CleanDining

COVID-19
Dining Hall
Operating Safety Plan

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CleanDining
Commitment to Excellence with Enhanced Food Safety and Sanitation during COVID-19

This document provides the details of how R&DE Stanford Dining will mitigate the spread of COVID-19 in the Dining Halls through its “new normal” CleanDining program.

R&DE Stanford Dining’s CleanDining program will build upon the already high standards of food safety and sanitation in the dining halls, utilizing industry best practices and enhanced cleaning protocols. The goal of R&DE Stanford Dining’s CleanDining program is to provide students with reassurance of the safety of their dining experience and create a focus on enhanced cleanliness that will be visible to students. Our CleanDining policies and related procedures manual is a living document which will be updated as new university guidelines and county regulations develop.

R&DE Stanford Dining’s CleanDining program was created to consistently meet all of the evolving expectations during the COVID-19 pandemic.

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Section 1
Safety Measures in the Kitchen and Dining Hall
Safety Measures
Followed by R&DE Stanford Dining

Throughout the document we refer to these safety measures. The specific processes are found here:

Proper Face Coverings

Permitted face coverings are required to be worn by everyone in the Dining Halls, and may only be removed while eating in the Dining Room.

The primary purpose of the face covering is to protect oneself and other people from unknowingly spreading Covid-19.

Face coverings provide a physical barrier to protect the user from splashes of large droplets of body fluids that may contain bacteria or viruses in the immediate surroundings. They also protect other people against infection from the person wearing the face covering.

Washable and disposable face coverings are available to employees at all times. Face coverings must be worn at work to remain in compliance with university requirements and Santa Clara County orders, but can be removed if the employee is outside and alone, or when eating. At the end of shift, used washable face covering must be put in the assigned receptacle to be laundered.

Certain face coverings provide more protection against the spread of COVID-19 than others. Below is a list of face coverings that are permitted in the dining halls. If someone entering the dining hall is not wearing a permitted face covering, a disposable face covering will be provided.

PERMITTED FACE COVERINGS

N-95 Masks  Surgical Masks  Multiple Layer Fabric Face Covering
Wearing a face covering is not a replacement for good personal hygiene practices. When performed together, they can best help prevent the spread of the virus in the community.

How to wear a face covering properly:

1. Wash your hands with soap and water or use the hand sanitizer.
2. Cover your mouth and nose with the face covering.
3. Make sure there are no gaps between your face and the face covering.
4. Avoid touching the front of the face covering while using it;
5. If you do, wash your hands as instructed below.
6. Replace the face covering with a new one as soon as it is damp or soiled.
   - Ask your manager or supervisor for a new face covering.
7. To remove the face covering:
   - Loop your finger into the strap
   - Pull the strap away from the ear, or behind your head.
   - Put it in the face-covering laundry bag to be laundered.
   - Discard disposable face coverings in the trash bin.
   - Wash your hands with soap and water or use hand sanitizer.

See here for EHS Use and Care of Face Covering.
**Dos and Don’ts of Face Covering**

- **DON’T:** Wear your face covering below your nose.
- **DON’T:** Leave your chin exposed.
- **DON’T:** Wear your face covering loosely with gaps on the sides.
- **DON’T:** Wear your face covering so it covers just the tip of your nose.
- **DON’T:** Push your face covering under your chin to rest on your neck.
- **DO:** Wear your face covering all the way up, close to the bridge of your nose and all the way down under your chin. Tighten the loops so it doesn’t have gaps on the sides.

**Illustrations by Elena Kalogkoti**

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**Proper Handwashing Procedure**

_Wash hands, including under fingernails, as often as possible with soap and water for at least 20 seconds._

Use an alcohol-based hand sanitizer if soap and water are not available; however, **hand washing is preferable** because soap and water are more effective at inactivating the Covid-19 virus.

Keep fingernails trimmed short.

**Wash hands at these key times:**

- When entering the workplace
- After blowing your nose, coughing or sneezing
- After using the bathroom: wash hands in the bathroom and again when re-entering the work area
- Before eating or preparing food
- When switching between different tasks
- After handling trash
- After cleaning activities
- After using public transportation
- After touching a frequently touched surface or object that might be contaminated (for example, door handles and knobs, light switches, shared workstations, public touch screens, handrails, etc)

**Taking Gloves Off Properly**

1. Grab the outside lip of the glove near the wrist area.
2. Holding your arm pointed downwards, peel the glove away from the wrist to turn it inside out.
3. Pull the glove away until it is removed from the hand and hold the inverted glove with your gloved hand.
4. With your ungloved hand, slide your finger(s) under the wrist of the remaining glove.
5. Pull the glove down to remove it from your hand. Be careful not to touch the outer surface.
6. Dispose of the used gloves in a garbage bin and wash your hands.
Cleaning and Sanitizing Procedures for Food Contact Surfaces

Wash, rinse, sanitize food contact surfaces:

- Before each use.
- Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, poultry, or any foods with allergens.
- After a task is interrupted.
- At least every 2 hours.
- Any time contamination occurs or is suspected.

Use the following procedure for the large items and stationery items as listed above:

1. Wash the surface with a detergent solution.
2. Rinse the surface with clean water.
3. Sanitize the surface using EcoLab's Smart Power (Quaternary ammonia made by Ecolab) at a concentration of 200-400 ppm.
4. Place wet items in a manner to allow air drying.

