**Opening of Canteens**

This document applies to canteen facilities that are licensed by the Government of Newfoundland and Labrador. Any licensed canteens must abide by the Food Premises Regulations.

At no time will there be more than two people working in a canteen.

**Prior to opening**

* KGV Management will ensure all coolers and appliances are working and maintaining adequate temperatures.

**Worker Health/Preventative Measures**

* All workers must self-monitor for symptoms and stay home if they are sick.
* KGV Management will have plans in place for increased worker absences due to illness or self-isolation requirements.
* KGV Management will ensure that:
	+ Sick employees stay home or be sent home from work;
	+ Sick employees will be required to use the self-assessment tool for COVID-19 and follow the subsequent directions; and,
* When employees go home sick, their work areas will be cleaned and disinfected.

**Supplies**

* The Canteen Manager will be responsible for monitoring supplies to ensure stock is maintained during operating hours.
* Operators must ensure they have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for handwashing; or minimum 60 per cent alcohol-based hand sanitizer; toilet paper; cleaning and disinfecting supplies; and, personal protection equipment (non-medical masks and disposable gloves) if required.

**Hygiene**

* Employees will be encouraged to wash their hands with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of their shift, and before preparing food.
* Employees who handle cash or credit cards will practice good hand hygiene protocols. When hands are not visibly soiled and between customer interactions, alcohol-based hand sanitizers that contain a minimum of 60 per cent alcohol may be used.

**Prior to Serving**

* Hand sanitizers will be made available. Customers and staff will be encouraged to use them prior to placing and receiving an order/payment.
* Signage will be posted reminding customers and staff to:
	+ Maintain physical distancing (stay two meters apart from others;
	+ Leave the premises, if individuals are symptomatic; and
	+ Practice good hand hygiene protocols (wash hands, cover coughs and sneezes).

**Serving**

* Due to the proximity of canteen staff to each other as well as customers, canteen staff will be required to wear a face mask prior to serving customers.
* Every effort will be taken to limit and/or avoid touching beverage containers and package products (bars, chips) prior to service.
* All areas of the canteen, including check-out counters, will allow for a minimum 2 meters physical distancing for both staff and customers.
* Floor markers will be placed 2 meters apart to guide customers prior to being served at the Canteen.
* Employees that handle money will practicing effective hand hygiene after each instance by washing their hands with soap and water or using an alcohol-based hand sanitizer that contains at least 60 per cent alcohol.
* Employees will be encouraged/reminded to not touch their face after handling money. Ensure that hand hygiene supplies are available for both patrons and staff at the point of purchase.

**Enhanced Sanitation**

* The serving counter at the Canteen will be sanitized as per frequently each hour
* Frequent touch points including door handles and light switches will be sanitized regularly throughout the day/night.
* Will ensure that disinfectants will not be used on food contact surfaces.
* Will ensure shared equipment will be sanitized (where sharing of equipment cannot be avoided).
* Employees will wash their hands in between customers as well as before and after breaks.
* Canteen Management will provide employees with resources such as gloves, non-medical (cloth) masks, tissues, no-touch trash receptacles, hand soap, alcohol-based hand sanitizers, disinfectants, and disposable towels at the point of purchase to promote a safe and hygienic work environment.