

## In the workplace: General

### What to do: All workers, including managers and supervisors

#### Source control

In infection control, the most important level of the “hierarchy of controls” is source control—**eliminating or controlling the source of infection**. That means being on the alert for any symptoms or signs of illness in yourself or anyone around you. But remember that people who are asymptomatic or pre-symptomatic can also be infected and contagious, so we have to think of them as possible sources of infection, too. **The solution to this problem is face coverings**. The following steps are crucial for source control:

#### For people who have signs or symptoms of illness

If you begin to feel ill at work:



- 1 Immediately** separate yourself from other people
- 2 Place a face covering** over your nose and mouth if you are not already wearing one (all workers should wear a face covering at all times in the workplace)
- 3 Alert your supervisor** immediately

If a co-worker is coughing or appears ill, check that they have a face covering over their nose and mouth, and alert your supervisor immediately

#### To address people who may have unrecognized asymptomatic or pre-symptomatic infection

##### Face covering



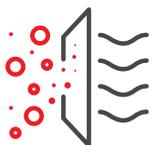
**Everyone in the workplace should wear a face covering at all times.**

- A face covering is any well-secured, washable fabric construction that covers the mouth and nose and wraps under the chin
- The primary purpose of the face covering is to protect other people by preventing the person wearing it from spreading infectious droplets to others or on nearby surfaces or objects—especially if the wearer happens to be asymptomatic or pre-symptomatic, but contagious, with Covid-19 infection
- Continue to practice physical distancing and good hand hygiene even when wearing a face covering

The CDC website provides guidance on fabric face coverings [here](#).

#### Engineering controls

The second level of the hierarchy is *engineering controls*. In a commercial kitchen, this mainly involves ventilation:



- 1 Ensure that building ventilation systems are working properly** and maintained per standard protocols for optimal indoor air quality, including regularly cleaning or replacing filters
- 2 Increase ventilation rates** and percentage of outdoor air that circulates into the system, if feasible



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## Administrative controls

The third level of the hierarchy is *administrative controls*, which basically refers to rules of behavior. In the commercial kitchen setting, the following are important administrative controls in the era of Covid-19:



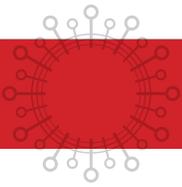
### Pre-shift briefings

At the beginning of each shift, hold a pre-shift briefing with all workers to remind them about handwashing, covering coughs and sneezes, touching, physical distancing, and cleaning and disinfecting

### Handwashing

Wash hands, including under fingernails, as often as possible with soap and water for at least 20 seconds

- 1 Use an alcohol-based hand sanitizer** (at least 60% alcohol) if soap and water are not available; however, handwashing is preferable because soap and water are more effective at inactivating the Covid-19 virus
- 2 Keep fingernails trimmed short**
- 3 Key times to clean hands include:**
  - 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
  - If you interact with clients or coworkers, remember to wash hands with soap and hot water for 20 seconds or use hand sanitizer (at least 60% alcohol) after every interaction
  - After touching a frequently touched surface or object that might be contaminated (for example, phones and cell phones, computers, keyboards, mice, tablets, touch screens, remote controls, payment machines, tabletops, work stations, countertops, cooktop, oven, other kitchen controls, equipment handles, work tools and equipment, sinks, faucets, faucet handles, toilets, desks, doorknobs and handles, light switches, handrails)



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### Coughs and Sneezes

- 1 Cough or sneeze** into the elbow of your shirt sleeve or into a tissue, covering your nose and mouth; do not use your bare hands
- 2 Throw used tissues into the trash** and immediately wash hands with soap and water for at least 20 seconds or sanitize them with alcohol-based hand sanitizer (at least 60% alcohol)

### Touching



- 1 Avoid touching your face**, especially eyes, nose, and mouth, with unwashed hands; wash your hands with soap and water for at least 20 seconds or clean them with hand sanitizer (at least 60% alcohol) after after touching your face
- 2 If you see co-workers touching their face**, politely suggest they wash or sanitize their hands and remind them to avoid touching their face
- 3 To the extent possible**, avoid touching surfaces and objects that are out of your zone of control; if necessary, wash your hands with soap and water for at least 20 seconds or clean them with hand sanitizer (at least 60% alcohol) after after touching them
- 4 Do not bring cell phones into the kitchen.** If you must use a phone, disinfect it with a sanitizing wipe and wash your hands with soap and water for at least 20 seconds or clean it with hand sanitizer (at least 60% alcohol) after after using it
- 5 Eliminate all cash payments** both from customers and to workers if possible, as there is no good way to handle cash safely or to disinfect it