Electrostatic Disinfecting when there is a COVID Positive Case in the Building

If a COVID positive case is reported in a building, R&DE Stanford Dining uses electrostatic sprayers to effectively disinfect all dining halls, including the Central Production Kitchen, to eliminate all pathogens such as Coronavirus that may be present on surfaces. Electrostatic disinfecting is a way of quickly and evenly coating a surface with a disinfectant solution to eliminate pathogens.

Electrostatic disinfecting is achieved by an electrostatic sprayer that gives a negative charge to the disinfecting solution as it exits the nozzle. The charged molecules repel each other but are attracted to the surface they are applied to. The charged molecules enable the disinfecting solution to electromagnetically stick to a targeted surface providing 360-degree coverage. Electrostatic disinfecting provides a broad-spectrum approach to disinfecting a complete surface area and an entire room quickly and effectively.

R&DE Stanford Dining uses Bioesque disinfectant in the electrostatic process.

This protocol should only be used if there has been a positive case in the building, and after all equipment is scrubbed free of debris, rinsed, and dried. Disinfecting is the last task performed in the dining hall before the end of day closure.
The individual who performs the electrostatic disinfecting procedure should immediately leave the premises upon completion.

All surfaces, smallwares, and equipment must be cleaned and put away before starting the electrostatic disinfection process.

Managers should delegate different areas for employees to clean in order to follow physical distancing guidelines.

The complete procedure for Electrostatic Disinfecting is available here: Electrostatic Disinfecting.

**Equipment/Tools Needed**

*Chemicals:* Bioseque Botanical Solution.

*Equipment:* Electrostatic Sprayer.

**Safety Equipment**

- Safety Equipment Disposal near building exit.
- Clean Safety Equipment (PPE):
  - Gloves
  - Face coverings
  - Non-slip shoes
  - Safety glasses

**Procedure**

Prepare the dining hall, kitchen and office spaces for disinfection.

- Ensure that all surfaces are clean and free of debris.
- All food products should be tightly wrapped and stored properly.
- Make sure that all flatware, plate ware, pots, pans and utensils are wrapped or covered to avoid contamination from chemicals.
- Leave any personal items close to the dining hall exit to avoid walking through the disinfected dining hall when closing and leaving the premises.

Once this is accomplished, the designated team member or manager should ensure they have clean safety equipment on (face covering, gloves, safety glasses and non-slip shoes).

- Fill the spray tank with Bosque Surface Disinfectant. The designated cleaning person will operate within the space on their own to ensure no other parties contaminate the area during disinfection.
- The cleaner should begin at the designated starting point and spray every surface with Bioesque disinfectant, working the spray up and down as they follow the path and walk to cover all potentially frequently touched and contaminated surfaces.
- Give extra attention to commonly touched surfaces, such as:
- Reach-in and walk-in refrigerator handles.
- Door knobs, stove knobs, railings.
- Counter-top and edges.
- Keyboards, POS surface, telephone set, safe.
- Dishwashing area, faucet, spray hose.
- Furniture.

- Make sure to evenly distribute the disinfectant across all surfaces so that nothing is missed. Ensure that all lower shelving units are being covered with disinfectant.
- After all surfaces are sprayed with disinfectant, dispose of the gloves in a designated area, and fully close the dining hall.
Roles in Direct Support of COVID-19 Mitigation

In support of the quickly evolving situation, certain roles have been assigned temporarily to focus completely on tasks related to COVID-19 mitigation, planning, operations, project management and compliance. **The expectations for these roles:**

- Lead by example and maintain the highest level of personal safety while holding others accountable.
- Be vigilant with enforcing health & safety procedures and cleaning schedules.
- Be meticulous in process, keenly observant of risk behavior and initiate corrective action.
- Stay current with developing health & safety guidelines and work with the management team to update COVID related safety operating procedures.

**Associate Director of Co-ops Meal Plans & Special Projects**

Reports to the Executive Director of Stanford Dining. Coordinates overall COVID mitigation strategies with multiple divisions both inside and outside of R&DE oversees projects, manages planning documents and works directly with the units to ensure compliance with all county and state directives.

**Associate Director of Food Safety, Workplace Safety, and Environmental Compliance**

Reports to the Executive Director of Stanford Dining. Responsible for ensuring all operations are following all health and safety guidelines, collaborates with the county health inspectors and University departments like Environmental Health and Safety. Is a resource for food safety innovations and new guidelines.

**Health and Safety Specialists**

Reports to the Associate Director of Food Safety, Workplace Safety, and Environmental Compliance, they enforce government and university COVID-19 policies, conduct food and workplace safety inspections, train workers on departmental policies, ensure compliance with all food safety guidelines including food temperatures, ensure proper disinfection of spaces used by COVID-19 positive individual is taking place at the appropriate times, with the correct chemicals and process.
Section 2
Safe Dining Hall Environment for Staff
Receiving and Deliveries

Procedure for Vendor Delivery

Requirements for Vendors

Vendors are assigned delivery windows to ensure staggering of deliveries and physical distancing between vendors. This will allow for delivery drivers to adhere to restrictions.

