COVID-19
Dining Hall
Operating Safety Plan

CleanDining

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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:

Physical Distancing Requirements

Avoid physical contact with others.
Maintain a distance of at least six (6) feet between yourself and others at all times.
Do not shake hands, fist-bump, high-five, elbow-bump, or hug another person.
Gathering in groups is not permitted.

Proper Face Coverings

Permitted face coverings are required to be worn by everyone in the Dining Halls at all times.
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. At 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

When entering the dining hall wearing one of the face coverings below, a disposable mask will be provided to you

Masks or Face Coverings with Valves  Bandanas  Neck Gaiters/Scarves  Single Layer Fabric Masks  Shirts or Clothing Around Face

See here for EHS Use and Care of Face Covering.

Wearing a face covering is not a replacement for practicing physical distancing and 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.

**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 Eleni Kadoskott
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 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**

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 one of three disinfectants: PurTabs, Bioesque and Hypochlorous Acid (Cleansmart).

The complete procedure for Electrostatic Disinfecting is available here: [Electrostatic Disinfecting](#).

**End of Day Electrostatic Cleaning**

This protocol should only be used after all equipment is scrubbed free of debris, rinsed, and dried. The End of Day Disinfecting is the last task performed in the dining hall every day.

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 End of Day electrostatic disinfecting process.

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

**Equipment/Tools Needed**

Chemicals: Bioesque 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 manager or COVID Health and Safety Operations Coordinator (CHSOC) 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.

Assistant Director of COVID Recovery & 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.

Role description: Assistant Director of COVID Recovery and Special Projects

Assistant 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.

Role description: Assistant Director of Food Safety, Workplace Safety, & Environmental Compliance

COVID Health and Safety Operations Coordinator (CHSOC)

Reports to the Assistant Director of Food Safety, Workplace Safety, and Environmental Compliance, assigned to each unit, they enforce physical distancing rules, train workers on COVID mitigation policies, ensure compliance with all food safety guidelines including food temperatures, ensure proper sanitizing is taking place at the appropriate times, with the correct chemicals.

Role description: COVID Health and Safety Operations Coordinator (CHSOC)
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 allot time for Dining StoreKeepers to safely remove items from the loading dock, securely transport deliveries inside the facility and 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 onto the loading dock.

Vendor driver will unload the order and leave the invoice placed under the highest case for visibility. Any missing or shorted items from the order should be clearly marked on the invoice. The Vendor driver will ring the doorbell and return to their vehicle and leave. There will be no in person communication between Vendor Driver and R&DE Stanford Dining StoreKeeper.

Vendor drivers are not permitted to enter the dining hall under any circumstances (use of restroom facilities, deliveries etc.).

Vendors must be compliant to the COVID Santa Clara County orders 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. An employee will administer a temperature check with a contactless forehead thermometer upon vendor arrival. 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.

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.
5. Disinfect the work area or meeting area before and after the site visit.

While Vendors are Delivering, Staff Observe the Following:
Bring information to a manager if delivery personnel are not complying with the delivery protocols:
1. If delivery personnel are not wearing face coverings and or gloves.
2. If delivery personnel show signs of being sick.
3. If delivery personnel are attempting to enter the dining hall.
4. If delivery personnel are not cooperating with dining hall personnel.

Requirements for Stanford Dining Storekeeper

Dining Storekeepers are required to wash their hands (see proper handwashing procedure p. 11) 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. 12).

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

They must maintain physical distance (see p. 8) while unloading items from the dock into the dining facility, maintaining one person in the elevator at one time where applicable.

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.

There should never be more than two people in a food storage area, with exceptions made if everyone inside can remain 6 feet apart, including when entering and exiting the space. Any and all surfaces touched will be sanitized after each use and or only be touched with a new/clean glove.

Dining Storekeepers must not have any person-to-person contact with the vendor driver. Deliveries must be left on the loading dock in their designated time, allowing time for breakdown and loading inside the facility before next delivery.

Any discrepancies with the order must have pictures taken and must be reported to the on site manager to communicate to the vendor by email.

**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 11) 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 must:

1. Drop delivery on loading dock and leave a copy of delivery requisition safely secured.
2. Return to their truck.
3. Call the dining hall to inform them delivery is outside on the loading dock.
4. Wait to confirm the storekeeper is outside to receive items and drive to the next location.

