

COVID-19 Canteen Safety Measures and Protocols at APEEE Bxl II Woluwe

Covid-19 Best Practices in the Canteen

The Belgian Authorities require that specific measures be taken at all school canteens as of September 2020. These measures are designed to ensure the highest possible level of safety during the preparation and serving of food including warm meals, and to forestall the spread of COVID-19. They include a mix of social distancing, cleaning, and protective behaviors.

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Training COVID NSF Euro Consultants S.A. – see separate document

1/INTRODUCTION

This document "Best Practices in the Canteen" sets forth a number of general measures aiming at preventing the spread of the Covid-19 virus. It also sets forth guidelines for the further development of protocols pertaining to canteen services. To enable optimal implementation of these best practices, coordination within the team is essential. This will strengthen outcomes and the ability to implement any follow-up measures.

Before canteen operations resume, consultations and coordination within the relevant bodies are essential: employees must be given clear instructions and provided with the necessary training and communication protocols. Employees must be made keenly aware of the urgent need for safety measures at their workplace. They must have full access to information, clear instructions as to how to proceed and behave, and the appropriate training ensuring that they are fully able and prepared to understand and apply instructions. All instructions will be repeated on a regular basis. It is strongly recommended that a test be conducted with all workers before the resumption of work.

2/WHAT TO DO DURING THE YELLOW CODE SCENARIO

- Stay informed of developments via the usual public news channels, COCOM (<https://www.ccc-ggc.brussels/>), the municipal administration, SPF Public Health <https://www.health.belgium.be/fr>.
- Strictly follow all instructions issued by the relevant authorities, such as by instructions made public. Do not take individual initiatives. A free number is available for any specific or further questions: 0800/22000.
- Notify staff of all the practical procedures in force, aiming at preventing the spread of COVID-19 both within and outside the facility, including hygiene.
- Notify parents of any relevant decisions made within your department. A decision to shut down the department again could be made as circumstances require .
- Promote, improve and enforce hygiene as much as possible (frequent washing of hands with soap for at least 30 seconds, cough or sneeze in the crook of the elbow, thereafter wash hands again, dispose of any used tissues into a bin and then wash hands again).
- Monitor and ensure that the cleaning and cleansing of common surfaces is carried out and constantly improved.
- Communicate and confirm to the medical department of your facility the measures taken, and inform them of any difficulties you may have experienced in applying instructions.

3/KEEPING PROTECTED AND WORKING IN THE CANTEEN

- Ensure the thorough cleaning of all items and all areas used by staff and customers (*aka* canteen 'users').
- Communicate in a timely manner with workers, including temporary workers, and all other stakeholders on all COVID-19 rules pertaining to catering.
- Make as much as possible use of *pictograms* for the purpose of communicating rules and instructions. Prominently display COVID-19 prevention measures and rules at all entrances, as well as inside the facility. (Documents attached)
- **Explain COVID-19 prevention measures to all workers** beforehand, and make sure they are strictly complied with. In case of non-compliance, intervene at once and explain what should be improved or changed to ensure compliance. **The relevant training was given on 02/09/2020** by Mr Delaite Fabien, "Senior Client Manager - Food Safety Expert", NSF Euro Consultants S.A., to all kitchen staff and service managers of the Cleaning Group.
- Older workers and workers with chronic medical conditions carrying a higher COVID-19 risk will be given solitary assignments where possible.
- Staff must be assigned to pre-defined task groups.
- Everything possible must be done to heed and enforce 1.5 meter social distancing amongst staff, as well as the wearing of face masks. If this is not possible in worker to worker interactions, further protective measures such as plastic screening or other such physical shielding must be made available.
- Meetings shall not be held – such as may be needed for assigning tasks – in small rooms or other confined spaces.
- Make sure that all staff abide by the necessary rules pertaining to hand hygiene. Adequate means to that end must be provided, such as liquid soap dispensers for washing, and disposable paper towels for (no cloth towels, no electric hand dryers), and disinfectant dispensers.
- Disinfectant hand gel must be made available in areas where hand washing is not otherwise possible. Hand washing or disinfectant must be available at each entrance and exit.
- Any other protective equipment, such as prescribed by authorities, must be provided – such as protective masks or disposable gloves.
- Staff must share as little equipment as possible (kitchen utensils, cleansing utensils, office equipment such as telephones, keyboards, pens, etc.). Everyone must work with their own tools (knives, towels, etc.), which must be regularly cleaned and disinfected. Whenever used by a third party, such items should then be cleaned and disinfected.
- Only paper towels and/or rolls and garbage cans featuring hinged and/or pedal-operated lids are allowable in the sanitariums. Sanitary facilities may *not* be used by any people not using the canteen.
- With regards to ventilation, it is recommended that air throughput be increased and that as much outdoor air as possible be run through, either through natural ventilation or by means of mechanical ventilation, as circumstances permit.