Vendor drivers are required to wear a face covering, sanitize hands and put on a clean pair of disposable gloves (no reusable gloves are allowed) to unload delivery. Vendors are allowed to enter the facility with their mask on.

Vendors must be compliant with Santa Clara County COVID-19 prevention orders, Cal/OSHA Title 8 CCR 3205 COVID-19 Prevention Standard and Stanford University vendor policies at all times.

Vendor Visit Protocol

Inform Vendors of Vendor Visit Protocol in advance.

1. Email all service vendors to inform them of enhanced safety procedures. Receive assurances and acknowledgment of newly implemented health and safety policies before scheduling an appointment.
2. Vendors and technicians must accept and acknowledge:
   a. Vendors showing visible symptoms are not permitted on-site.
   b. Vendor names and arrival times will be logged to facilitate exposure tracing, if necessary.
   c. Vendors must arrive during a pre-set time window. Any delays must be communicated to the Manager-On-Duty.
   d. Vendors must arrive on site wearing a face covering.
   e. Vendors will be asked to wash their hands and put on a clear pair of gloves provided onsite upon arrival.
   f. Vendor’s representative must have completed Stanford University’s Service Vendor Expectations Checklist for COVID-19 Safety Management form.
3. Service vendors coming to campus from outside of California must meet one of the following criteria:
   ● Are fully vaccinated against covid-19,
   ● Receive a negative covid-19 test within 72 hours prior to the date of onsite service,
   ● Remain off-campus for a minimum of 10 days and within the state.

**Critical Control Points**

1. Limit non-essential visits from external vendors.
2. Visits should only be scheduled for non-operational or low-traffic hours to ensure proper capacity and social distancing guidelines.
3. Specify a limited arrival window to limit potential exposure.
4. Limit contact with the vendor and abide by social distancing guidelines.

**Staff must immediately notify manager if the following noncompliance are observed during delivery:**

1. Delivery personnel are not wearing face coverings and or gloves.
2. Delivery personnel show signs of being sick.
3. Delivery personnel are not cooperating with dining hall personnel.

Delivery personnel are allowed to enter the facility.

**Requirements for Stanford Dining Storekeeper**

*Dining Storekeepers are required to wash their hands (see *proper handwashing procedure* p. 10) before and during their shift, wear a face covering (see *proper face covering* p. 8), and put on a clean pair of disposable gloves (see *taking gloves on and off properly*, p. 11).*

Dining Storekeepers must wash their hands frequently throughout their shifts and anytime they touch a surface or object that may be contaminated with soap and water for 20 seconds.

Dining Storekeepers must sanitize with disinfectant or use sanitizing wipes on all carts, hand trucks and any other transport cart handles at the beginning of their shift, four hours into the shift and at the end of their shift.

During every shift, Storekeepers will be primarily responsible for retrieving and returning food items to and from food storage areas. They should be the only person going in or out of food storage areas on any given shift.

Vendors can enter the buildings to drop off the deliveries, and must wear a mask at all times while in the buildings.
Any discrepancies with the order must be notified to the vendor before they leave the facility.

**Procedure for Stanford Dining CPK Deliveries**

**Cleaning and Sanitizing During CPK Delivery Process**

**Truck Sanitation**

CPK (Central Production Kitchen) drivers must enter the facility with a face covering on, wash their hands (see face covering and handwashing procedures p. 8 and 10) and put on a clean pair of disposable gloves.

CPK drivers must sanitize truck door handles inside/outside, lift gate handle, back door lift handle, lift gate knob, steering wheel, gear shift, blinker handle, and any other common touch points with disinfecting spray or sanitizing wipes.

Sanitation must also be administered mid shift (4 hours after start of delivery) and at the end of shift.

The truck is required to have:

- Purell sanitizer spray or sanitizing wipes.
- Disposable gloves.
- Paper towels.
- Hand sanitizer.
- Trash bags for disposal of gloves and paper trash.

**Central Production Kitchen Driver Protocol**

CPK drivers are required to wear gloves and a face covering at all times in University vehicles and during deliveries. They must sanitize their hands with hand sanitizer and place a new pair of gloves before and immediately after each delivery.

During the delivery process, CPK drivers can enter units and drop off deliveries. They must wear their mask in the vehicle and when they enter the buildings.

**Delivery Container Collection**

Central Production Kitchen delivers products inside Lexans with lids (marinated proteins), blue crates (for bagged items) and on grey platform carts. These items are left by the CPK driver and collected later in the afternoon once they have been unloaded by the dining facility.
Dining facility must leave washed Lexans with lids, blue crates and grey platform carts outside on the loading dock for the CPK driver to collect.

CPK drivers must collect these items and return to the CPK kitchen.

Lexans, lids and blue crates must immediately be taken to the dish station where they must go through a high temp dish machine.

CPK drivers must sanitize the handles of the grey platform carts before allowing inside the facility.
Safe Dining Hall Environment for Workers

In addition to the following procedures, managers must actively encourage sick workers to stay home and encourage workers who have a sick family member at home with COVID-19 to notify their supervisor.

- Employees who have COVID-19 symptoms must report those symptoms in Health Check. If they are given a Red badge, they must remain home and notify their supervisor.
- Sick employees are not to return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and human resources.
  - 3 days with no fever, without taking medication.
  - 10 days since symptoms first appeared.
- Employees who are well but who have a sick family member at home with COVID-19 must notify their supervisor.

