

Handling of Linen, Food & Utensils Policy

Policy

Promised Future, Inc., is committed to providing a safe and healthy environment for children, families and employees. Promised Future will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by York Region Public Health regarding the handling of snacks and lunches to children in the program as well as the handling of linens and utensils.

All employees, students and any other persons that enter the premise and engage in the programs must adhere to the following procedures.

Procedures

As required by York Region Public Health, Promised Future must follow specific regulations when preparing and serving food to children in the program in addition to proper procedures for the handling of utensils and linens within the centre.

All snacks will be prepared in the food prep area. **Catering from Princess Pea** will be delivered to the door, Placed on the trolley, Temperature taken of food by staff and food put in water heater to keep at temperature for serving. Only one teacher should be in the area if possible. Promised Future requires that when food is being prepared and served, a disposable or medical grade mask is worn. Gloves are not necessary if hand can be washed prior to preparing and serving.

All food will be portioned from the kitchen/food prep area and will be placed on a plate ready to be served. Milk/Water pitcher can be poured in the classroom by the other staff in the room. At this time no children will be self-serving any food items including drinks.

Promised Future Employees will ensure the following procedures are followed:

- Blankets used to carry children into the centre, should be cleaned and disinfected/laundered after each use. Promised Future will have a rotation of supplies to ensure that clean blankets are available every day.
- Children will not share any food, water bottles or personal items and belongings. Personal items must be labelled with each child's name.
- All meals and snacks will be portioned into individual servings in the kitchen/food preparation area before serving in the classroom.
- Children and employees will practice social distancing while eating wherever possible
- Tables and chairs must be cleaned and disinfected after each use.
- No self-serve or sharing of food will occur in the classroom.
- Milk/water can be served to children in the classroom however; one teacher should be assigned for each meal service.
- No utensils or food items (e.g. serving spoon) should be shared
- No food provided from the family unless where required. Special precautions are to be put in place if this is the case.
- Children must not prepare food or provide food that could be shared with others.
- Proper hand hygiene will be practiced during food preparation, before, and after eating.
- One employee will be assigned the task of filling water bottles for children and staff. Water bottles will be disinfected prior to refilling.
- Foods will be prepared, handled, stored and served in a safely manner as requirements in Food Premises Regulation 493/17
- Multi use utensils must be cleaned and sanitized between uses as per requirements in Food Premises Regulation 493/17

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment and at any time where a change is required