- In the case of mechanical ventilation systems, their maintenance *must* be carried out in full compliance with the manufacturer's instructions, including cleaning and the replacing of filters. At the APEEE canteen windows and doors are kept open throughout all service shifts.
- The manager and/or head chef is not allowed to allow any staff with health problems into work, and must deny them access. Should any symptoms develop during working hours, the staff member in question must go home at once, and strict precautions must be taken - such as wearing face masks, avoiding the use of public transport whenever possible, and disinfection of all equipment the employee has been in contact with over the last two days, and any other appropriate measures.
- The manager and/or head chef is not allowed to let in clients with health problems suggesting that they may have contracted Covid-19, and must deny them access to the establishment.
- HACCP rules must be strictly enforced. Under no circumstances can non-staff, such as suppliers, enter kitchens, service premises or warehouses.
- Proper cleaning and disinfection products must be available in all rooms, including for the purpose of disinfecting handles, sinks and such with liquid hand soap, disinfectants, etc.... Workers are required to wash and disinfect their hands at least every half hour, as well as whenever they have come into contact with equipment that may have been contaminated by another person, co-worker or client.
- Whenever possible, staff members shall work alone when preparing a dish. It is not recommended that more than one person be involved in preparing the same dish. Should more than one person need to be involved, extra safeguards must then come into force. In all circumstances, the rules of social distancing must be heeded, and walking about in the kitchen and criss-crossing must be avoided as much as possible.
- All kitchen workers wear protective masks. Whenever appropriate, staff must also wear hats and/or hairnets. Protective masks can be further fitted with face shields if needed. However, face shields on their own are never adequate replacements for protective masks.
- Towels, crockery-related gear, kitchen garb must be changed frequently.
- The rules applicable to customers and users must be displayed at the entrance and on the available screens:
 1. Keep as far apart as possible, always at least 1.5 m when not sitting at a table
 2. Do not use the canteen if you, or someone you had contact with over the past 48h, displays COVID-19 symptoms.
 3. Always heed and abide by the staff's instructions.
 4. Do not handshake, kiss, nor hug. Avoid all physical contact between staff and customers.

5. Cough or sneeze into your elbow or into a tissue, which you must then dispose of into a bin.

6. Maintain hand hygiene at all times by using the available equipment, and by washing your hands. Wash your hands upon arrival and when leaving.

7. Pay contactless or electronically and avoid cash exchanges as much as possible.

- Ensure social distancing of at least 1.5 meters when letting canteen users in. Use visual aids such as signs to clearly indicate pedestrian traffic flows. Provide barriers if such cannot be fully met. Plexiglas panels are used to keep pedestrian groups separate as per state guidelines.
- Place hand gel or other disinfectant at each entrance and exit. Automatic disinfection dispensers are made available at the various crossing points.
- Use as much as possible electronic and/or contactless payments.
- The cash register may only be operated by one person.
- Any EPOS (*electronic point of sale*) devices must be cleaned and disinfected after each use. Alternatively, a system with hand gel and cotton swabs may be provided for users/customers.
- Staff must wear protective masks, except in roles or capacities in which social distancing can be upheld at all times. Protective masks can be supplemented with face shields if necessary. However, face shields do not ever replace protective masks.
- The use of oil, dressing, salt and pepper will be at the child's request and single use. Any containers – bottles, vials, shakers, and the like - will be disinfected before and after the child's use.

4A/CANTEEN: WARM MEAL PROCEDURE

6 services are served between 11:10 and 12:50 (see website:

<https://www.woluweparents.org/en/action-hub/canteen-organization/>

Students enter the canteen area by one of the 5 doors, indicated to them. Secondary students will keep wearing their face mask until they reach the table they have been assigned, and follow the designated route. Nursery & primary pupils will be accompanied by their teacher to their assigned tables. The wearing of masks is also highly recommended to nursery & primary pupils.

In view of the high number of students being served hot meals, the requisite distancing of 1.5m between the tables cannot be upheld (students are seated back to back). APEEE and the School have received written confirmation from the Belgian authorities that this is allowable.

Once the primary and secondary students are seated, our service staff, also in full protective gear (mask, gloves, apron) serve at the table a dish containing portions for 4 children. The primary & secondary students will use their own individual spoon, provided to them by the staff. This spoon is not intended for eating but is a serving tool, which according to the Belgian Authorities' circular is deemed an *educational* material to which no restrictions apply. The nursery children will be served by their teacher and/or the serving staff.

Should two classes of secondary students be seated at the same row of tables, they will be separated by plexiglass screening.

After their meal, the secondary students will leave the tables with their face masks on, using the exit designated by the prevention advisor. The primary & nursery children will leave the canteen area via the indicated route .

Each table and chair will then be cleaned and disinfected before the next service takes place.

4B/SELF-SERVICE FOR TEACHERS AND STAFF

The best practices described above also apply to self-service, except that customers have to go through the self-service counter to serve/help themselves, and thereafter must clear their table themselves. Furthermore, the following extra best practices apply:

- The customers' path flows, arrowed directions and 1.5m distancing must be clearly displayed, for example by ground markings.
- The self-service area must be designed in such a way that the rules of social distancing can also be upheld.
- The self-service counter must be set up in such a way that *no* bulk products can be accessed by the customer (including cutlery, crockery, etc. and dishes). An alternative option is that all products are pre-packaged or served by staff members who strictly enforce hand hygiene rules and wear protective masks.
- Let the customers know at which table they can take a seat. If possible, ask customers that only one person per table show up at the self-service counter, so as to obviate queues.
- Whenever beverage dispensers, coffee machines and such are used, they must either be disinfected after each customer, or operated by staff.