Before Arriving at Work

Workers must complete the [healthcheck.stanford.edu](http://healthcheck.stanford.edu) at least one hour before arriving on campus. They must log in to [healthcheck.stanford.edu](http://healthcheck.stanford.edu) with their Stanford SUNet ID.

Fully Vaccinated employees will be prompted to upload a picture of their vaccination card. After acceptance of the vaccination card employees will no longer need to take the health check daily unless they are experiencing symptoms related to COVID-19.

Non fully vaccinated employees must continue to take the daily Health Check. They will be asked if they are experiencing any COVID-19 symptoms, their most recent COVID-19 test, self-isolation, exposure, and travel. After completing the health check, employees receive a system-generated response that is specific to their selections.

All workers must stay home if the health check provides a red display and call their supervisor to inform them. If they are asked to remain off campus, they may be required to be cleared by the Stanford Occupational Health Center via an email or phone call. Managers contact their HR Business Partner to confirm the date the employee is approved to return to work.

Managers will not have access to any information in the Health Check system and are not able to view any answers that have been submitted.
Best Practices for Commuting to Work

Public Transportation
- Wear face covering and disposable gloves while on public transportation.
- Avoid contact with high touch surfaces and do not touch your face, mouth, nose, or eyes.
- Observe social distancing best practices while in transit.
  - Do not place personal belongings on seats, train floors, or platforms.

Driving
Disinfect high touch surfaces on your vehicle such as:
- Door/compartment handles.
- Steering wheel.
- Gear shift.
- Touch screens.
- Ventilation or other Controls.
- Keys.
- Cell phone and other devices.

COVID-19 Testing on Campus for Non Fully Vaccinated Staff

Non fully vaccinated Employees working on-site are required to be tested for COVID-19 every week, on work time for non-exempt and bargaining unit employees. Exceptions to this requirement may only be granted, in advance, by the divisional Executive Director or their designee. Visiting employees must also be tested prior to their visit on campus.

Testing registration and process

Step 1: Employees must confirm their eligibility for surveillance testing. They may confirm eligibility in ORMS by logging in to https://onsiteroles.stanford.edu

Step 2: Employees opt-in and register for the testing program. They must create their account using their primary SU email address on this website: https://home.color.com/create-account

Step 3: Employees must visit a collection site with their Stanford ID. Once they’ve confirmed eligibility in ORMS and have created their test account, employees should visit a collection site and bring their Stanford ID. Hours vary by location.
Step 4: Employees must activate their kit at https://color.com/covid/activate before self-administering the nasal swab test. They must do it each time they get a test.

After they have activated the testing kit, they may self-administer the test, taking a sample specimen from their nose. Generally, this testing will be done without healthcare worker observation, and the employee may take the testing kit away to perform self-collection on their own at another time and location.

Step 5: Employees must drop off their sample to a collection site. Once they have administered the self-swab test, they must return it to a collection site on the same day as they perform the nasal swab.

Step 6: Wait for the results. After dropping off their sample, the employee can expect to receive results within 48-72 hours. They'll receive an email and text notification from Color Genomics to check their testing account for results.

Exposure Tracing for Workers

As a part of the completion of the daily staff Health Check tool, if a staff member has known close contact with someone with COVID or COVID symptoms in the last two weeks, the staff member will be asked how the exposure occurred as well as the nature of the contact with a COVID positive individual. If the staff member is asked to stay away from work based on their symptoms or because they have tested positive for COVID they will use accrued sick leave.

Depending on the staff members answers to the questions found in the daily Health Check tool, the staff member may be contacted by the Stanford Occupational Health Center (OHC) to determine if Stanford OHC needs to begin exposure tracing next steps.

Arriving at Work

A Manager is responsible for checking in each employee one at a time to ensure thorough health screening and to limit the congestion at the entry.

Employees must arrive on site wearing face covering.

When arriving at their dining hall, employees must:

- Show the manager their onsite access badge.
  - If the employee is not fully vaccinated, and the health check is not completed prior to arriving at work, the worker will use the dining hall kiosk iPad to complete it prior to punching in for work.
○ If cleared for work, proceed to the next steps. If the worker is not cleared for work, they must return home after showing the onsite access badge to their manager. Ensure that the iPad is disinfected after use.

- Wash hands (see proper handwashing procedure p. 10).
- Check-in at the time clock.
- Put on a clean uniform and leave personal clothes and items, including cell phones, in the locker.
  ○ Change into clean, appropriate workplace attire—clean washable outer garments; non-slip, closed-toe shoes; approved hair covering; clean apron; and clean Face Covering (see p. 8)—and change as needed to prevent contamination of food & food-contact surfaces.

**Worker Locker Room Usage Guidelines**

- Limit the amount of time spent in the locker room.
- Observe personal hygiene rules and standards.
- If the locker room has an ensuite bathroom, follow proper handwashing procedures after use. Discard gloves prior to bathroom use. Do not enter the bathroom wearing an apron.
- Ensure personal belongings and bags are maintained as clean as possible.
- Only bring essential items to work.
- Only use lockers assigned to you and not others.
- Employees are in charge of the cleanliness and sanitation of their own locker.
- Locker rooms to be kept neat and tidy at all times, with no personal belongings on the floor.
- Additional PPE must be worn for dishroom workers: eye covering, impermeable apron.
- Put on face covering.
- Wash hands.

