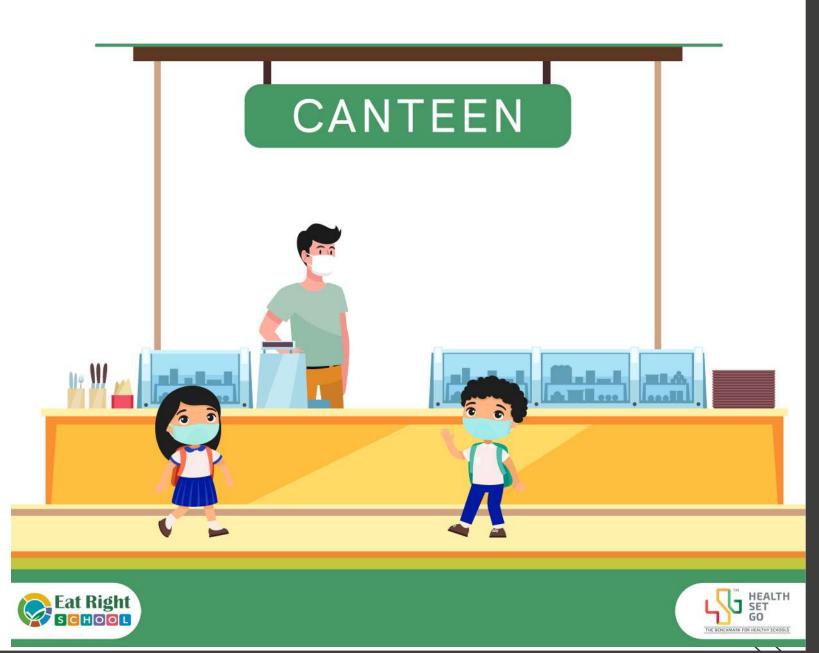


Food Safety

Guidelines for Safe Reopening of School Canteen/Mess





For Further Information









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FOREWORD



Schools play an instrumental role in providing structured education to learners and promoting their social development. Schools not only help students learn academic concepts and skills, but also allow students to interact with others and grow socially, academically, and emotionally. Unprecedented challenges brought by the global outbreak of COVID-19 has led to rethinking of normal functioning of individuals and institutions. Worldwide there are currently more than 1.2 billion children in 186 countries affected by school closures due to the pandemic.

FSSAI in partnership with HealthSetGo has created food safety and hygiene guidelines that may be implemented on reopening of schools after the closure due to the pandemic. The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID19 in the institute. These guidelines are meant to supplement-not replace-any previous health and safety laws, rules, and regulations or any guidance by the Ministry of Education with which schools may comply.

Further, this document highlights the best practices to be followed in the 'New normal of COVID-19' including Food Hygiene, Safety and Nutrition Guidelines for all the stakeholders. It also includes tips on personal and environmental hygiene and common myths with their clarifications.

Food Safety and Hygiene Guidelines for Safe Reopening of School Canteen/Mess' has been reviewed and vetted by domain experts. FSSAI and HealthSetGo would welcome any feedback and suggestions on this publication. It is hoped that this document, through wide dissemination, becomes a useful guide on food safety and hygiene practices for schools as they plan to re-open.

I would like to acknowledge the efforts of the FSSAI team - Ms Rohini Saran and Dr Joshita Lamba and the HealthSetGo Team - Ms Palak Jain who have created this document under the guidance of Ms. Inoshi Sharma, Director, (FSSAI). The document was reviewed by Dr Renuka Mainde, who has a diverse experience and is currently working in multiple roles as a Corporate Nutritionist, Mahindra and Mahindra Nagpur Plant, Faculty GH Raisoni college of Hotel Management Nagpur and Academic Counselor and Research Guide IGNOU.

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Around Covid-19 Pandemic

Food Safety during **Meal Preparation** and Meal Time



COVID-19 has bought unprecedented mental and physical health challenges for children across India and the world. HealthSetGo, has a mission to ensure that schools provide a health promoting ecosystem for students. It is critical that schools reopen, but amidst a pandemic they will need extensive planning support, infrastructural arrangements and preparedness among all stakeholders. This guide is a collaborative effort between FSSAI and HealthSetGo, to empower schools in developing standard operating procedures and maintaining hygiene standards as they plan to reopen.