4C/CAFETERIA FOR SECONDARY STUDENTS, STAFF AND TEACHERS IN THE SPORTS HALL

The cafeteria in the sports hall is available to secondary students, staff and teachers. The following measures apply:

- Paths, pedestrian flows and 1.5 m distancing are clearly displayed.
- The Cafeteria area is designed in such a way that the rules of social distancing can be upheld.

- The cafeteria counter is set up in such a way that *no* bulk products can be accessed by the customer (including cutlery, crockery, etc. and dishes). The products are pre-packaged or served by staff members, who strictly enforce hand hygiene rules and wear protective masks.
- Everybody entering the cafeteria must wear a face mask.

The cafeteria proper and its sitting area have been split into two separate areas. Both areas have different entrances and exits, so that students who only want to buy something do not have to walk within the area where other students are eating.

5/SUPPLIERS

Before the resumption of services,

- Ensure the complete cleaning of materials and areas used for deliveries.
- Provide all your suppliers with documentation setting forth COVID-19 prevention measures and all relevant agreements in your facility.
- Provide the necessary signage, and signage for the delivery areas.
- The supplier strictly abides by the COVID-19 prevention measures and all work instructions applying to the facility in question.
- Do everything you can to uphold 1.5m social distancing. For example, use ground markings to organize traffic (at holding and walking areas both outside and inside the facility). If workers and suppliers cannot maintain distancing, provide additional protective measures such as protective masks, plexiglass screening or other physical shielding.
- Let in only one supplier at a time.
- Provide the necessary sanitary equipment for suppliers.
- Ensure that hands can be washed (preferably with water and liquid soap for hands), dried (towels or paper rolls, no cloth towels, no electric hand dryers), and/or disinfected.
- Provide hand gel in areas where hand washing is not possible.
- Also place a hand gel or disinfectant dispenser at each entrance and exit. The use of sanitary facilities by suppliers is permitted:
- Enter into agreements on how suppliers may use sanitary facilities. Provide only paper towels or rolls and lidded garbage cans in the company's sanitary facilities.
- Also allow for the cleaning and disinfection of sanitary facilities. The chef and his staff ensure that suppliers can work under safe conditions in a safe environment. If there are separate entrances for delivery and collection, the facility will ensure that only workers attached to the supplier are allowed into the respective area during delivery and/or collection. If delivery or collection or must proceed through any area otherwise used by customers, an agreement must be reached beforehand (outside business hours) so that the rules governing social distancing be upheld. If there are no separate delivery or collection areas, delivery or collection shall take place at the door of the facility. Returns, drains, etc. will then be carried out at the door.

- Delivery vouchers should preferably be signed by scanning them in after delivery is completed. In any case, the rules of social distance must be kept to when delivery vouchers are signed. The document is signed by the staff in charge of accepting the delivery into the canteen with his/her own pen. If a PDA (i.e. a personal digital assistant) is used to sign the delivery voucher, the PDA and pen used must be decontaminated after signing.
- Sales visits (B2B) are allowed provided that all the applicable preventative measures are ensured. They must take place outside the establishment's opening hours.
- The maintenance of pumps, coffee machines and such is carried out outside the facility's business hours whenever such work cannot be done safely during business hours. The technician in charge must wear a protective mask and wash or disinfect his or her hands upon arrival and before departure at the customer's premises. The technician uses his/her own equipment (computer, tablet, phone, ballpoint pen, various tools used in the work). Any materials and surfaces affected during the procedure are then disinfected.
- The chef may not receive goods or services from suppliers with health issues. Should symptoms appear during working hours, the supplier will be sent home immediately. Require that suppliers inform you at once if they become ill soon after delivery.

SCHOOL PROCEDURES

6A/ INFIRMARY PROCEDURE

- **Employees must stay at home if they are sick.**
- **Before** sending a staff member to the infirmary it is **imperative that the infirmary be first contacted by phone** to communicate the employee's problem.
- Before returning to the infirmary, the employee must wash hands with soap, apply hydroalcoholic gel and put on a mask.
- The employee is invited to visit his treating physician. If the doctor requests screening for COVID-19, the employee is required to inform the canteen manager directly and confidentially.

6B/IN CASE OF SUSPECTED OR CONFIRMED COVID-19 IN STUDENTS

- When information is received from parents about their child: the Manager of the service receiving the information passes it on to the APEEE director and the APEEE Prevention Advisor. Should the director not be available, the Prevention Advisor of the APEEE becomes the responsible person.