**Employee Cell Phone Usage**

1. Personal cell phone usage by employees is prohibited during meal service or in the kitchen.
2. Employees may use their phones during breaks and are required to wash their hands after use.
3. Managers are allowed to keep their cell phones on their person throughout the day for emergencies. Managers must limit personal cell phone usage.
4. All employees must thoroughly wash their hands after using their cell phones and follow CDC guidelines for disinfecting personal electronics.
5. If a cell phone must be used for an emergency, disinfect the phone with a sanitizing wipe and wash your hands following proper handwashing procedure after using it and before going back to work.
Staff Breaks

Meal Seating
- Dining room tables will be disinfected regularly.
- Each table will be preset with hand sanitizer and disinfectant wipes.
- Employees must clean and disinfect the tables with disinfectant wipes before and after eating and before returning to work.

Post Meal
- Staff is required to put on a clean face covering before leaving meal seating.
- Staff must dispose of meal plates and utensils before entering the workspace again.
- Hands must be washed and new gloves applied before starting new work tasks.

Management Responsibilities

Before Arriving at Work
All workers must stay home if the health check provides a red display and call their supervisor to inform them. If they are asked to remain off campus, they may be required to be cleared by the Stanford Occupational Health Center via an email or phone call. Managers contact their HR Business Partner to confirm the date the employee is approved to return to work.

Opening Procedures for Supervisors
At the beginning of each shift, the supervisor must be at the time clock to review the worker’s onsite access badge for clearance to work for that day. If the employee is not fully vaccinated and health check is not completed, have the worker use the iPads to complete it, prior to punching in on the time clock:

- If the worker has clearance, ensure to disinfect the iPad after use
- If the worker does not have clearance:
  - Ask the worker to show their onsite access badge and send the worker home.
  - The manager must fully disinfect the iPad and workstation before allowing another worker to use it.
  - Inform Assistant Director and HR Business Partner.
At the beginning of each shift, distribute a **pre-shift briefing document** to all workers. This document:

- Contains reminders such as signs and symptoms of infection, staying home when ill, social distancing, personal protective equipment, hand hygiene practices, and identifying and minimizing potential routes of transmission at work, at home, and in the community.
- Includes important updates of new procedures, tasks or departmental information.

### COVID-19 Closing Procedures for Supervisors

Before leaving, supervisors must ensure the following:

1. Service counter tops, dining tables, and touch point areas are cleaned using standard protocol.
2. All portable hand sinks are cleaned and sanitized.
3. Dirty water has been emptied from the hand wash sink(s).
4. Presence of a refilled and clean water bottle for hand wash sink(s).
5. All hand soap dispensers and paper towels at hand sinks are refilled.
6. Checker stations and ID pads are cleaned and sanitized.
7. All glove stations/prepackaged utensil and bag areas have been restocked and sanitized.
8. [Complete Food Safety & Sanitation Checklist](#).
9. Supervisor’s log has been completed.

### Procedure if a Worker is Confirmed Positive to COVID-19

If it has been less than 7 days since the sick worker has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Disinfect the work spaces using electrostatic cleaning to minimize other employees’ potential exposure to respiratory droplets.
- During this waiting period, open outside doors and windows to increase air circulation.
- Run air purifiers overnight.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection may not be necessary and will be determined by the Associate Director for Food Safety, Workplace Safety and Environmental Compliance. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

### Health and Safety Specialists

The COVID Health and Safety Specialists:
• Identify, assess and monitor Food Safety risk factors, workplace and environmental hazards, including but not limited to, chemical, physical and biological. Recommend improvements to prevent foodborne illness and minimize hazard potential.
• Conduct Food and Workplace Safety inspections and investigations by compiling and analyzing data of potential hazards, unsafe conditions or environmental concerns. Share findings and recommendations to limit risk.
• Provide technical advice and interpretation of local, state, and federal regulations to achieve compliance with government and university policies.
• May develop and conduct employee and student training, education, and awareness of environmental, safety and health activities, and/or programs.
• Identify, assess and monitor workplace and environmental hazards, including but not limited to, chemical, physical, biological, and radiological. Recommend improvements to minimize hazard potential.

Procedure for Temporarily Closed Dining Halls

Managers and COVID Health and Safety Operations Coordinators provide regular and ongoing weekly inspections of temporarily closed units.

Central Production Kitchen Procedures

Increased Cleaning Protocols

Work stations must go through the following cleaning process and follow the Cleaning and Sanitizing Procedures for Food Contact Surfaces (see p. 11):

• Sanitize surfaces with Purell Sanitizer Spray every 30 minutes.
• Replace cutting boards with washed/sanitized cutting boards every 30 min.
• Check concentration of sanitizer in red buckets and change sanitizer every two hours or when turbid
• Sanitize all common high touch point surfaces every hour.
• Clean walk-in floors 3 times daily.
• Trash receptacle checks to ensure proper sorting daily.
• Check the floor drain straining baskets daily and empty when necessary.
• Clean the floor drain twice a week.
• Clean and sanitize the elevator every 3 days (M/W/F).