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 notify their supervisor before coming to work.
- 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 at least one hour before arriving on site to campus. They must log in to healthcheck.stanford.edu with their Stanford SUNet ID.

When they complete their health assessment for the first time, they are asked to answer “yes” or “no” questions about their experience with COVID-19 symptoms, COVID-19 testing, self-isolation, exposure, and travel. R&DE Stanford Dining has provided all workers with thermometers. 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.

Mandatory COVID-19 Staff Testing on Campus

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, employee 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/COVID Health and Safety Operations Coordinator (CHSOC) is responsible for checking in each employee one at a time to ensure thorough health screening and to limit the congestion at the entry, enforcing physical distancing.

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 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.
Workers must go through a temperature check prior to entering the dining hall and checking in at the time clock. If their temperature is above 100.4° Fahrenheit, have the worker wait a few minutes to retake the temperature. If the worker’s temperature is still above 100.4° Fahrenheit, the worker will be referred by the manager to HR for next steps.

- Wash hands (see proper handwashing procedure p. 11).
- Check-in at the time clock.
  - Physical distancing (see p. 8) while waiting to use 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

- Employees should enter the locker room and ensure that there are no other employees in the locker room before entering.
- 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 (see p. 11) 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.
- Lockers will be disinfected at the end of day.
  - All high-touch points to be disinfected:
    ■ Doors, knobs, handles, light switches.
    ■ Benches, chairs, tables.
    ■ Bathroom facility.
    ■ Observe maximum occupancy protocol and physical distancing.
- Additional PPE must be worn for dishroom workers: eye covering, impermeable apron.
- Put on face covering (see p. 8).
- Wash hands.
During Work

Physical Distancing Required for Staff

1. In limited spaces where social distancing measures cannot be followed, only one employee is permitted into the space at any time. Examples of these include:
   - Locker rooms.
   - Dry storage areas.
   - Walk-in refrigerators and freezers.
   - Offices.
2. Adhere to established traffic flow guidelines in all work spaces.
3. Protective glass shields and or plexiglass is installed at the check in counters, hand wash sinks and close contact spaces to create a physical barrier between students and staff.
4. All employees are required to wear appropriate safety equipment in addition to physical distancing throughout the duration of their shift.

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 and spaced out to maintain a safe distance while eating.
- 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 exempt and non-exempt staff must complete the [healthcheck.stanford.edu](http://healthcheck.stanford.edu) at least one hour or more before arriving onsite. They must log in with their Stanford SUNet ID.

When supervisors complete their health assessment for the first time, they are asked to answer “yes” or “no” questions about their experience with COVID-19 symptoms, testing, travel, exposure and self-isolation.

All supervisors must stay home if the health check provides a red display and must communicate the outcome of the health check to their manager. 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 can contact their HR Business Partner to confirm the date the supervisors 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 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.
- Review daily reports from CHSOC.

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.

## Indoor Dining Reservation Procedure for Managers

- Managers log into the Dining Table reservation portal at https://shp.stanford.edu
- Manager select Dining from the top drop down menu.
- Select “Dining Config” from the drop down menu to create the number of reservations monthly for their seating areas based on the number of tables in that space. Maximum Occupancy rules can be found below.
- Each reservation should start on the hour and last for 30 minutes for lunch, 45 minutes for dinner.
- One hour before the meal period Managers will log in to the Dining Table Reservation portal and select “Dining Appointments” Then they select the dining hall, meal, date, and set status to: “reserved” and then press “apply filter” This will bring up all reservation for that meal period.
- Managers press the “print table signs” button to print out reservation signs for each table with the names and times the table has been reserved for. (comes as a pop-up window, so they must disable any pop-up blockers)
- Cleaning staff will go out to the dining room every 15 minutes before the next reservation period to clean and sanitize the tables.

*Sample of table sign*
COVID-19 Closing Procedures for Supervisors

Before leaving, supervisors must ensure the following:

1. All service counter tops, dining tables, and high touch point areas are prepared to be sprayed and sanitized (electrostatic cleaning, see p. 13).
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.
9. Ensure End of Day Electrostatic Cleaning has been completed.
10. 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.