- The APEEE Director and/or APEEE Prevention Advisor then informs the school's medical department and the school's prevention counsellor;
 - Medical staff shall then contact the national bodies in charge of the pandemic (COCOM, see above). The COCOM then notifies the affected "contact bubble".
- The School Director makes sure that all the members of the "contact bubble" are isolated from the rest of the school community, as mandated by COCOM.
- The Director or the School's medical department informs the relevant services of APEEE and/or the head of the OIB.
- The School shall inform all the people impacted ("contact bubble") as stipulated in circular 7713.
- COCOM advises the school on the possible "self-isolation" of the people impacted (the "contact bubble").
 - The school keeps COCOM in the loop (COCOM is the responsible body for detecting and informing on COVID-19)
- **Canteen reimbursement policy in case of quarantine:** the APEEE Board has decided that for a student quarantined due to Covid-19, the amount of €1.95 will be refunded per meal missed. This amount represent the food part of our costs. We cannot reimburse the full charge for the meal as we still need to pay for the fixed costs, staff and other expenses that cannot be offset. As a non-profit organisation we do not have the financial means to absorb these costs. Please inform the canteen secretariat immediately when your child is in quarantine. Please also mail us a medical certificate as soon as you have it.
- **6C/IN CASE OF SUSPECTED OR CONFIRMED COVID-19 IN APEEE STAFF AND/OR SUBCONTRACTORS**
- Information is received from APEEE staff, or staff working for APEEE via a supplier (Cleaning, or transit (bus) companies). The Manager of the service receiving the information passes it on to the director of the APEEE and the APEEE Prevention Advisor. If the director is not available, the Prevention Advisor of the APEEE becomes the responsible person.
- The supplier in question (Cleaning or bus companies) contact their own external prevention service.
- The APEEE Director or APEEE Prevention advisor informs the school's medical department, the school's prevention counsellor and IDEWE (the external prevention advisor office of the APEEE);
 - Medical staff contact the national institutions in charge of the pandemic (COCOM, see above). The COCOM then notifies the impacted "contact bubble".

- The School Director makes sure that all the members of the "contact bubble" are isolated from the rest of the school community, as mandated by COCOM.
- The APEEE informs the suppliers and anyone under contract with the APEEE who may be impacted.
- The COCOM advises the School on the possibility of "self-isolation" of the people impacted (the "contact bubble").
 - The school keeps COCOM in the loop (COCOM is the responsible body for detecting and informing on COVID-19)

6D/DECISION TO CLOSE THE CANTEEN SERVICE

In case of COVID-19 cases among APEEE kitchen staff, and/or if or when it becomes necessary to close the canteen service because there are no kitchen staff left to prepare the food. Should this occur, students will be asked to bring home-made lunches. APEEE shall keep looking for other solutions, and should a viable solution be found, the information will then be communicated as soon as it becomes available.

6E/DECISION TO CLOSE THE SCHOOL

The School shall notify staff of decisions made at the School in the event of a crisis.

APEEE preparedness for crisis management: quorum of minimum staff essential to the continued operation of the service, especially in key roles such as management, secretariat, communication, etc.

School preparedness for crisis management: quorum of minimum staff essential to the continued operation of the School in areas such as security of people and property, premises maintenance (cleaning of the premises, sanitarities and all areas in use).

6F/TEAM MANAGEMENT

- Should symptoms of *any* disease appear (colds, sinusitis, bronchitis, etc.), the worker in question is *must* immediately inform the canteen manager and the APEEE Prevention Advisor. He/she must stay home, or return home at once if symptoms have first appeared at work.
- The employee is invited to visit his/her treating physician. If the doctor requests screening for COVID-19, the employee is required to inform the canteen manager directly and confidentially.
- The changing rooms made available to staff should only be accessible for a limited time and for individual use only, in order to avoid the risk of contamination.
- All areas which the staff member in question has used are to be cleaned and disinfected immediately (by either serving or kitchen staff).

DISINFECTION PROCEDURES

7A/PRODUCT DESCRIPTION

Further to new recommendations applying to the HoReCa sector, the use of broad-spectrum virucide disinfectants, which cannot cause, or risk, poisoning, should be used.

As a result, WTC's Alcosurf HY 1069 is now a part of our cleaning arsenal. It is a biocide classified as TP1-2 and 4 by the Ministry of Public Health, authorisation number 119 B, as levuricide, virucide, bactericide and fungicide. It meets the following standards: EN1500, EN13624, EN 13697, EN13727 and is composed of 77% ethanol - 4.7% IPA or 81.7% alcohol.

Alcosurf HY 1069 is intended for indoor disinfection of premises, hard surfaces, equipment, tools, and any material that comes into contact with food, and disinfection inside the kitchen.

7B/HOW TO DISINFECT

Disinfection by mist or droplet spraying ('nebulization') inside premises: apply several nebulization jets within the space (vehicle, room, ...) and/or on surfaces. Let it settle and work.

Disinfection of hard surfaces: first clean the surfaces and then rinse with clean water. Remove excess water. Apply ALCOSURF to the surface (20-50 ml per 0.5 sq.m.) and leave at least 5 minutes. Always use enough liquid so that the surfaces remain wet throughout contact time. Minimum exposure time is 5 minutes.

7C/CLEANING AND CLEANSING

Kitchen staff shall keep to a preset procedure for cleaning and disinfecting all canteen furniture and furnishings:

1. Clean surfaces with sponge and detergent, keeping product settling and work-in time to at least 5 minutes.
2. Rinse surfaces with mop and clean water.
3. Spray disinfectant on all surfaces. Leave in place until it has fully evaporated.

