

Information for canteens regarding the Coronavirus (COVID-19)

The Department of Education has released *Phase three updated Operating Guidelines for Western Australian Public Schools* effective Monday 8 June 2020. Relevant details from the guidelines, specific to canteens (and P&C's), are included in this update

A COVID Safety Plan must be completed by all businesses that are reopening or broadening their business model. [Exceptions for canteens at schools apply](#), this means school canteens:

- Do not have to develop a COVID Safety Plan
- Can provide takeaway
- Dine-in is permitted up to a maximum capacity of 20 people excluding staff
- Patrons must be seated while eating and drinking and adhere to the 4 square metre rule.

As always, canteen staff should consult their Principal when making plans to manage the impact of COVID-19.

Frequently asked questions regarding canteen operations

Q. Can school canteens move to full service if dining facilities exist?

A. Yes, providing:

- o Limit up to 100 people; must meet social distancing requirements of one person per 2 square meters
- o Physical distancing practised inside the canteen
- o Physical distancing practised by students (and staff) waiting to be served.

Q. Can school canteens open for recess and lunch sales; and can we accept cash?

A. When and how a canteen opens is a school based decision, providing all safety and hygiene requirements are followed. Therefore, yes, the canteen could be open for recess and lunch. If handling cash, be sure to practice good hand hygiene immediately after handling. If using gloves, be sure to dispose of gloves after each use.

Q. Are volunteers permitted in the school canteen?

- A. Yes, parents and other volunteers **can** work in a school canteen providing:
- Adherence to physical distancing requirements
 - Enhanced cleaning of used areas
 - As always, volunteers should sign in and identify rooms/areas; visited should this information be required by the Department of Health
 - Minimise contact with the broader school population.

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Canteen Supervisors should:

- ensure all volunteers have completed appropriate training
- provide onsite orientation about canteen procedures, including but not limited to, safety and hygiene practices; using gloves and sanitisers; and social distancing measures.

Q. Does the canteen have to complete a COVID-19 Safety Plan?

A. No. However, canteens are encouraged to follow procedures to ensure the safety of staff, volunteers and students; and document activities where relevant e.g. volunteer register.

Q. Is the Hospitality and Tourism COVID-19 Hygiene training compulsory for canteen staff and volunteers?

A. All canteen staff and volunteers are **strongly encouraged** to complete the FREE [Hospitality & Tourism COVID-19 Hygiene Course](#). The course has been backed by the WA Government and is designed to provide all food businesses, including school canteens, with hygiene awareness and procedures. From completing the course you will gain:

- Understanding COVID-19 in the context of the WA Hospitality & Tourism Industry
- Reporting requirements of personal health issues
- Maintaining personal and work environment hygiene practices
- Contactless procedures and reducing cross contamination
- Effective cleaning and sanitising practices.

A word from WASCA

All WASCA staff recently completed the COVID-19 Hygiene Course. We found it incredibly useful and have collated some of the key messages in [this fact sheet](#).

Reading this fact sheet DOES NOT replace the training. It is simply a reminder about key messages in the course. Everyone working in a school canteen should complete this training!

Q. What other training should canteen staff and volunteers complete?

A. All canteen staff (paid and volunteer) must complete FoodSafe Food Handler training (or its equivalent) as per compliance with the Department of Education's *Healthy Food and Drink policy*. FoodSafe is available FREE online via the [WASCA website](#).

Q. What cleaning measures do canteens need to have in place?

A. Canteens should already have regular scheduled cleaning of the canteen in place, this must be maintained and additional measure should be in place. For example:

- Ensure all staff and volunteers have completed appropriate training
- Ensure any areas visited by workers or customers (e.g. canteen servery) are cleaned regularly (e.g. before and after break times; half way through break time if necessary); and ensure cleaning activities are documented in a cleaning register and sighted by management, where relevant
- Frequently touched areas and surfaces should be cleaned continually throughout the day. This includes EFTPOS equipment, handrails, counter tops, doorknobs and sinks
- Disinfect all surfaces that are exposed to respiratory droplets immediately after someone has coughed. Make sure you use an appropriate disinfectant solution
- Ensure that there are adequate amounts of cleaning products, sanitisers and wipes for customers and staff, especially at high risk areas such as entry, service points and toilets.

Q. What can canteens do to increase patronage and keep people safe?

A. Using your schools preferred method of communication:

- promote the canteen; including procedures that you are putting in place to provide a safe food service for students i.e. training completed, hand washing, sanitiser, gloves etc.
- advertise the operating days/hours; and ordering process
- promote the use of online ordering and cashless systems
- consider staggered service/collection times to limit the number of students at the canteen
- arrange separate delivery of lunches to the staff room
- consider selling meals to families.

Keep in touch with WASCA

We are here to assist you in any way we can. Please keep in touch:

- Send WASCA an email and let us know what the plans are at your school - wasca@education.wa.edu.au
- Follow us on Facebook for updates, competitions, training and events - <https://www.facebook.com/wascainc/>
- Visit the WASCA website for updates, recipes and other helpful resource - <https://www.waschoolcanteens.org.au/>

More information

State Government advice <https://www.wa.gov.au/government/covid-19-coronavirus>

Department of Education (WA) <https://www.education.wa.edu.au/coronavirus-school-update>