THE NEED

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Schools across India have been shifted from school to home classes since March 2020 to contain the spread of the COVID-19 virus. Across the country, policymakers and school leaders are making plans to reopen schools. In order to reopen schools safely and mitigate disease spread, national and state departments will need to address several important health considerations.

Several countries have already reopened schools like China, Denmark, Norway, Singapore, and Taiwan. Learning from their experiences and their specific health and safety guidelines helped in formulation of these Food Safety and Hygiene guidelines.

There are several factors that should be considered while reopening schools with primarily three focus areas. SOPs are required during the following activities:

Health Screening while Entering: quarantine and school closure in case of any positive cases.

Physical Distancing: in and outside the classroom - arrival, mealtime, recreation, transportation.

Hygiene and Cleaning: wearing a mask, hand hygiene, cleaning of different areas,

material required to clean shared materials.

In the present document we would be primarily focusing on the food safety and hygiene •

- guidelines during and after preparation of a meal, during mealtime and the role of each
- stakeholder. • •

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Research suggests that physical distancing techniques, along with careful hygiene, cleaning, and use of quarantine, can reduce the spread of disease in schools. This will provide insight into how these guidelines can be put into operation in context to protect the health and safety of students, staff, and families.

INTRODUCTION TO GUIDELINES

The following guidelines have been laid out for the protection of children and educational facilities. Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus. Measures taken by schools can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus. The guidelines will focus on key areas of:

01: PERSONAL HYGIENE GUIDELINES

Layout the basic principles that can help keep students, teachers, and staff safe at school and help stop the spread of this disease.

02: ENVIRONMENTAL HYGIENE GUIDELINES

Highlight the safe practices and strategies the school may consider to encourage behaviors that prevent/reduce the spread of COVID-19. The aim is to provide actionable guidance for safe operations through the prevention, early detection and control of COVID-19 in the school.



03:FOOD SAFETY GUIDELINES

Provide guidance to the canteen and mess operators, including their personnel involved in handling of food and other employees to prevent spread of COVID-19 in the school setting and any incidental contamination of food/food packages.

04:NUTRITION GUIDELINES

Include some useful dietary and lifestyle guidelines primarily focused on children. Role of specific nutrients and food to maintain optimal immune function and good health has also been highlighted.

Note: Wherever issued, national, state and district level advisories/guidance must be followed.

FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

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PERSONAL HYGIENE GUIDELINES

Personal hygiene has an important role to play in maintaining good health. All the stakeholders including students, teaching and non-teaching staff and administrators should ensure that high safety and hygiene standards are maintained to prevent the spread of COVID-19. These include:

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MAINTAIN PHYSICAL DISTANCING

Maintain 2 metre (6 feet) distance between yourself and anyone who is coughing or sneezing. When someone coughs or sneezes, it releases small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets including the COVID-19 virus if the person coughing has the disease. The bend of the elbow should be used to cough or sneeze. (Annexure 3: Refer to the posters - How to Protect Yourself and Others and Keep Your Distance)

WEAR FACE COVERS/MASKS

The face cover should fit perfectly on the face without leaving any gaps on mouth, nose and chin. The face covers should be changed every six hours or as soon as they get wet. Clean and sanitise reusable face masks thoroughly. Children should carry extra masks in case of spoilage. (Annexure 3: Refer to the poster - How to Put on, Use, Take off and Dispose of a Mask)

FOLLOW GOOD RESPIRATORY HYGIENE

Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately as droplets spread viruses. By following good respiratory hygiene you can protect the people around you from viruses such as cold, flu and COVID-19. Spitting should be strictly prohibited.