Temperature Logs

• Daily temperature delivery log of CPK transfers (protein/finished cold food/ready to use items).
• Every two hours taking temperatures of the finished product.
● Every two hours taking temperatures of meat walk in.
● Maintaining daily temperature log of CPK delivery truck before CPK delivers product.
● Maintaining daily temperature of hot/cold food.
● Maintaining daily pH balance record of vinaigrettes.
● Maintaining daily temperature log of vendor deliveries.

**Kitchen Work Spaces**

**Work Area Requirements**

A hand washing station in the work area must be supplied with soap and paper towels as required by county health code (see [proper handwashing procedure](#) p. 10).

- Avoid direct physical contact at all times. Handshakes, hugs, and fist bumps are prohibited.
- Demand-control ventilation (DCV) exhaust controls are turned off and the commercial exhaust ventilation hoods operate 24/7 to increase airflow.

**Increased Airflow**

- Kitchen and working spaces must be equipped with vertically oriented fans that do not move air horizontally and are above head height.
- To eliminate horizontal movement of air at head height, all horizontal fans and swamp coolers must be removed from the units.
- Air purifiers must be on.
- Run the building ventilation system even during unoccupied times to maximize dilution ventilation.
- Increase total airflow supply to occupied spaces as possible.
- In dining halls with windows and screens, keep windows open at all times.
- Turn off demand control kitchen hood exhaust systems which reduce airflow.

Units are equipped with:

- Air purifiers in the kitchen and servery.
- Vertical fans above head height.
- Floor fans below waist height.

**Food Tasting Procedure**

All food tasting vessels and utensils must be single-use/disposable.
When tasting is needed during production, staff should set aside small samples in a disposable container on a tray with a label. Trays are placed in the tasting area in an isolated space and a chef is alerted that they are ready to be tasted.

Chef enters the tasting area and evaluates the items, taking notes.

- Staff is notified and adjustments are made.

All kitchens must have at least two designated tasting areas.

Designated tasting areas must be isolated following CDC/OSHA guidelines. Workers must be a minimum of 6 feet away from any other employee or behind a non-permeable partition.

Disposable tasting spoons are to be kept only in designated tasting sessions.

As best practice, limit tastings to predetermined times in order to ensure safety practices can be followed.

A taster must wear appropriate safety equipment while tasting and immediately dispose of them after tasting.

The tasting area must discard all used disposables, and the area must be cleaned, disinfected and sanitized after each tasting.

**Inventory Management**

- A schedule is made in advance to ensure a limited number of staff will be in any one area of the dining hall while inventory is being counted.
- Inventory should be assigned by areas of the dining hall to prevent staff from traveling into common areas to complete counting.
- Safety equipment must be continuously worn while counting inventory.
- Prior to counting inventory:
  - Ensure inventory count sheets are up to date and accurate before printing.
  - If possible, limit deliveries on the last day of the month to avoid extra staff or movement of product while counting.
  - Any deliveries or internal transfers should be completed prior to inventory taking.
  - Print extra copies of inventory count sheets so that workers are not sharing the same count sheets.
- Integrate inventory task responsibility into schedule.
  - Allocate staff that only focus on counting, scheduling additional shifts or hours as needed.
- Sanitize hands with alcohol-based hand sanitizers between glove changes while taking inventory.
- Each employee should initial their count sheets for record keeping and accountability.
- Have a predetermined location for count sheets to be collected/saved.
- If more than one employee is needed to count in one area (ex: inventory that requires a lot of heavy lifting or weighing):
Both staff members should be in appropriate safety equipment. Use an additional face shield in poorly ventilated areas.

Respite Areas for Dining Workers

Heat
As all kitchens without air conditioning have air conditioned offices, these offices are to be designated respite areas for employees working in hot and humid dishrooms. When temperatures are above 85° Fahrenheit, employees should be limited to one hour at a time in the dish room, at which time they can take a rest in the air conditioned office before returning to work. A maximum of three people are allowed at one time, and unvaccinated employees must wear face coverings. Use portable HEPA fans in these offices to enhance air cleaning.

Smoke
All Dining Halls are equipped with industrial Air Scrubbers in the event of poor air quality. Air Scrubber should be placed at all exterior doors of the dining halls and throughout the dining rooms and servery's to provide respite areas from smoke for students and staff.

Non-Scheduled Employees Coming to Dining Halls

Picking up Physical Paychecks
- Managers should provide staff members with an appropriate window of time to acquire their physical paycheck. Window of time is determined outside of peak levels of service.
- If a staff member needs to pick up their check during peak hours of service, they must obtain written permission from the manager.
- Staff must complete the healthcheck.stanford.edu at least one hour before arriving on site to campus if not fully vaccinated. They must log in to healthcheck.stanford.edu with their Stanford SUNet ID and be cleared to come to campus.
- Once employees arrive on site to pick up their check, managers should ensure that they are wearing a face covering before entering the premises.
- Employees must wait in a specified waiting area at the front of the dining hall, while 6 feet apart from one another, in order to prevent having to walk through the dining hall to the office.
- The manager on duty should bring the employee's check to the waiting area and the employee should then leave the premises.
Personal Items

- Employees are discouraged from storing personal items on property, even in locker rooms, as all areas will be fully cleaned after every workday.
- If a staff member must come on property on a day when they are not scheduled, they must make an appointment with management.
- Staff can make an appointment with management either by email or phone. Staff should not expect to visit during peak meal periods.
- Once an employee arrives on site, managers should ensure that they are wearing a face covering before entering the dining hall.