7D/ MANAGEMENT OF DESINFECTION AREAS

A list of contact areas at risk has been established and is displayed in the canteen. It is available at the canteen manager's office.

HOW THE CANTEEN IS ORGANISED

8A/HOW STUDENTS ARRIVE AND SEAT AT THE CANTEEN

How and when students arrive at the various entry points depends on the various class schedules. These schedules have been communicated by the school to let the canteen organize seating as best as possible, and to keep at a minimum walking and criss crossing within the canteen.

When the children arrive, service staff accompanied by school counselors are present in the canteen in order to direct each student to their designated and assigned table, which will remain valid for the entire school year.

The detailed layout of each section is available to the teachers, the counselors and is also displayed in the canteen.

The layout was designed to take into account the various language section 'bubbles'. Plexiglas screens (upright glass partitions) are placed between each class group in order to insulate bubbles as best as possible. The screens are made of 1m high and 1.50m wide plates of unbreakable plexiglass, so that they insulate secondary student groups seated side by side.

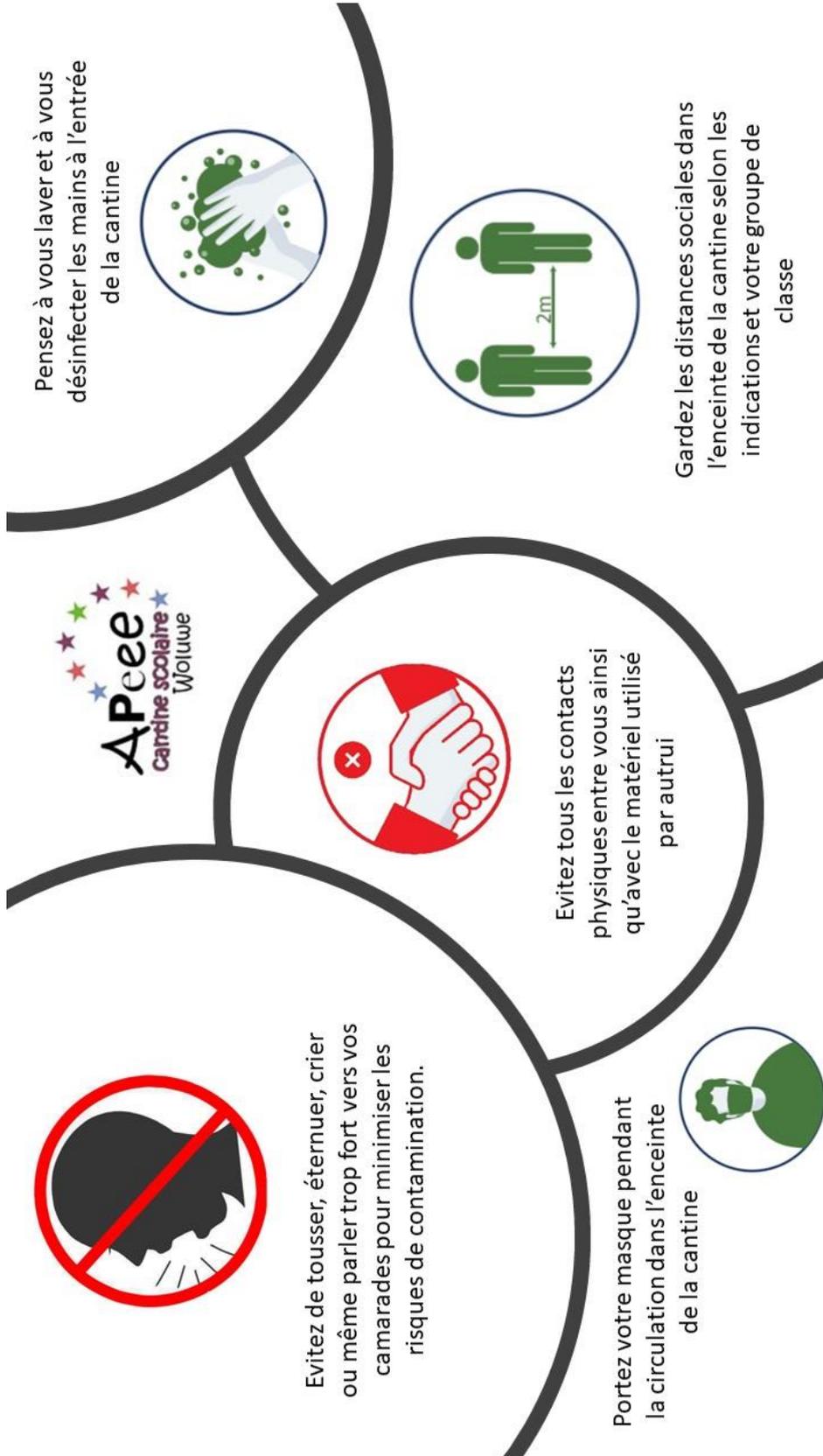
8B/STUDENT TRACING

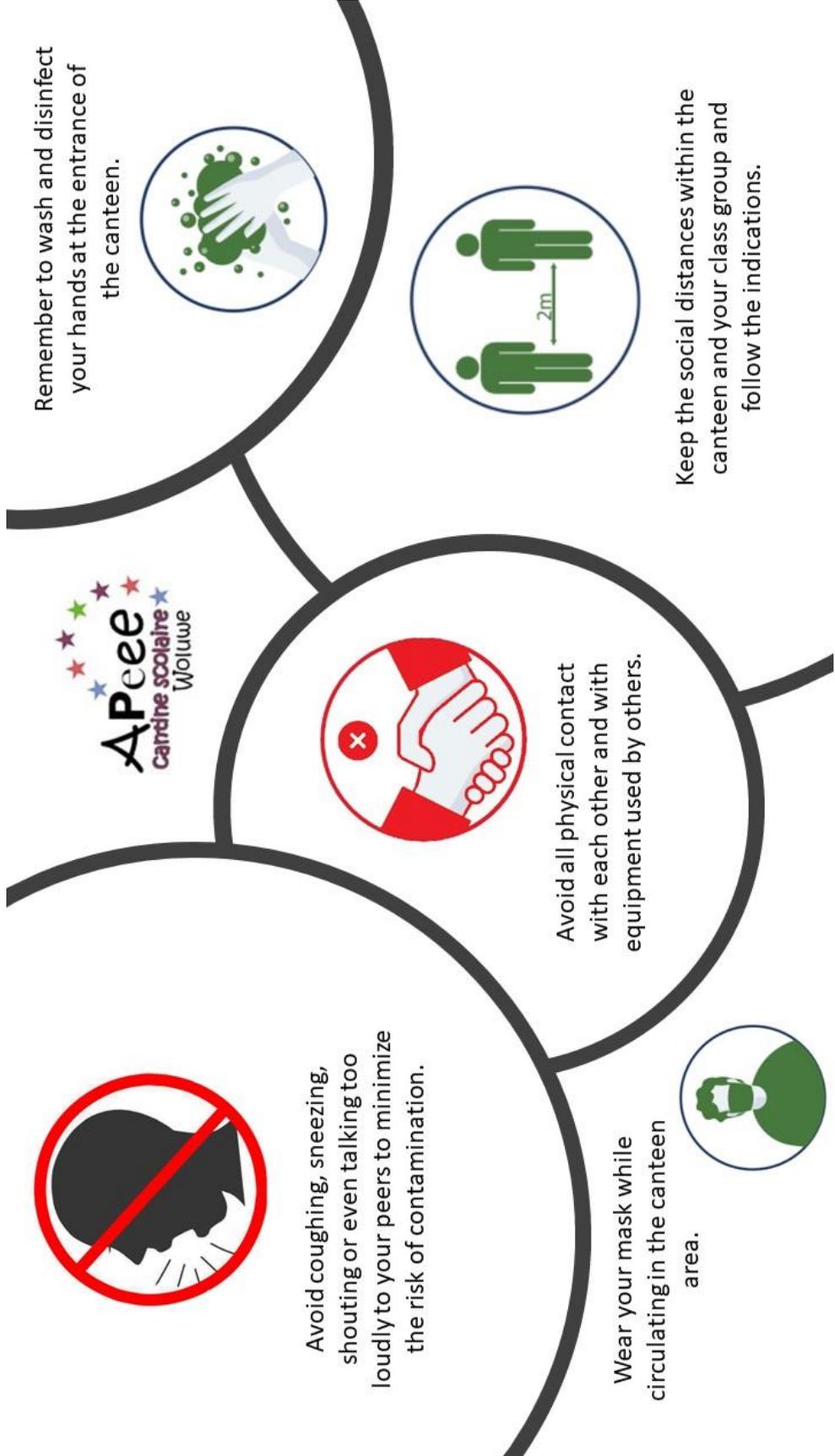
A database of the students present in the canteen is maintained for the duration of the school year, as per the request of the Belgian Authorities. It is updated daily. This database shall only be used to report COVID cases as may occur at the school, and will be communicated, whenever needed, to the appropriate services so that the affected child may be traced, as well as any people who may have been in contact with the child. This will help contain the risk of the virus spreading.

8C/DISPLAYING SAFETY INSTRUCTIONS IN THE CANTEEN

All the TV screens in the canteen display information posters, so that all the relevant prevention rules are visible to all students during their meal.

