



PLANNING IN ADVANCE FOR COVID-19 AMONG YOUR STAFF

The spread of COVID-19 increases the likelihood your business could be affected. It is important to familiarize yourself with the requirements from the state Department of Health and develop a plan in advance.

Important documents to reference when developing plans

1. [Pa. Secretary of Health In-Person Operations Order 04.15.20](#)
2. [COVID-19 Procedures for Sanitization and Diagnosed Employees](#)

What to do right now:

Develop cleaning and disinfection procedures

- *What chemicals will be used?*
 - Verify effectiveness against COVID-19
 - Mix unscented bleach (chlorine) according to “disinfection” instructions on label
 - Use other chemicals [approved by the EPA](#) & manufacturer instructions
 - Identify safety precautions that should be taken to protect worker health and food
 - Familiarize yourself with needed protective gear
 - Protect open food from chemical contamination during disinfection process
- *What areas will be cleaned?*
 - **Food contact areas should be sanitized and not disinfected.** *Disinfection requires a higher concentration of chemicals and may lead to contamination of food*
 - Be detailed. List all equipment and surfaces that you will need to clean
 - All areas used or **potentially** used by COVID case must be cleaned
 - Have plans for cleaning:
 - Front of house, including customer areas, staff areas, door handles, tables, chairs, etc.
 - Back of house, including prep areas, walk-in coolers, walk-in freezers, etc.
 - Restrooms, including stalls, fixtures, storage closets, etc.
- *Who will perform the work?*
 - An outside contractor is not required, but if you hire one, ask about lead time needed, chemicals to be used and what precautions will be taken
 - If staff are cleaning:
 - Train workers on procedures and chemical use
 - Have personal protective gear in place
 - Have redundancies in place in a core team members in a case or close contact

What to do if a staff member tests positive:

- Notify the Allegheny County Health Department Food Safety Program: 412-578-8044 or foodsafety@alleghenycounty.us**

Be prepared to discuss your plan and the status of each step outlined above and below

- Close and ventilate by opening windows, vents and doors and using fans areas visited by case for 24 hours or as long as practical *before* disinfection or sanitizing**

This delay helps protect people who will perform cleaning by reducing risk of exposure

- Clean and disinfect/sanitize **facility thoroughly**.** *Clean dishes and food contact surfaces as required. Use your plan and procedures as developed according to the guidelines above. Follow procedures you determined in advance*

Food Safety Program

Frank B. Clack Health Center, 3901 Penn Avenue, Building 1 • Pittsburgh, PA 15224-1318 • (412) 578-8190

www.alleghenycounty.us/health-department/programs/food-safety



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- Identify and notify employees** who were close contacts that they could have been exposed to COVID-19 at your facility. *This includes anyone who was within 6 feet for 15 minutes or more regardless of using face coverings, beginning 48 hours before the infected person developed symptoms. Close contacts are required to quarantine for 14 days, please refer to [ACHD Guidance on quarantine](#) for details. ACHD contact tracers will call close contacts identified by the person with COVID and provide information on quarantine*

Daily Health Screenings

Incorporate as part of your standard operating procedures for foreseeable future

- Implement temperature screenings before employees begin each shift**
Send home employees who have a fever of 100.4°F or higher
- Implement Daily Employee Self-Health Checks:**
 - Employees must monitor themselves for symptoms
 - If employees become sick during the work-day, they must be sent home immediately
 - Employees who have symptoms should notify their supervisor and stay home
 - Any case must follow isolation protocols. Any close contacts must follow quarantine instructions. Both will receive calls from Allegheny County Health Department with instructions

Important procedures to help prevent spread of COVID-19:

- Provide masks or face shields for employees to wear while at work**
Masks in a hot kitchen may be a safety concern. Face shields are an approved alternative.
- Employees who interact with the public MUST follow [Pennsylvania's Universal Masking Order](#) and wear face coverings over both nose and mouth**
- Stagger work start and stop times for employees when practical, including break times
- Maintain 6 feet distance between employees whenever possible. Limit the number of people in any area.
- Conduct meetings and trainings virtually when possible
- Provide employees access to regular handwashing (soap, drying device), sanitize, disinfectant wipes, and review handwashing requirements
- Require at minimum hourly handwashing breaks, in addition to normal handwashing requirements
- Facility must have enough personnel to control access, maintain order, enforce social distancing, and perform all measures effectively
- When possible, group staff into teams so that quarantine orders will affect only a portion of your staff
- Communicate these guidelines with your employees

Business specific considerations (check all that apply):

- 6 feet distancing in check-out lines, take-out lines, etc.
- Signage throughout facility to instruct customers to distance
- Alter business hours to properly clean, disinfect, and restock
- Install shields or other barriers at registers & check-out areas or close some lines to maintain distancing
- Encourage online ordering
- Provide delivery or pick-up options
- Designate specific times for high-risk and elderly persons to use business at least once every week if there is a continuing in-person, customer-facing component
- Require all customers to wear a face covering (mask or face shield). Exemptions are made for those who have a medical condition. No documentation of a medical condition can be required
- Schedule hand washing breaks for employees at least every hour
- Disinfect carts and handbaskets between customers
- Close and rotate checkout lines once per hour to clean registers and surrounding areas

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