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 Assistant Director for Food Safety, Workplace Safety and Environmental Compliance. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

COVID Health and Safety Operations Coordinator (CHSOC) Responsibilities

The COVID Health and Safety Operations Coordinators must ensure that:

- Employee body temperature check has been conducted by designated COVID Health and Safety Operations Coordinator, manager, supervisor or Lead.
  - Contact HR if an employee has a temperature of 100.4°F or above.
- All decal stickers for physical distancing in the dining hall are in place, not faded or damaged.
- All hand washing sinks are operational with clean running hot water, cleaned daily, and adequately stocked with soap and paper towels.
- All hand sanitizer dispensers are kept full and operational.
- Bathrooms are meticulously cleaned and disinfected frequently, and are adequately stocked.
- Building ventilation systems are working and maintained properly, including regular cleaning, disinfection, or replacement of filters; increase ventilation rates and percentage of outdoor air that circulates into the system, if feasible.
- Stove hood filters are regularly cleaned and disinfected.
- Trash receptacles are emptied, wearing gloves that they then throw away.
- All approved sanitizers for enhanced cleaning are available and being used with attention to the correct contact time.
- The dishwashing machines are operating at the required wash and final rinse temperatures and with the appropriate detergents and sanitizers.
- Quat sanitizer in the three compartment sink for manual dishwashing maintains a concentration of 200 ppm.
- Check and make sure to have enough face coverings, gloves and sanitation supplies for next day's production.

**Procedure for Temporarily Closed Dining Halls**

 Managers and COVID Health and Safety Operations Coordinators provide regular and on-going 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. 12):

- 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).
Maintain Physical Distancing, Assigned Work Stations

Work stations are separated and assigned to one person to keep the required physical distancing between workers (see p. 8).

Utility carts are used to collect the full list of ingredients and reduce traffic to food storage locations.

No more than one worker is allowed in a walkin or dry storeroom at a time.

Shifts are staggered for start times and break times to reduce the density of workers in common areas such as screening areas, break rooms, and locker rooms.

Temperature Logs

- Daily temperature delivery log of CPK transfers (protein/finished cold food/ready to use items).
- Every two hours taking temperatures of 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. 11).

Work stations must have sufficient space to allow workers to maintain physical distancing (see p. 8); if this is not possible:

- Reduce the time working in these conditions to a minimum.
- Install transparent shields or other physical barriers where possible to separate workers and students where physical distancing is not an option.
- 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.
- 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:

- Vertical fans above head height.
- Floor fans below waist height.

Physical Distancing within Kitchen Work Stations

- Work stations should be staggered allowing 6 feet of separation.
- When possible, provide single person workstations/carts with all necessary tools.
  - Employees should avoid working opposite each other if this results in less than 6 feet apart between workstations.
  - Clear markings should be visible or established to show a distance of 6 feet.
  - Station and section assignments should be clearly labeled on floor maps or noted on the schedule of the day.
- Observe maximum occupancy based on amount of work space.
- Create clear paths of movement of staff based on assigned job functions and work stations.
  - If staff need to work outside of their designated area within the dining hall, they must first alert the manager on duty to prevent the risk of unnecessary traffic or encroaching on physical distancing spaces.
- Install transparent shields or other physical barriers where possible to separate workers where physical distancing is not an option.
- Workers are provided with disposable wipes and other disinfectant materials so that they can properly wipe down frequently touched surfaces before each use.

Traffic Flow within the Dining Hall for Staff

- Keep to the right of the indicated pathway when moving within the dining hall.
- Where possible, staff will move through the dining hall in one direction, preferably clockwise.
- Directions and boundaries for designated pathways are clearly marked to avoid confusion or opposing traffic.
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 tasing.

