

# HACCP-Based SOPs

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## Handling Deliveries, Boxes and Cartons During School Closures due to COVID 19 Outbreak

**PURPOSE:** To ensure that all staff in the food service area follow good personal hygiene and practice proper hand washing and glove use while handling all boxes, cartons and containers to prevent any spread of infectious pathogens and illness.

**SCOPE:** This procedure applies to foodservice employees who receive deliveries, handle any cartons, and prepare and/or serve food.

### INSTRUCTIONS:

All employees in school foodservice must:

1. Follow all hand washing and personal hygiene standard operating procedures. Reference the attached *Washing Hands* and *Personal Hygiene* SOPs.
2. Use gloves for handling all boxes, cartons and containers.
3. Change gloves immediately after handling any boxes, cartons and containers before touching contents. It is always a best practice to wash hands after removing gloves and before putting on a new pair.
4. Follow best practices for receiving all food deliveries. Reference the attached *Receiving Deliveries* SOP.

**Note:** Loose fitting food service gloves may make handling cardboard boxes a little more challenging than with bare hands.

### Handling boxes, cartons and containers can be made very safe by observing just a few smart precautions like the following:

1. Imagine that every box, carton or container has been coughed or sneezed on. No doubt this is not a pleasant thought however, this frame of mind will encourage an abundance of caution when handling these items.
2. When handling boxes, cartons and containers do not “hug” these against your body. Normally the best practice would be to use the “buddy system” to handle large items to limit the physical contact outside of the gloved hands as much as possible however, in the desire for “social distance” the best practice would be to engage a “buddy” to lift the container, use a cart to transport and then a “buddy” to place the container in it’s proper space. If a hand truck is available a “buddy” may not be necessary. Use common sense judgement to determine the best method for transporting boxes and containers.



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3. Research has shown that COVID 19 can survive for up to 24 hours on cardboard and up to 72 hours on plastic and stainless steel.
  - a. For non-perishable items in cardboard this is easily managed by simply setting the items aside and allowing 24 hours to pass. If this is not possible wear food service gloves when opening the box and then, before removing items from the box or container change your gloves to avoid possible cross contamination.
  - b. For perishable items put all items immediately into the freezer or refrigerator separated from items that are already in the cooling units. If possible, remove outer packaging and throw it directly into the trash before placing items in your refrigerator.
  - c. DO NOT place boxes or cartons on your tables or counter space.
  - d. As always, a best practice is to use “FIFO” (First In First Out) for storing all inventory.
  - e. Once boxes, cartons and containers are put away thoroughly wash your hands.
  - f. Immediately clean any surfaces that have been touched by boxes, cartons and containers or that were touched by hands after handling these containers. A best practice would be to use a disinfectant cleaner that is effective against the SARS-CoV-2, the source virus for COVID-19.

### MONITORING:

1. Reference the attached *Receiving Deliveries* SOP for proper procedures for receiving food items.
2. Observe that staff are practicing proper personal hygiene and hand washing.
3. Observe staff to ensure gloves are being used and changed according to this SOP.
4. Observe that staff are properly washing hands between glove changes.
5. Observe that all surfaces that come into contact with boxes, cartons and containers are cleaned immediately with the proper disinfectant.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. If there is any doubt at all whether hands are washed, gloves are changed or surfaces are disinfected, REDO any or all of these as a precautionary step.

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_



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