AVOID TOUCHING EYES, NOSE AND MOUTH

Our Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

ENSURE PROPER HAND HYGIENE

Regularly and thoroughly clean hands with an alcohol-based hand rub or wash them with soap and water for at least 40-60 seconds. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands. Children should wash their hands at least every two hours. (Annexure 3: Refer to the poster - How to Hand Wash? And How to use Sanitiser?)

STAY HOME IF YOU FEEL UNWELL

If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

KEEP UP TO DATE ON THE LATEST COVID-19 HOTSPOTS

Use Arogya Setu App to learn about COVID-19 hotspots in your city or local areas where COVID-19 is spreading widely. If possible, avoid traveling to such places – you have a higher chance of catching COVID-19 in one of these areas.



ENVIRONMENTAL HYGIENE GUIDELINES

National closure of educational institutions in response to the COVID-19 pandemic presents an unprecedented risk to children's education, protection and well-being. Reopening of institutions will need planning, infrastructural arrangements and preparedness among all stakeholders. In order to contain the spread of COVID-19, institutions are advised to take some precautionary measures. Some of them are as under:

- Maintain a staggered approach while reopening schools to avoid overcrowding on campus. For e.g., odd classes on Mon, Wed, Fri and even classes on Tues, Thurs & Sat.
- The concerned teaching and non-teaching employees (up to 50 % of the strength) may be called to schools.
- Use infrared thermometers or install thermal scanning machines at the entry of the campus to monitor the temperature of all staff members and students, as feasible. Place Hand sanitisers at the entry points and common areas. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- Discourage, to the maximum extent, entry of visitors in the complex. Routine issues for visitor/temporary passes should be suspended. Visitors with proper permission should be allowed entry after being thoroughly screened.
- Instead of biometric attendance alternate arrangements for contactless attendance shall be made by the school administration.
- Draw walking plans and physical distance marks on the floor to ensure physical distancing is maintained and to guide students and staff.
- Ensure the arrangement is such that the 6 ft gap is maintained by people while sitting or walking.
- Ensure proper and frequent cleaning and sanitisation of the campus particularly frequently touched surfaces including table tops, chair handles, door knobs, switches etc. using disinfectant spray (refer to Annexure 1 for more details)
- Ensure regular supply of hand sanitiser, soap and running water in the washrooms.

- Ring the bell every period as a reminder for everyone to wash/sanitise their hands.
- Suspend all activities requiring presence of more than 20 students (such as common assembly, sports, swimming pool, grounds etc.).
- Clean water storage tanks periodically.
- campus.
- Create signages at entry and exit points, classrooms and corridors.
- Meetings, as far as possible, should be done through video conferencing. In person Meetings involving a large number of people should be avoided.
- as the COVID-19 coordinator.
- the isolation room until parents come to pick them up. They should observe home quarantine.
- self-guarantine as a precautionary measure.
- The schools should display State helpline numbers and also numbers of local health
- possible and cross ventilation should be adequate.

ROLES AND RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS

The best practice for everyone including students, parents, teaching and non-teaching staff and canteen/mess staff is to maintain high standards of personal hygiene, the standard protocol of social distancing and limiting social contact, and ensuring proper cleaning and disinfection.

FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

• Suspend functioning all gyms/recreation centers, sports facilities etc. located on the

• An in-house emergency response team should be established in the school to effectively deal with suspected COVID-19 infections and one/two staff members should be designated

Students should be trained/advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should inform the authorities and wait in

• The authorities are advised to approve leave whenever any request is made for sick leave or

authorities etc. to teachers /students / employees to contact in case of any emergency.

• For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as



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ROLE OF SCHOOL ADMINISTRATION

School administrators play a key role in ensuring that all the safety protocols are implemented and measures are taken so that students have safe and healthy learning environments.

- Appropriate back-up stock of personal protection items like face covers/masks, visors (eye covers), hand sanitizers etc. shall be made available by management to the teachers and employee.

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Provide an adequate supply of disinfectants, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.

Pulse oximeters to check oxygen saturation levels of any symptomatic person must be arranged.

Ensure availability of sufficient covered dustbins and trash cans.

Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects /Bio-Medical-Waste/BMWGUIDELINES-COVID_1.pdf)

Housekeeping employees to be informed & trained about norms for waste management & disposal.

