

COVID-19 INFORMATION

GUIDANCE FOR FOOD CATERING

Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support food catering operators in reducing the risk of transmission of COVID-19 among attendees (including workers, volunteers, patrons and the general public). The guidance provided outlines public health and infection prevention and control measures, specific to these settings. Additionally, caterers continue to be required to follow the [Food Regulation](#) and [Food Retail and Foodservices Code](#).

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>

COVID-19 Risk Mitigation

Event Planning	<ul style="list-style-type: none">• Confirm with clients that the total number of attendees (including guests, catering staff, etc.) will not exceed the gathering restrictions.• Advise clients that the service of food should only be done by table service or by having catering staff serve clients directly in a walk-through fashion. Catering operators should not be providing “self-serve” buffets and “family-style” meals.
Public Health Measures	<ul style="list-style-type: none">• Wait staff, servers and food handlers who work without a physical barrier between them and others when a two metre distance cannot be maintained should wear a non-medical mask.• Staff should perform hand hygiene frequently.• The frequency of cleaning and disinfection of frequently handled items should be enhanced.<ul style="list-style-type: none">○ If menus are used, consider a posted menu, or paper menus that are discarded after single use.• Where reusable menus are used, they should be cleaned and disinfected between handling by different persons.• Any items (e.g. chairs, tables, centre-pieces, decorations) provided for guest use must be cleaned and disinfected, laundered or discarded after the event.
Table Service	<ul style="list-style-type: none">• There should be no shared containers or dispensers for food, beverages or condiments that are accessible by guests.• If table service is being used for any portion of the meal, consider the following guidance:

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	<ul style="list-style-type: none"> ○ Encourage guests to wash their hands or use hand sanitizer with at least 60% alcohol content when entering and leaving the dining area. ○ Do not supply shared table condiments (salt and pepper shakers, ketchup, hot sauce, etc.). Use single serve items or have servers dispense upon request. ○ Do not pre-set tables with plates, napkins, glasses, and utensils and cutlery. ○ Use rolled silverware. The person rolling and placing the silverware must follow good hand hygiene practices.
<p>Walk-through Service</p>	<p>If walk-through service is being used for the food services, consider the following:</p> <ul style="list-style-type: none"> ● Guests should not be permitted to self-serve. Food items, including beverages and condiments, should be served to guests by catering staff. ● Regulate the flow patterns of people through the line with designated “in” and “out” areas. <ul style="list-style-type: none"> ○ Place hand sanitizer with at least 60% alcohol content at the start of the line. ○ As alcohol-based products are flammable, be mindful to keep hand sanitizer away from heat sources. ● Prevent line-ups wherever possible by calling up certain tables at a time. Where lineups are unavoidable, ensure that guests can maintain physical distancing while waiting in line. <ul style="list-style-type: none"> ○ Provide markers for physical distancing in areas where lineups occur. Keep lineups at least two metres away from dining areas. ● While not required, guests may wear non-medical masks when going through line ups if they choose. <ul style="list-style-type: none"> ○ Refer to Alberta Health’s public masking guideline.
<p>Food Delivery</p>	<p>If the catering services only include delivery and/or setup of food, consider the following guidance:</p> <ul style="list-style-type: none"> ● All food items should be individually pre-portioned, packaged and labelled. ● If appropriate, consider packaging full meals into a single container or plate. <ul style="list-style-type: none"> ○ For example: sandwich, side and condiments in a single container, labelled with the contents.
<p>Dining Areas</p>	<ul style="list-style-type: none"> ● If the catering company is responsible for the dining area: <ul style="list-style-type: none"> ○ Arrange tables and chairs so that a two metre distance is maintained between the outer perimeter of chairs at each dining table. ○ Physical barriers may be installed where tables cannot be adequately separated. ○ Aisles should be wide enough to allow room for people to maintain physical distancing. Consider using one-way traffic flow to help maintain distancing. ● Prior to the event, cover chairs and tables with a freshly laundered covering, or thoroughly clean and disinfect each chair and table. ● Encourage the use of assigned seating to minimize multiple persons using the same chairs and place settings. This reduces the potential for transmission and the need for cleaning and sanitizing during the event.

I have read the above pages 1 + 2 Guidance For Food Handling.

I will comply with these rules set forth by the Alberta Chief Medical Officer of Health while preparing and serving food at the Glen Park Community Hall.

Date Of Event: _____

Company Name: _____

Telephone # _____

Print Name: _____

Sign: _____