All Other Visitors and Service Contractors

- No staff member's family member, commuter, visitor or guest is allowed to enter any of the dining halls at any time.
- Staff who are being dropped off or picked up by another person must stay in their vehicle and wait for the staff member to exit the dining hall.
- All approved service providers/maintenance contractors (i.e. hood cleaning, 3rd party service contractors) are not permitted inside the dining hall without being escorted by R&DE MCP staff. They must also have a R&DE approved COVID plan on file.
- All university approved visitors who are Stanford staff must show a Green Badge from healthcheck.stanford.edu They must log in with their Stanford SUNet ID and be cleared to come to campus.
- Visitors and Service Contractors must:
  - Wear a face covering and disposable gloves while in the dining hall at all times.
  - Avoid contact with high touch surfaces and not touch their face, mouth, nose, or eyes.

Service vendors coming to campus from outside of California must meet one of the following criteria:

- Are fully vaccinated against covid-19,
- Receive a negative covid-19 test within 72 hours prior to the date of onsite service,
- Remain off-campus for a minimum of 10 days and within the state.
Training

Stanford Dining will coordinate training for all employees in accordance with University, State and County requirements. Online training for workers without access to a computer will be provided on site in classrooms with individual tablets or laptops that will be disinfected after every use.

For more details on each training, please see the Covid-19 Training Program.

Trainings Required for Exempt & Non-Exempt Employees

- COVID-19 Awareness Training for Staff, STARS Course Online EHS - 246.

Training Required for BU Employees


Industry Guidance

This is the list of training for Dining Hall employees:

- Coming to Work Sick & Symptoms.
- COVID-19 General Information.
- Individual Control Measures and Screening.
- Hand washing Guidelines.
- Physical Distancing Guidelines.
- Proper use of Face Coverings.
- Cleaning & Disinfecting Protocols.
- Government Sponsored Leave Benefits.
- EH&S Return to Work On-line Training.
- Kitchen Workstation Protocols and Etiquette.
- Meal Delivery Policies and Procedures.
- CPK Enhanced Storeroom and Delivery Training.
- Electrostatic Procedures and Usage.
Section 3

Safe Dining Environment for Students
Safety Measures for Students

Dining Hall Experience

Student Entry in the Dining Halls

In response to COVID-19 prevent measures, dining halls will only be accessible to undergraduate, graduate students, post-docs, faculty and staff with:

- An active meal plan
- A valid Stanford Health Check “green badge”
- A permitted face covering (see proper face covering p. 8)

Spouses and partners of grad students/post docs are required to show the Dining staff their courtesy card in place of a “green badge” for access to the dining hall servery.

Dining hall access will require a valid Stanford ID and spouses/partners of students must obtain their own courtesy card from Campus Card Services. Use of a Stanford ID card by anyone other than the person the card is assigned to is prohibited.

Questions can be sent to diningplans@stanford.edu.

Upon entry in the dining halls, undergraduate, graduate students, post-docs, faculty and staff must:

1. Use their SUID or Courtesy card to enter the dining hall,
2. Show their valid Stanford Health Check “green badge” to Stanford Dining staff member,
3. Tap their meal plan card,
4. Wash their hands thoroughly at the hand washing stations, following proper handwashing procedure, at the entrance to the food pickup area.

Undergraduate, graduate students, post-docs, faculty and staff who do not have a valid Stanford Health Check “green badge” will be required to wait in a designated waiting area remaining 6 feet from others. They will be provided with a meal of standard options and/or accommodations for food allergies as required, brought to them by a Dining staff member.

Exposure Tracing for Students

If a student believes they have been exposed to COVID-19, even if they are fully vaccinated, and develop symptoms such as fever, cough, sore throat, or difficulty breathing, one option for them is to call Stanford’s Express Care at 650-736-5211 to be screened. A medical professional will assess their symptoms and other criteria (set by the CDC and the county public health department) to determine if a test is appropriate.

Depending on the outcome of any testing, the student may be contacted by Vaden Health Center. Vaden Health Center will determine tracing exposure, advise students of any next steps they need to take, ensure connections to medical care and emotional health support, inform the student if they need to self-isolate and start the care process for self-isolation.

Health and Safety Information Signage
Outdoor Seating Area

If students are vaccinated they are not required to wear a face covering outdoors. Unvaccinated students are required to wear face coverings except while eating or drinking if they cannot maintain social distancing.

There must be hand sanitizer and sanitizing wipes on each of the outdoor tables or hand sanitizer and sanitizing wipe stations available nearby for use by students. Students are asked to use the sanitizer wipes to wipe down their table after each use. Signage is posted on each table with the above requirements.

Food Allergies Program - Mindful Meals

Each dining hall offers allergy-friendly entrees for breakfast, lunch and dinner at a designated station identified with the “Mindful Meals” sign.

The Food Allergy Program & Inclusive Nutrition Programs Specialist reviews the recipes to ensure all components are free of the top 9 food allergens and appropriate labeling is implemented to communicate ingredients and allergens.