Regular monitoring of all the visitors.

Identify important places and have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit.

Posters/standees on preventive measures about COVID-19 to be displayed prominently.

Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.

Tell your parents, another family member, or a caregiver if you feel sick, and ask to

ROLE OF TEACHING STAFF

Teaching staff members can protect themselves and the students by practicing and promoting healthy habits. The following guiding principles can be kept in mind to lower the risk of COVID-19 exposure and spread during class sessions and activities.

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- Face masks should be worn at all times.
- Teach and model good hygiene practices for the students: 60% alcohol.
 - Ensure that waste is safely collected, stored and disposed off.
 - mouth, nose.
- Encourage students to regularly wash/sanitise their hands.
- Avoid handing out hard copies/papers to students. Prefer e-mode.
- should be used to communicate.

- schools.
- health workers should work in unison to ensure emotional safety of the students.

. . . .

FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

- Encourage them to wash their hands with soap and water frequently. If soap and water are not readily available, they can use an alcohol-based hand sanitizer with at least

Teach them to cough and sneeze into a tissue or elbow and avoid touching face, eyes,

• Carry a personal water bottle, hand sanitiser, duster, marker pens etc. to the classroom.

• Avoid meeting other faculty members. As far as possible, phone/online meeting platforms

 Discourage student groups from approaching the staff room post the conduct of classes. If necessary, meet 1-2 students in open areas and conduct online sessions for larger groups.

Prevent stigma by using facts and reminding students to be considerate of one another.

• Create a database of students and their guardians/parents numbers in case of emergencies.

Conduct online PTA meetings to discuss the experience of children after re-opening of

Ensure regular counselling is done for students and teachers reporting mental health issues such as anxiety and depression. It is advisable that teachers, school counsellors and school

ROLE OF STUDENTS

Students must be encouraged to follow protocols to prevent the spread of COVID-19 on campus by practicing and reinforcing good prevention habits and staying at home if they are not well. Following guiding principles can be kept in mind to maintain a healthy environment in school.

- Adhere to social distancing norms in the campus.
- Wear masks at all times.
- Wash/sanitise hands frequently.
- Strictly follow seating instructions laid out by the authorities.
- Carry personal belongings including protective equipment, hand sanitiser, water bottles, lunch box etc. to the campus.
- Sharing of personal belongings should be avoided.
- Forming groups of more than 3 people should be avoided.
- Be a leader in keeping yourself, your school, family and community healthy. Senior students should ensure that juniors follow social distancing norms and maintain respiratory and hand hygiene.
- Don't stigmatise peers or tease anyone about being sick.
- Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.

ROLE OF PARENTS

Parents play a critical role in educating children about COVID-19, its symptoms and building preventive habits among them. Parents must be advised about the school protocols through advisories or notes. Following guiding principles can be kept in mind by parents:

- Monitor your child's health and keep them home from school if they are ill.
- Teach and model good hygiene practices for your children:
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

- Always wash hands with soap and w
- Cough and sneeze into a tissue or y mouth, nose.
- at home.
- Ensure waste is safely collected, stored and disposed of.
- standing.
- efforts.

FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

water, if your hands are visibly dirty.	٠	٠
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our elbow and avoid touching your face, eyes,	•	•

Ensure that safe drinking water is available and toilets are clean and available

Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and under-

• Prevent stigma by using facts and reminding students to be considerate of one another.

• Coordinate with the school to receive information and ask how you can support school safety



FOOD SAFETY DURING MEAL PREPARATION AND MEAL TIME

Staff working in food premises should be provided with written instructions and training on how to prevent the spread of COVID-19. Normal routine fitness to work procedures employed by food businesses as part of their Food Safety Management System (FSMS) should ensure that infected workers are excluded from food premises. It is mandatory for all the canteens to implement General Hygiene Practices (GHPs) specified in Schedule 4 of Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011 to ensure food safety and hygiene in canteens/mess. It is critical that these protocols are followed even though no known cases of COVID transmission via food has been established.