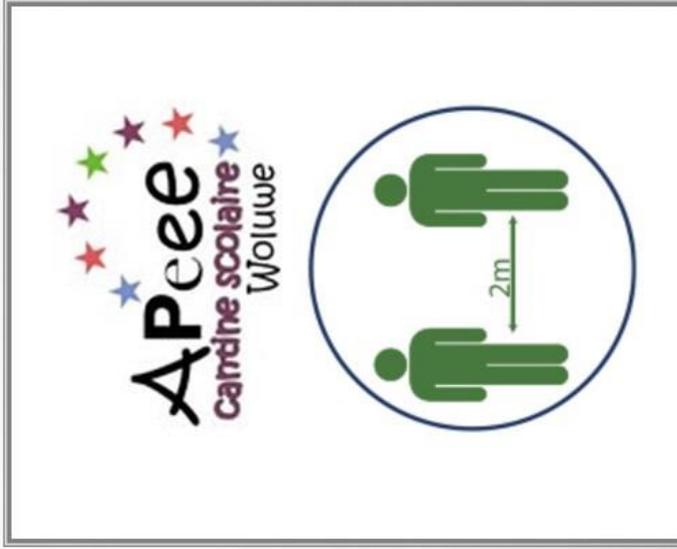
The rules are presented in the form of pictograms which illustrate the key points in easy to remember ('mnemonic') form. The posters are in both French and in English.







- **Pour votre sécurité, le port du masque est obligatoire dans l'enceinte de la cantine tout au long du temps de circulation.**
- **Le masque peut être enlevé uniquement lorsque vous êtes installés à table.**
- **Il est impératif de remettre le masque dès que vous vous levez de table pour partir ou pour aller aux toilettes**
- **For your safety, it is mandatory to wear a mask in the canteen area when you walk to and from your place. The mask can only be removed when you are seated at the table.**
- **It is imperative to put the mask back on as soon as you get up from the table to leave or to go to the toilet.**
- **It is imperative to put the mask back on as soon as you get up from the table to leave or to go to the bathroom.**



- **Il est impératif de respecter la distance sociale dans le domaine de la cantine**
- **Évitez toutes bousculades lors de vos déplacements**
- **Respectez votre bulle de classe.**
- **Respectez les heures d'arrivée et de départ mis en vigueur pour votre classe.**

- **It is imperative to respect social distancing in the canteen area.**
- **Avoid any jostling when you are on the move.**
- **Respect your class bubble .**
- **Respect the arrival and departure times for your class.**



- **Le lavage et la désinfection des mains est impérative et primordial pour éviter tout risque de contamination:**
- **Des Colonnes de désinfections sont à votre disposition à chaque porte d'entrée de la cantine**
- **Pensez à bien respecter les consignes de nettoyage des mains lors de votre passage aux sanitaires**

- **Hand washing and disinfection is imperative and essential to avoid any risk of contamination:**
- **Disinfection columns are at your disposal at each entrance door of the canteen.**
- **Remember to follow the instructions for cleaning your hands when you go to the washroom.**



- **Evitez tous contacts physiques entre vous (serrage de main, embrassade, accolade, etc...)**
- **N'utilisez que les ustensiles (couverts, verres, etc...) qui vous sont destinés; ne prenez en aucun cas, ceux utilisés par d'autres personnes que vous-même.**
- **Avoid all physical contact among you (handshaking, hugging, hugging, etc...).**
- **Use only the utensils (cutlery, glasses, etc...) that are intended for you; do not, under any circumstances, take those used by anyone other than yourself.**



- **Si vous n'avez pas de mouchoir à portée de main, éternuez ou tousssez dans le pli de votre coude.**
- **Évitez de crier ou de parler trop fort dans l'enceinte de la cantine car vous risquez d'augmenter les risques de contaminations**
- **Restez à une distance normale de discussion entre camarade afin d'éviter tout risques inutiles.**
- **If you don't have a tissue handy, sneeze or cough into the crease of your elbow.**
- **Avoid shouting or speaking too loudly in the canteen area as you may increase the risk of contamination.**
- **Keep a normal distance for peer-to-peer discussion to avoid unnecessary risks.**

PROCEDURE GROUPCLEANING

The Canteen manager keeps CleaningGroup and Cleaning Manager informed of the current situation as it develops. A comprehensive protocol has been established to ensure that all regulations are met so as to keep risks as low as possible.

This protocol was communicated to the CleaningGroup and the Cleaning manager:

"COVID 19" Service procedure, cleaning and disinfection

9A/INTRODUCTION

This document "Best Practices in the Canteen" sets forth a number of general measures aiming at preventing the spread of the Covid-19 virus. It also sets forth guidelines for the further development of protocols pertaining to canteen services. To enable optimal implementation of these best practices, coordination within the team is essential. This will strengthen outcomes and the ability to implement any follow-up measures.

Before canteen operations resume, consultations and coordination within the relevant bodies are essential: employees must be given clear instructions and provided with the necessary training and communication protocols. Employees must be made keenly aware of the urgent need for safety measures at their workplace. They must have full access to information, clear instructions as to how to proceed and behave, and the appropriate training ensuring that they are fully able and prepared to understand and apply instructions. All instructions will be repeated on a regular basis. It is strongly recommended that a test be conducted with all workers before the resumption of work.