To Go Meal Assembly Area

- Upon staff arrival, hands should be immediately washed and new gloves put on. All high-touch hard surfaces/food stations should be disinfected and sanitized. Workers are provided with disposable wipes and other cleaning materials so that they can properly wipe down frequently touched surfaces before each use.
- Staff will be spaced apart at different areas in the kitchen to adhere to physical distancing measures. Transparent shields or other physical barriers are installed where possible to separate workers where physical distancing is not an option.
- Menus are modified and limited to be conducive to this type of structure in the kitchen.
- Stations are stocked ahead of time with all necessary packaging and labels to ensure that cooks can execute and package dishes assigned to their stations completely.
- Any pre-prepared items are stored in an appropriate warming cabinet or cold fridge. Proper temperatures are maintained for all hot and cold food. Daily temperature log is used for all of to-go meal production.
- All employees are required to wear gloves to avoid direct bare-hand contact with ready to consume foods or food contact surfaces.
- The greatest extent possible, cooks should be able to make all to-go orders from start to finish at one station, boxing with the prep at their station before it is packed in a warming unit. As
soon as each menu item is packaged, the label should be applied to signify the dish is complete.

- Ensure that all foods are properly labeled, covered, and sealed in an approved container and then placed into the warming unit.
- Boxed food that has been sealed by cooks should not be reopened again.

**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.
- Appoint employees to specific areas and limit the potential for cross over.
  - Designate physical boundaries for each worker counting inventory. Tape the floors for visual cues or print mapped out floor plans.
- 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.
  - Maintain 6 feet of physical distancing as much as possible.
  - Assign each worker task that requires no contact between the two, such as one worker weighing an item while the other records the weight on the inventory sheets.
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](http://healthcheck.stanford.edu) at least one hour before arriving on site to campus. 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 sanitized and 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.
- **Staff must complete the [healthcheck.stanford.edu](http://healthcheck.stanford.edu) at least one hour before arriving on site to campus. They must log in to healthcheck.stanford.edu with their Stanford SUNet ID and be cleared to come to campus.**
- Once an employee arrives on site, managers should ensure that they are wearing a face covering before entering the dining hall.
- 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.

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.
CleanDining 2.4 R&DE Stanford Dining COVID-19 Dining Hall Operating Plan

- 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 complete the healthcheck.stanford.edu at least one hour before arriving on site to campus. They must log in with their Stanford SUNet ID and be cleared to come to campus.
- In addition, all visitors and contractors will be required to complete and pass a temperature check prior to entering the dining hall. Visitors or Service Contractors with a temperature of 100.4F or above will not be allowed in the dining halls under any circumstances.
- 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.
  - Observe physical distancing best practices while on site.

Office Work Areas

Offices

<table>
<thead>
<tr>
<th>Surface in square feet</th>
<th>Number of people allowed in the area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 150 sq.ft.</td>
<td>1 person</td>
</tr>
<tr>
<td>150-200 sq.ft.</td>
<td>2 persons</td>
</tr>
<tr>
<td>200-250 sq.ft.</td>
<td>3 persons</td>
</tr>
<tr>
<td>250-350 sq.ft.</td>
<td>4 persons</td>
</tr>
<tr>
<td>350-450 sq.ft.</td>
<td>5 persons</td>
</tr>
</tbody>
</table>

Physical Distancing Requirements in Offices

Depending on the size of the office, only one manager or employee can be in the office at a time to maintain 6 feet of physical distance. Ensure managers have laptops issued so they can work in other locations in the dining hall to abide by physical distancing requirements. All workspaces and
equipment must be sanitized before and after use. Ensure new gloves are worn during the cleaning process and a new pair of gloves used for disinfecting. Discard both pairs once complete.

A hand sanitizer dispenser must be present in the office.

Anyone who enters the office must have a face covering.

Food and beverages are prohibited in the office.

Managers are permitted to store personal belongings (coat, purse, shoes, extra shirt, etc…) in the office and should store these items in a backpack or bag, in the office. No personal items should be left in the office overnight.

In order to reduce the overlap of managers in the office, managers must be scheduled as to when the office gets used based on respective needs of the office space.

**Break Areas**

Procedure for workers breaks and break areas allow for physical distancing (see p.8).

Worker breaks are staggered so that not all workers are taking breaks at the same time.

Break areas maintain physical distancing and are outside where possible.

**Workers Beverage Containers**

Outside reusable beverage containers such as water bottles or coffee mugs are not allowed.

Workers are allowed to use single-use bottled water supplied by R&DE Stanford Dining. They must consume beverages a minimum of 6 ft away from their kitchen work station.