Allergy-friendly snacks and desserts are available at the same designated station as the allergy-friendly meals. Allergy-friendly meals and snacks are available to all students, not just those with registered food allergies.

All foods are labeled at the point of service, either with a printed food label or handwritten following R&DE Stanford Dining’s labeling guidelines.

Isolation and Quarantine Meals for Students

Students living on campus who test positive for COVID-19 will need to be Isolated. Students who have had high risk exposure to someone recently testing positive for COVID-19 need to be quarantined.

They can request access to the online ordering portal upon approval by Meal Plan staff.
R&DE Stanford Dining meal delivery service provides students that need to be quarantined the opportunity to stay in their residence or designated isolation spaces and order meals online from the dining hall upon approval by Stanford Dining. The meal delivery service for students in quarantine expires 14 days after the initial quarantine date automatically. Students who need meal delivery service after the 14 days of quarantine, will need their Residence Dean to resubmit the online questionnaire at mds_admin.stanford.edu.

**Undergrad Students**

Students who have been diagnosed with COVID-19 or another highly communicable disease, or exposed to someone who has recently tested positive for COVID-19 reports this to their Residence Dean who will then initiate either 14-day Quarantine meals or Isolation meals for illness.

- If Resident Assistant (RA) or Resident Fellow (RF) are informed first, they contact Resident Dean (RD).
- Online questionnaire form generates email to: RD form originator and Dining meal plan office.
- Student SUNet ID entered by Stanford Dining allows student access to the meal delivery site.
- Students are emailed the link with ordering instructions to the meal delivery web site by R&DE Stanford Dining.
- Student orders meal delivery service (mds.stanford.edu requires web auth).
- Order confirmation emailed to the student by R&DE Stanford Dining.
- Confirmation email will contain a link for students to cancel orders.
- The student certifies with RA, RF, or RD they have recovered from Illness.
- If a student has not ordered any meal for 24 hours, Dining Hall confirms their status with RD.
- SUNet ID is removed from the system by R&DE Stanford Dining when the Isolation or Quarantine period is over, or meal delivery service is no longer needed.

**Graduate Students**

Students who have been diagnosed with COVID-19 or another highly communicable disease, or exposed to someone who has recently tested positive for COVID-19 reports this to CA (Community Associate) or GLO Dean (Grad Life Office Dean) who will then initiate either 14 day Quarantine meals or 10 day Isolation meals for illness.

- If CA is contacted first, CA contacts GLO Dean.
- GLO Dean fills-in an on-line questionnaire at mdsadmin.stanford.edu.
- On-line questionnaire generates email to: GLO Dean form originator and R&DE Stanford Dining
- Student SUNet ID entered by Stanford Dining allows student access to the meal delivery site.
- The student is emailed the link to the meal delivery web site by R&DE Stanford Dining.
- Student orders meal delivery service (mds.stanford.edu requires web auth).
- Order confirmation emailed to the student by R&DE Stanford Dining.
The student certifies with CA or GLO Dean they have recovered from Illness.
If the student has not ordered meal service for more than 24 hours, the meal plan office confirms student status with GLO Dean.

SUnet ID is removed from the system by R&DE Stanford Dining when the Isolation or Quarantine period is over or meal delivery service is no longer needed.

**Food Pantry Pop-Up**

This food distribution point for graduate students is operated with the Second Harvest Food bank.

Students register online for specific time slots to allow a maximum of 70 students per half hour. Students line up, observing physical distancing marks. Students must wear face covering (see p. 8) and wash hands with provided hand wash sinks. Food is distributed in prepackaged boxes, and in individual containers.

**Setup & Physical Distancing**

Only R&DE Stanford Dining designated essential workers, and student volunteers will be allowed to operate. Workers and volunteers are required to wear gloves and face covering at all times. They must change gloves when they change tasks and wash their hands following proper handwashing procedure when they take off gloves and before wearing a new pair of gloves.

The Food Pantry is held outside rain or shine, to allow space and flexibility for physical distancing.

Hand sinks and hand sanitizer will be stationed at the entrance and participants will be required to thoroughly wash their hands before picking up their box.

Students must sign up to pick up their food during a designated 30-minute timeframe to prevent a crowd gathering.

**Food & Supplies**

Second Harvest supplies enough food for a family of four including meat, vegetables, grains, and sides.

To ensure students pick up their food quickly and do not linger, no customizations are allowed.

Kosher chicken will be provided for students who have preselected kosher food.

**Food Pantry Signage & Communications**

The food pantry website and sign-up form is updated with the new form and COVID-19 precautions.
Reference Documents

Stanford Residential & Dining Enterprises

- R&DE Stanford Dining and SHA Food Safety SOP manual
- Code of Safe Workplace Procedure

External Reference Material

- CDC COVID-19 Employer Information for Office Buildings
- CDC Decision Tool Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
- CDC Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
- COVID-19 Ideation Resources for College and University Dining
- FDA Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic
- National Restaurant Association; Coronavirus Information and Resources
- The Aspen Institute Food & Society, World Central Kitchen, Off Their Plate, James Beard Foundation; Safety First - Serving Food and Protecting People During Covid-19
- The Event Safety Alliance Reopening Guide For Event Professionals During the COVID-19 Pandemic