area to limit the risk of cross contamination.
- 2.11 Physical distancing is to be enforced during eating.
- 2.12 Students will sit four students to a table.
- 2.13 Lunch times will be staggered to limit the number of students dining.
- 2.14 Increased cleaning of high touch areas will occur between each meal service. Areas include door handles, tables, chairs and benches.
- 2.15 Each meal will be individually portioned and packaged.
- 2.16 A self-serve bain-marie service will not operate during the COVIDSafe kitchen service.
- 2.17 The kitchen service menu will be published in the school newsletter on Skool Bag each fortnight.
- 2.18 Parents and staff who do not wish to access the kitchen service are to provide their own food and meals.

- 2.19 Children who bring their own food from home will eat in the dining hall with other students.
- 2.20 Kitchen staff must wear masks at all times.
- 2.21 Kitchen staff must wear gloves and hair nets when preparing and servicing food.
- 2.22 All staff and students are to provide their own water bottles and drinks.

### 3 Morning and Afternoon Tea Service

- 3.1 Morning and afternoon tea will be individually portioned and packaged and delivered to the classroom by the kitchen assistant.
- 3.2 Food service for the Magpies PM Care will be delivered to the classroom by the kitchen assistant.

### 4 Lunch Service

- 4.1 Lunch service will be staggered to minimize the risk of infection and to meet government guidelines with the number of people who can dine within each space.
- 4.2 Students will sit 4 per table to ensure physical distancing.
- 4.3 Staff will wear masks when in the dining hall.
- 4.4 The school will utilize the hall, foyer and outside areas to limit the number of people in each space. (see Diagram 1)
- 4.5 External doors will be left open to allow flow and circulation of air.
- 4.6 Weather permitting, dining may be outdoors.
- 4.7 Students will have 30 minutes to access the lunch service and 60 minutes play.

	Lunch Service	Outside Play
Cycle 1	11.30 – 12.00	12.00 – 1.00
Cycle 2	12.15 – 12.45	12.45 – 1.45
Cycle 3	1.00 – 1.30	12.00 – 1.00

- 4.8 Students will enter through the main doors.
- 4.9 Students will exit through the toilet corridor.
- 4.10 Students will sanitise their hands before entering the dining hall.
- 4.11 Staff will encourage safe hygiene practices with students at all times.

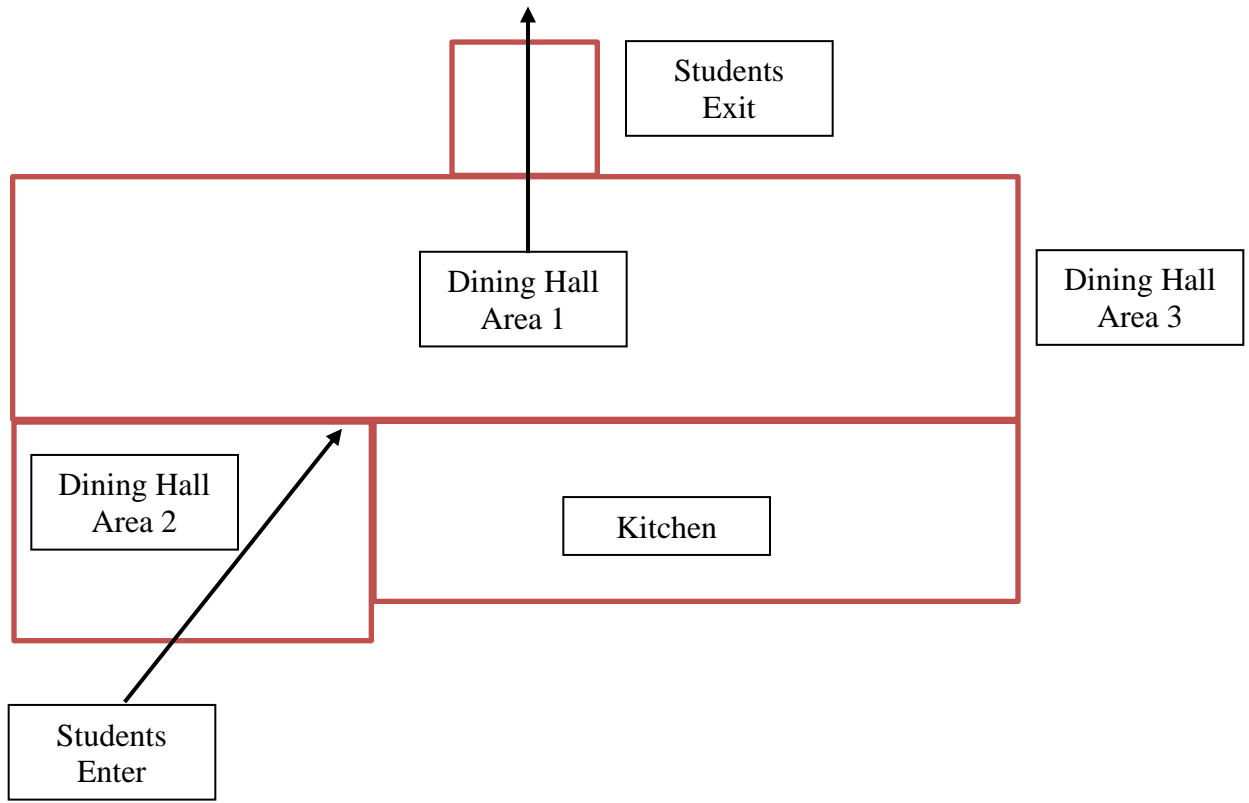
### 5 Scope

- 5.1 The application of the policy is relevant to all students and staff of the school.

### 6 Roles and responsibilities

- 6.1 The principal is responsible for ensuring the policy is enforced.
- 6.2 The Kitchen Manager is responsible for ensuring COVIDSafe practices are always maintained.
- 6.3 The Kitchen Assistant is responsible for the delivery of morning and afternoon tea to classrooms.
- 6.4 The Kitchen Assistant is responsible for the regular cleaning of high touch surfaces before, in between and at the end of each dining service.

**Diagram 1 – Kitchen dining and student movement**



**7 Communication of the policy**

7.1 Gisborne Montessori School will communicate this policy to all parents and staff.

**8 Policy Review**

8.1 The school will review this policy as required and in response to COVIDSafe government guidelines.

**DETAILS**

<b>REVIEWED</b>	October 2020
<b>MAINTAINED</b>	Gisborne Montessori School Board
<b>RATIFIED</b>	
<b>NEXT REVIEW</b>	As required and in response to COVID-19