It is essential to train staff on physical distancing and how to best serve food with the least amount of contact. Mandatory training of canteen/mess staff is available online at www.fostac.gov.in. Mandatory registration/licensing of school canteens/mess is available online at https://foodlicensing.fssai.gov.in/index.aspx. Covid 19 free online training is also available. Sample checklists for schools is available at annexure 2.

BEST PRACTICES

CLEANING PROCEDURES

- Thoroughly clean the entire canteen/mess upon reopening.
- Avoid food contact surfaces when using disinfectants.
- Update cleaning schedules and logs to reflect increased cleaning for high touch areas including door handles, front of counters, restrooms as well as in the back areas.
- Clean and sanitise high-touch surfaces and shared equipment such as credit card machines, point of sale stations, safety vests, headsets, etc. after every use. (refer to Annexure 1 for more details on commonly used disinfectants)
- When cleaning tables between every seating, any cutlery, salt and pepper shakers, sauce dispensers, or other items must be removed and cleaned as well.
- Tables should be left empty until the new guest arrives and only those items needed should be provided to them.

- Make hand sanitiser available for staff and guests.
- for COVID-19.

STUDENT/SCHOOL STAFF AREA

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Canteen and mess are areas where multiple meals are served throughout the day. Hygiene and crowd management take centre stage during meal service. Process of ordering and collecting meals should be seamless so that there is minimal interaction between the canteen/mess staff and students.

School can split students up at lunchtime so that some students use the canteen or dining area with assigned seating that is partitioned or spaced apart, while others can eat their tiffins in their classrooms.

- Post signage promoting physical distancing upon entry.
- to sanitise their hands.
- a canteen/mess can accommodate at any one time.
- can practice grade wise lunch breaks at different timings.
- feasible entry and exit points should be separate.
- as well as outside.

• • • Have a deep cleaning response plan in place, in the event of an employee(s) testing positive

• Place foot operated hand sanitiser stands at the entrance to encourage students and staff

Display signs in multiple locations that indicate the maximum number of students and staff

• Size of parties cannot exceed that of current public health authority restrictions. Schools

Mark direction of travel, to designate entrances and exits, pick up areas and washrooms. If

• Unless otherwise required by local authorities, redesign floor plans to demonstrate 50% posted capacity or greater if floor plans can demonstrate required physical distancing.

Demarcate floor with markers for any areas where a line up may occur (restrooms, pick up areas, etc.) and/or provide directional signage to indicate flow through the canteen/mess

• The temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as



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possible and cross ventilation should be adequate. (source: ISHRAE COVID-19 Guidelines)

- Ensure there are sufficient wash basins/water points with running water and hand soap to encourage frequent hand washing.
- In areas where furniture cannot be removed to adjust for physical distancing, mark certain tables and chairs unavailable for use.
- Temporary table dividers may be installed to make social distancing easier for canteen/mess with communal seating or larger tables.
- Where practical, separate booth seating with physical barriers.
- Washroom capacity may need to be adjusted to allow physical distancing.
- Ensure regular cleaning and sanitisation of the canteen/mess especially frequently touched surfaces including door knobs, counter and table tops, chair handles etc.
- Students should be advised to adhere to social distancing norms at all times.
- Students carrying lunch from home should follow hand hygiene practices and should not share their meals with others.
- Schools providing Mid Day Meals should serve meals to students at their table to ensure minimal movement in the mess.

STUDENT/SCHOOL STAFF AREA

Food handlers/workers should be made aware about COVID19 symptoms so that they are able to recognise the symptoms early and seek appropriate medical care and testing, and thereby minimizing the risk of infecting fellow workers. They should be provided with training on risk factors, safe food handling, social distancing and other protective behaviours (e.g., cough etiquette and wearing of face masks/face covers, hand washing with soap or using alcohol based hand rubs). (Annexure 3: Refer to Kitchen/food handlers related posters)

- Check the temperature of the canteen/mess staff using an infrared thermometer when they enter the premises.
- Ensure all staff members are wearing masks.

