Return to Service for HSC Food Operations

Guidelines for all HSC Food Service Operations (FSO’s) including all Non HSC Food Operations operating in HSC owned facilities.

- All food service operations will follow Oklahoma State Department of Health, CDC, Oklahoma Restaurant Association, State, Municipal, and HSC guidelines and recommendations, including the HSC COVID-19 Return (HSC Return plan found here: [https://www.ouhsc.edu/coronavirus](https://www.ouhsc.edu/coronavirus)).

Hours of FSO Operations:

- Faculty House  M-F  7:30 am – 2:00 pm
- Healthy Hearth M-F  7:00 am – 4:00 pm
- Beaker’s     M-F  7:00 am – 2:00 pm

All Food Service Operations will implement and comply with the following practices:

**Staff Requirements**

- Staff who were away from the University for 7 or more consecutive calendar days must submit the COVID-19 Screening & Reporting Tool 24 hours prior to their intended return and comply with the screening requirements in the Return Plan
- Building and amenities signs (link) have been posted in all appropriate areas.
- All staff members are required to wash their hands before starting their shifts and frequently during their shift. Employees will wash their hands for at least 20 seconds under warm water with soap or an appropriate sanitizing agent, following CDC guidelines for proper hand washing.
- All staff members are required to wear a surgical style disposable mask at all times while in the work areas and on campus. Masks should be worn for 5 consecutive days or until soiled, whichever occurs first.
- All staff members are to practice social distancing by staying at least 6 feet apart from each other as much as possible.
- All staff members will wear gloves during their shifts. Gloves are to be changed regularly after handling money, cell phones, land line phones, and meats, and between prep items. Gloves will also be changed after sanitizing chairs, tables, counter tops, food contact areas, and condiments.
- A deep cleaning of the dining facilities will be completed by HSC Food Services Staff after closing every day with Virex II 256 disinfectant mist sprayed on all interior surfaces. Also, each FSO will coordinate with University Operations to complete a weekly electrostatic cleaning of the facility.
- Tablecloths will be changed after every customer use.
- Log sheets will be kept by the time clocks. Each employee will fill out their own section on the sheet for an entire week. Each week there will be new log sheets. The completed log sheets will be taken up by each locations Managers.
• All staff members are required at the beginning of each shift to record their responses to the below questions: If any of the responses are yes, the employee is to notify management and Employee Health via the COVID-19 Screening and Reporting tool immediately.

- Do you have a higher than normal temperature?
- Are you experiencing new onset cough?
- Are you experiencing chills or body aches?
- Are you experiencing shortness of breath?
- Are you experiencing muscle pain?
- Do you have a sore throat?
- Are you having a loss of smell or taste?

Requirements for Restaurant Facilities

• All dining facilities will continue to encourage carry out and delivery service where available.
• All dining tables will be placed at least 6 feet apart. Seats at each table must be at least 6 feet apart. (Exceptions are permitted for individuals who indicate they live in the same household.)
• Guests will be offered outdoor seating, also at least 6 feet apart, where available.
• Condiments will not be on the tables but will be brought to the guests upon request. After each use the condiments will be removed from the tables and sanitized.
• All self-serve utensils and food offerings, including condiments, drinks, and mints will be discontinued.
• All foodservice establishments will use disposable menus and will use them only once.
• All foodservice establishments will use disposable plates, disposable utensils, and food containers where appropriate. Faculty House will use sanitized china, glassware, and silverware for in house dining using a high temperature mechanism to ensure the sanitization of all dining ware.
• Space between counter/serving area and the customers will be marked in 6 feet increments.
• Catering services will be offered using only disposable food containers and serving utensils. Chaffing dishes will no longer be used for catering services.
• All carts and vehicles used in the transportation of food will be sanitized between each use and at the end of the shift.
• Hand sanitizer will be available for guests throughout the dining facilities.
• All vendors will be asked to wear a mask before entering food service facilities. They also will be asked the COVID-19 screening questions addressed above for employees. Each locations Managers will be responsible for asking the questions of the vendors that enter the building. In the Managers absence the Assistant Managers will be charged with assessing the Vendors. Signs are posted on all delivery entrances stating this policy.
• If an authorized University or governmental official determines there is a resurgence of COVID-19, all dining facilities are prepared to slow or stop all services until deemed safe to resume.