1. Workers are to remove gloves and wash hands before drinking water.
2. Workers will remove their face covering and drink water. Face coverings are not to be placed on any food contact surfaces.
3. After drinking, replace the face covering and put the used beverage container in the recycling bin.
4. Wash hands, and replace gloves before returning to work.

**Respite Areas for Dining Workers**

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.

Use portable HEPA fans in these offices to enhance air cleaning.
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 physically distanced 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, and post-docs 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, and post-docs 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. Go through the temperature check stations, to ensure their temperature is below 100.4° Fahrenheit,
5. Wash their hands thoroughly at the hand washing stations, following proper handwashing procedure (see p.11), at the entrance to the food pickup area.

Undergraduate, graduate students, and post-docs 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.

If their temperature is above 100.4° Fahrenheit the undergraduate, graduate students, or post-docs will wait a few minutes to retake their temperature in a designated waiting area. If their temperature is still above 100.4° Fahrenheit, food will be brought to them by a dining staff member without them entering the food pickup area. Undergraduate, graduate students, and post-docs will wait in a designated waiting area remaining 6 feet from others.

Undergraduate, graduate students, and post-docs with elevated temperatures of 100.4F and above will be advised to seek medical assistance at Vaden Health Center.

Dining hall staff will provide guidance to students on how to stay within safe distances of others when in the dining hall. Protective glass shields or plexiglass at counters or closer contact spaces are in place to create a physical barrier between students and staff.

**Indoor Dining Guide for Students**

**Reservation**

Students may reserve a table for 6 at the following Dining Halls

- Arrillaga
- Lakeside
- Stern
- Wilbur

Students may reserve a table in advance for the Lunch, Brunch and Dinner meal periods.

- Reservation times will be on the hour and last 30 minutes for lunch 45 minutes for dinner
- Lunch reservable times are: 11am, 12pm, 1pm
- Dinner reservable times are: 5pm, 6pm, 7pm, (8pm for Lakeside and AFDC)
- Reservations must be made by 1 hour before the start of the meal period.
**Student Process**

Students go to the Dining Table Reservation webpage at:  
https://rdeapp.stanford.edu/StudentPortal/DiningReservation

Or by scanning the QR code.

Students will select the Date, Meal Period, and the Dining Hall they wish to eat at.

- Students will then be shown a list of available reservation times.
- If there are no more reservation times available the student will be informed there are no available times and may edit their choice to pick another date, time or location.
- If there are reservations available the screen will show the times available and the number or reservations available at that time.
- The student selects the time they want, and how many guests will be joining them, the maximum number per table is 6 people from the same household or group of up to three households and automatically receives a confirmation email that tells them the location, date, time and table number for their reservation.

*Sample reservation page and email verification:*

- Students can log back into the system to see upcoming reservations and create new reservations.
The student arrives at the designated time, and checks in with the checker to verify table assignment. Students go through all COVID dining hall procedures to enter the hall and select their meal choices, follow directional indicators to the indoor seating area, and find their assigned table number which will be posted on the table along with a list of all reservations for the meal period, and COVID safety protocols.

- Students will have 15 minutes to arrive for their reservation after that the table will be open for seating.
- Unreserved tables/reservation times will be made available to any student in the dining hall on a first come, first serve basis.
- Students must leave the table at the end of their assigned period to allow staff to clean for the next reservation. Students still seated will be informed that staff needs to sanitize their table before the next guests arrive.
- Any questions regarding seating can be directed to Managers on duty.

**Exposure Tracing for Students**

If a student believes they have been exposed to COVID-19, 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.

**Occupancy Guidelines**

Maximum occupancy of the dining hall is managed by R&DE Dining workers—see Dining Hall Maximum Occupancy Restrictions on p. 28 (maintaining physical distancing, see p. 8).
Health and Safety Information Signage

Digital signage at dining hall entrance  Elevator signage

Student Circulation & Food Pick Up Area Signage

Dining halls have directional floor decals and signage to indicate the way for students to get their to go meals. Hallways, stairwells and servery are one-way only.

Signage and Directional Floor Decals to Ensure Physical Distancing
Prepackaged Food, Beverages and Condiments
Outdoor Seating Area

Outdoor tables are limited to no more than six (6) students and who must be from the same household or pod. Students from separate households or pods are not allowed to dine at the same table. Students are required to wear face coverings except while eating or drinking.