- Place hand sanitisers at the entrance and stands can be used).
- Have the supervisor do roll call and sign-in for staff, provide separate pens, or have staff text the supervisor when they start.
- Clean any sign-in devices between users.
- Stagger start times and/or minimize contact during sign-in.
- home.
- exposure is reported at the canteen or mess.
- Do not allow staff to leave any items overnight.
- distancing.
- six feet.
- another or next to each other.
- traffic and reduce interaction and crossover between cooking and clearing areas.
- dlers and ensure that they adhere to safety protocols.
- Remind third-party delivery drivers and suppliers of internal distancing requirements. Provide separate entrance where possible.
- informed about how to contact medical professionals.

FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

the counters etc. (foot operated hand sanitiser	•	٠
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a few staff when it's a second when a second staff		

• Do not allow staff on-site if they are sick or might be sick; they should return home or stay

• Establish a policy for what is expected of workers if they get sick, have symptoms, or if an

Provide separate lockers or sealed bins/bags for employees to store their personal items.

• Limit the number of employees allowed simultaneously in break rooms to allow for physical

• Create separation from action stations or open kitchens. Separate guests from the kitchen or serving team with high, clear dividers if the distance between guest and staff is less than

Wherever possible, stagger workstations so employees avoid standing directly opposite one

• Use, when possible, directional arrows on the floor in kitchen settings to control flow of

• A Food Safety Supervisor (FSS) should be appointed for every shift to monitor food han-

• Staff who are unwell or have symptoms of COVID-19 should not be at work and should be



STUDENT/SCHOOL STAFF AREA

- During the initial phases of reopening, and only where allowed, consideration may be given to staff member assistance in self-serve areas. Also, the authorities should consider putting extended sneeze guards in place.
- Change, wash and sanitise utensils frequently and place appropriate barriers in open areas.
- Shared food and buffet-style meals should not be allowed.
- Food operated hand sanitiser stands should be placed in self-serve areas for students to sanitise their hands.
- Social distancing among students and canteen/mess staff should be maintained at all times.
- Modify or reconsider self-serve stations to limit contact with items and other students by utilising strategies such as floor markings and individually-wrapped stir sticks, straws, utensils.

IN A CANTEEN

- Demarcate floor with markers for any areas where a line up may occur (order stations, pick) up areas).
- Provide clear signage and guidance to students and staff regarding ordering and pick-up areas, including mobile orders.
- Weather permitting, prop open entrances and exits to limit need for staff and students to open/ close doors.
- Reduce the number of items on tables discontinue on-table condiments, condiment caddies, table cards, marketing materials etc.
- Don't touch water glasses or coffee cups when refilling. Use of paper cups can be promoted.
- Leverage technology where possible to reduce person-to-person interaction, eg. mobile/Whatsapp ordering, text on arrival for seating, text when order is ready.

- their table.
- and payment settings.
- Tables should be cleared one at a time to reduce potential for cross-contamination.

BEST PRACTICES FOR FOOD HANDLERS

BEST PRACTICES TO BE FOLLOWED BEFORE PREPARING FOOD

- Keep kitchen premises clean and sanitized.
- Keep lighting & ventilation on & insect free.
- Wash utensils with hot water before cooking.
- Prefer air drying of utensils, avoid wiping with cloth.
- Use separate dusters for utensils and surfaces.
- Keep separate dustbins with lids for dry & wet waste.

BEST PRACTICES WHEN RECEIVING FOOD

BUY

- Non vegetarian items from clean & authorized shops in separate bag.
- Check date of manufacture & expiry date of packed foods.
- Clean & sanitise the receiving table /kitchen slab.
- Discard outer carton / wipe clean ready to eat/serve/cook food items.

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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

In the school, canteen staff should take orders from the students and staff members at

In the canteen, encourage contactless mode of ordering and digital mode of payment (using e-wallets). Build physical separation between students and staff in counter service



- Plastic food packets with soap and water.
- Leafy vegetables: immerse in water & then in running water.
- Other vegetables by washing well in running water.
- Raw non-vegetarian food with clean water.