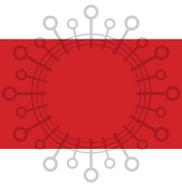
### Physical distancing

- 1 Limit physical contact** with others as much as possible
- 2 Try to maintain a distance** of at least six (6) feet between yourself and other people at all times
  - This may not be possible in kitchens where workers operate in small teams or clusters. In this case, workers should be vigilant to keep face coverings on and avoid direct physical contact as much as possible
- 3 Do not shake hands**, fist-bump, high-five, elbow-bump, or hug
- 4 Do not gather in groups**



### Cleaning and disinfecting

- 1 Routinely**, and on a clearly defined schedule throughout the day, clean and disinfect frequently touched objects and surfaces, for example, work stations, handrails, doorknobs
- 2 Clean visibly dirty surfaces and objects with soap and water prior to disinfection**
- 3 For disinfecting, use products that meet EPA's criteria for use against Covid-19 (SARS-CoV-2)**



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## Personal protective equipment

If source control, engineering controls, and administrative controls are done well, the risk that workers will be infected with Covid-19 in the workplace should be greatly reduced. There is a fourth level in the hierarchy: personal protective equipment (PPE), which includes items—face masks; safety glasses, goggles, or face shields; gloves; and gowns—that people wear to protect themselves against a variety of hazards, including some infections. In general, PPE is not needed for protection against Covid-19 in commercial kitchens. However, PPE may at times be needed for other purposes. For example, some disinfectants used for cleaning and disinfecting surfaces and objects in the kitchen may pose chemical hazards to workers using them and require those workers to use PPE and other controls—such as ventilation—for protection against these hazards.

### Face masks



- 1 While everyone in the workplace should wear a face covering at all times to protect other people, hospital-grade face masks such as surgical and N95 masks are not needed in commercial kitchens for protection against Covid-19. These types of masks are in short supply and should be reserved for health care workers or other medical first responders
- 2 Face masks may at times be needed for other purposes, such as protection against chemical hazards posed by some products used for cleaning and disinfection

### Gloves



- 1 For control of Covid-19 in commercial kitchens and dining rooms, **gloves are not needed**; washing hands frequently with soap and water for 20 seconds should suffice for this purpose
- 2 **Wearing gloves does not replace or modify the need to maintain good hand hygiene or the need for handwashing**
- 3 If gloves are required by [FDA's Food Code recommendations](#) for handwashing and glove use in food service settings, state or local public health regulations related to food safety, or other applicable food safety regulations and policies, they should be worn and used as directed by those recommendations and regulations

#### **When gloves are required by food safety recommendations or regulations, they should be changed as follows:**

- When switching tasks or handling different foods, after touching potentially contaminated objects (for example, cell phone, computer keyboard, mouse, door handles)
  - If you accidentally touch your face, cough into the glove, or cough into a tissue held in your gloved hand
  - If the integrity of a glove is compromised—ripped or punctured—it should be changed immediately
  - In any of these circumstances, the worker would need to remove and dispose of them, wash their hands with soap and water, and don new gloves. Many people are allergic to latex, so if gloves are required for food safety, they should be made of another material, such as nitrile or vinyl
- 4 Gloves may at times be needed for other purposes, such as protection against chemical hazards posed by some products used for cleaning and disinfection



## In the workplace: General



### Eye protection

- 1 In general, eye protection is not needed for protection against Covid-19 in commercial kitchens
- 2 Eye protection may at times be needed for other purposes, such as protection against chemical hazards posed by some products used for cleaning and disinfection



### Gowns

- 1 In general, gowns are not needed for protection against Covid-19 in commercial kitchens
- 2 Gowns may at times be needed for other purposes, such as protection against chemical hazards posed by some products used for cleaning and disinfection