9B/WHAT TO DO DURING THE SCENARIO YELLOW

- Stay informed of developments via the usual public news channels, COCOM (<https://www.ccc-ggc.brussels/>), the municipal administration, SPF Public Health <https://www.health.belgium.be/fr>.
- Strictly follow all instructions issued by the relevant authorities, such as by instructions made public. Do not take individual initiatives. A free number is available for any specific or further questions: 0800/22000.
- Notify staff of all the practical procedures in force, aiming at preventing the spread of COVID-19 both within and outside the facility, including hygiene.
- Notify parents of any relevant decisions made within your department. A decision to shut down the department again could be made as circumstances require .
- Promote, improve and enforce hygiene as much as possible (frequent washing of hands with soap for at least 30 seconds, cough or sneeze in the crook of the elbow, thereafter wash hands again, dispose of any used tissues into a bin and then wash hands again).
- Monitor and ensure that the cleaning and cleansing of common surfaces is carried out and constantly improved.

9C/PROVIDING PROTECTIONS, OPERATING IN THE CANTEEN

- This paragraph is covered under point 3

9E/TEAMMANAGEMENT, SUSPICION OF OR CONFIRMED COVID-19 CASE

- Should symptoms of *any* disease appear (colds, sinusitis, bronchitis, etc.), the worker in question is *must* immediately inform the canteen manager and the APEEE Prevention Advisor. He/she must stay home, or return home at once if symptoms have first appeared at work.
- The employee is invited to visit his/her treating physician. If the doctor requests screening for COVID-19, the employee is required to inform the canteen manager directly and confidentially.
- Supplier managers are required to notify the canteen manager in case of the presence of internal COVID cases of his team. They must also keep members out of the person's work bubble.
- In the absence of one or more team members, it is imperative that a replacement be provided to ensure adequate service.
- The changing rooms made available to staff should only be accessible for a limited time and for individual use only, in order to avoid the risk of contamination.
- All areas which the staff member in question has used are to be cleaned and disinfected immediately (by either serving or kitchen staff).

DESINFECTATION PROCEDURE

9F/PRODUCT DESCRIPTION

Following the new recommendations in the HoReCa sector, the use of broad-spectrum disinfectants that are also virucid that cannot alter or risk poisoning should be used. As a result, the order for The WTC's Alcosurf HY 1069 is part of our cleaning process. This is a biocide classified as TP1-2 and 4 by the Ministry of Public Health, authorisation number 119 B, as levuricide, virucid, bactericide and fungicide. It also meets the standards: EN1500, EN13624, EN 13697, EN13727 and is composed of 77% ethanol - 4.7% IPA or 81.7% alcohol.

The Alcosurf HY 1069 is intended for indoor disinfection of premises, hard surfaces, equipment and tools, any material coming into contact with food, disinfection in the kitchen.

9G/DESINFECTION METHODOLOGY

Disinfection by nebulization for the premises: apply several nebulization jets in the volume (vehicle, local, ...) and/or on surfaces. Let it work

Disinfection of hard surfaces: Clean surfaces to be treated first and then rinse with clear water. Remove excess water. Apply ALCOSURF to the surface to be treated (consumption 20-50 ml by 0.5 m²) and leave at least 5 minutes. When disinfecting, use as much liquid as the surfaces remain moist throughout the contact time. Minimum exposure time: 5 minutes.

9H/CLEARING, CLEANING AND DRESSING METHODOLOGY

When clearing, service personnel must wear disposable nitrile or latex gloves to avoid contamination of the hands by utensils used by children. Once the clearing is complete and before the table is cleaned, they are thrown in the trash to avoid any risk of cross-contamination.

Service personnel must adhere to a colour code provided in advance for cleaning and disinfecting the furniture in place in the canteen:

Blue bucket with blue mop for clear water

Red bucket with yellow sponge for detergent

Green mop for disinfection.

Green mop will be used to disinfect surfaces such as oil bottles, dressing or water jug handles.

Tables, chairs and plexiglass plates are cleaned after each child pass using the following method:

1. Cleaning surfaces with sponge and detergent, respecting the 5 minutes of product installation time.
2. Rinse surfaces with mop and clear water.
3. Spraying disinfectants on all surfaces. Allow the product to lay down until the product has completely evaporated
4. Arrange the tables with the cutlery, glass and towel on the plate.

The Plexiglas will be moved according to the table plan provided beforehand by the canteen managers. Displays will be placed on the tables to facilitate the visibility of the layout of the table according to the services.

Conclusion Groupcleaning

GroupCleaning is committed to ensuring that all COVID guidelines and procedures put in place by APEEE and canteen managers are followed by their work staff.

They also undertake to keep informed of the progress of the COVID situation on Belgian territory and the proper follow-up of the rules in force by their workers in order to avoid any unnecessary risks that could be avoided.

10/WHAT DO TO DO DURING THE SCENARIO ORANGE AND RED?

Orange code: if the Belgian authorities and the school allow the same measures as taken for the scenario yellow can be maintained. This is to be confirmed.

Red code: no canteen service is possible. Students will have to bring a home-made lunch to school.

Conclusion APEEE Bxl II Woluwe

APEEE and the canteen managers are committed to transmitting and enforcing all information about the COVID Protocol put in place to the staff. It will be sent e-mail to each of its employees.

The canteen procedure is made available to all parents of pupils, teachers or other persons affiliated with the European school Brussels 2 via the website of APEEE Woluwe:
<https://www.woluweparents.org/general-category/cantine/>

This document shall be updated should any further measures be taken by either the Belgian Authorities or School management.