All tables are separated by 10 feet to ensure adequate distancing from others can easily be maintained between students of separate dorm rooms or apartments at all times. Seating areas must be staffed and monitored to ensure no more than six students sit together at a table.

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. Each table and chair must be thoroughly sanitized by a staff person between uses, using the electrostatic equipment. Signage is posted on each table with the above requirements.
Other Dining Hall Areas

Restrooms
Maximum occupancy restrictions are posted outside. Restrooms with 3 or more stalls are limited to a maximum of 2 people, restrooms with 2 or less stalls converted to single use.

The queue line is marked with 6 feet separations outside the restroom door.

Restrooms are equipped with wall-mounted hand sanitizers, and sanitizing wipes available outside and inside the room.

Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
Food Allergies Program - Mindful Meals

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

The Food Allergy Program Nutritionist 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.

Prepackaged 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. Prepackaged items are identified with an adhesive label that lists ingredients and allergens for all foods contained in that food package.

Isolation and Quarantine Meals for Students

Students living on campus who show flu-like symptoms that may be COVID-19 related or are traveling back to campus from out of state 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, due to travel or illness, 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. Meal delivery service for students in isolation will continue until the student is released with a doctor’s note.

Undergrad Students

Students who are returning to Campus from out of state, outside of San Francisco, Santa Clara, San Mateo, Marin, Contra Costa or Alameda counties, traveling to Campus via public transportation, exhibiting Flu like symptoms or have been diagnosed with COVID-19 or another highly communicable
disease reports this to their Residence Dean who will then initiate either 14-day Quarantine meals for travel, or Isolation meals for illness.

- If Resident Assistant (RA) or Resident Fellow (RF) are informed first, they contact Resident Dean (RD). If a student is informing RA, RF, or RD during the meal period, RD contacts the dining hall manager for first meal delivery. This is to prevent a student from missing a meal.
- 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 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 a doctor’s note to 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 14-day Quarantine is over, or meal delivery service is no longer needed.

**Graduate Students**

Graduate Students returning to Campus from out of state, or exhibiting Flu like symptoms or have been diagnosed with COVID-19 or another highly communicable disease report to CA (Community Associate) or GLO Dean (Grad Life Office Dean) who will then initiate either 14-day Quarantine meals for travel, or Isolation meals for illness.

- If CA is contacted first, CA contacts GLO Dean.
- GLO Dean fills-in 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 a doctor’s note to 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 14-day Quarantine is over or meal delivery service is no longer needed.
Food Donations

Ensure leftover food that will be donated follows the COVID-19 Donation procedures:

All food donations must follow this revised protocol, enforcing physical distancing and in compliance with University and R&DE guidelines:

1. Food donation pick-up drivers must text the Executive Chef and/or Sous Chef the time that they will arrive to pick up donations.
2. Chefs must place the food donations on a designated cart and leave it on the loading dock. Food donation drivers must remain in the vehicle if anyone is present on the loading dock.
3. Food donation drivers must pick up the food and return the empty cart to the loading dock.
4. Stanford Dining workers must retrieve the cart after the food donation drivers have left, and wash/sanitize it.

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 50 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. Students will be required to be a minimum of 6 feet apart at all times. No more than 20 students will be allowed to pick up their food at once and all participants and employees will be required to keep a minimum of 6 feet apart at all times.
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. An email is sent to all students informing them of the new format and protocols described in the previous sections “Setup and Physical Distancing” and “Food and Supplies”.

Signs are posted communicating physical distancing rules and Stanford Dining workers are on hand to reinforce physical distancing with students and workers.
Reference Documents

Stanford Residential & Dining Enterprises

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

External Reference Material

- Black Sheep Restaurants 2020; SOP: COVID-19 PLAYBOOK (Hong Kong restaurant group)
- California Department of Public Health; COVID-19 Industry Guidance: Dine-In Restaurants (05/12/20)
- CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again, May 2020
- 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
- CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020
- 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
- Globus Group
- Hilton CleanStay program
- Momofuku COVID safety manual (New York Restaurant Group)
- 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
- Universal Studios