

## **Safe Reopening Plans SDSU Catering**

The Associate Director of Dining and the General Manager of Catering are responsible for training employees, implementing San Diego County COVID-19 operating protocols and placing orders for PPE and cleaning/sanitizing supplies from Aztec Shops Warehouse. The following guidelines have been reviewed by leadership and fully implemented:

- <https://files.covid19.ca.gov/pdf/guidance-take-out-restaurants--en.pdf>
- <https://files.covid19.ca.gov/pdf/guidance-dine-in-restaurants--en.pdf>

### **Health and Hygiene**

- Employees are required to wear face coverings at all times when on campus.
- Physical distancing of at least 6ft should be maintained whenever possible.
- Employees and Vendors will complete a self-evaluation for COVID-19 symptoms before coming to campus: [symptoms of COVID-19](#). Employees and Vendors exhibiting symptoms are to stay home and Employees are also to notify Human Resources. Per the temperature check policy, all employees and vendors will have their temperature checked upon arrival to work/facility by the Manager on Duty: [COVID19 Employee Screening Policies and Procedures](#).
- Employees are encouraged to wash/sanitize hands frequently throughout their shift.
- Employee breakrooms will be closed and/or tables/chairs will be separated to discourage congregating during breaks. Where possible, outdoor break areas with shade covers and seating will be available throughout the campus to ensure physical distancing.
- Minimal staff will be scheduled to work the events. It will be based on the event needs.
- Employees will wear gloves at all times. They will change their gloves as they switch tasks

### **Physical Distancing Protocols**

- Floor markings will be present in the Catering kitchen to allow for physical distancing while preparing the event. Kitchen staff will be minimized to ensure physical distancing can be accomplished in all kitchen spaces across campus whenever possible.
- Adhere to County Guidelines and protocols regarding size of gatherings, outdoor verses indoor events and seating guests at appropriate distance all to provide a safe event.
- Staff will stand at least 6 feet away from the guests except when service is required. Tables will be bussed when the entire table of guests has completed their current course. If the event only requires a single course, the staff will wait until the guests leave the event to clear the table.

### **Cleaning and Disinfecting Protocols**

- Upon arrival to the event all commonly used surfaces in the kitchen area will be sanitized by Catering staff. These surfaces include doorknobs, light/fan switches, faucets, and counter tops. These surfaces will continue to be sanitized every 30 minutes.
- Shared equipment including but not limited to push carts, warming units, and vehicle touch surfaces will be sanitized prior to use and after each use.
- Additional time will be needed for set up to accommodate the minimal staff and the sanitizing of the work space and equipment.

- The tables and chairs will be sanitized before table set up begins. Each place setting will have all the required service ware for the meal. Each meal will be individually plated for each guest. No setting will be placed more than (30) minutes prior to the event start time.
- Hand sanitation stations will be made available throughout the location. Once the guests leave, the event will be broken down in a timely manner. The same sanitation process will happen with the chairs and tables before they are put into storage.
- All the china will be returned to dish room to be washed, dried, and wrapped.
- The kitchen and commonly shared equipment will go through a final sanitation before leaving the area.
- At appropriate times after each event, the contracted professional janitorial company will thoroughly clean all areas of the event and Catering kitchen space.
- Fogging will be completed if the need is determined by Aztec Shops with input from the University.

### **Food Service**

- Water will be poured for each guest once seated, upon request. No food will be placed at a guest seat until all guests have taken their seats for meal service.
- Meal service will take place as usual with the following exceptions:
  - no tray passed hors d'oeuvres will be served
  - no family style or buffet meals - all meals will be individually plated for each guest
  - condiments including butter, salt, pepper, salad dressings, etc. will be individually portioned and not table-shared
  - no food preparation or beverage service stations will be set up within 6 feet of any guest tables