BEST PRACTICES WHEN COOKING & HOLDING FOOD

COOKING

- Ensure thorough cooking of non vegetarian food items.
- Keep stirring microwave food to ensure even cooking.

HOLDING

- Hot food above 65 degrees C & cold food- below 5 degrees C.
- Quickly cool & refrigerate/freeze leftover food.

BEST PRACTICES TO BE FOLLOWED WHILE SERVING FOOD

- Wash serving utensils thoroughly.
- Prefer air drying of utensils, avoid wiping with cloth.
- Wash/sanitise hands before and after serving food.
- Wear mask and gloves while serving food.
- Maintain social distance from others.

GENERAL GOOD HYGIENE PRACTICES

- Ensure proper hand hygiene by washing hands with soap and water for 40-60 seconds.
- changed before and after preparing food.
- Avoid spitting in common/open areas.
- Frequently clean and sanitise counters, serving utensils and condiment containers.
- tissues and wash hands) should be followed.
- Avoiding close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

• Food service workers should frequently wash hands, and, if using gloves, these must be

• Make hand sanitiser available for students on their way in and out of the food premises.

• Good respiratory hygiene (cover mouth and nose when coughing or sneezing; dispose of

• Work surfaces and touch points should be frequently cleaned/disinfected and touch points.



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BENEFITS OF EATING RIGHT FOR IMMUNITY

The school years are a dynamic period of growth and development, where children experience key "physical, mental, emotional and social changes. In other words the foundations of good health and sound mind are laid during the school age period" (Srivastava et al., 2012). Yet, school children are still vulnerable to malnutrition due to diverse factors, including inadequate availability and access to a nutritious and varied diet. COVID-19 outbreak has added additional challenges in maintaining a healthy diet, lifestyle and normal daily routine in our lives. Furthermore, disruptions in formal education and social interactions have contributed to increased stress and anxiety among school children.

Schools should adopt a comprehensive program for promoting Safe Food and Healthy Diets amongst school children, and convert schools into Eat Right School focusing on safe and healthy food, local and seasonal food and no food waste as per the specified benchmarks. School Authority should promote consumption of a safe and balanced diet in the school as per the guidelines issued by the National Institute of Nutrition (NIN). Nutritionists, dietitians may be engaged by the school authority to assist in the preparation of menu for the children, periodically.

THE ROLE OF SCHOOL CANTEENS IN NUTRITION PROMOTION

Canteens play an important role in health and nutrition promotion on campus. Canteens should not serve junk food laden with excessive calories and sodium. Canteens in schools should not be treated as commercial outlets as they carry a social responsibility towards inculcating healthy eating habits.

To promote healthy eating, school canteens should serve healthy and nutritious snacks. In order to get a buy in from children and improve their awareness about nutritious foods, they can be involved in the decision making process of the items to be sold in the canteen and the canteen menu.

Here are some ways to help children ensure they have a nutritious diet and healthy lifestyle that will support building their immunity and overall well being.

EAT A BALANCED DIET

- Consume a nutritionally balanced diet daily including three types of foods:
 - Energy giving: cereals and millets such as wheat, rice, ragi, bajra, jowar, etc), and fats/oils (nuts, oilseeds, cooking oil etc).

- and milk products (curd, paneer, chaach etc).
- coloured, citrus and other fruits).
- daily. However, overeating should be avoided.
- das, cookies, chips, pastries, ice-creams and sweetened beverages etc.
- iodized (with 15 ppm of iodine at household level).
- daily calorie intake for adolescents.

KEEP YOURSELF HYDRATED

- juices, lemon water, coconut water etc.
- nutrients.

ENSURE CONSUMPTION OF FOODS THAT BUILD IMMUNITY

- Immunity Boosters posters)
- There are no reports that suggest that any food or supplement will prevent us from catching COVID-19. Hence, we should not pay attention to such claims.
- most important actions to prevent infection.

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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

- Body-building: pulses (all dals, beans, legumes), eggs, flesh foods (meat, poultry, fish), milk

- Protective foods: seasonal fruits and vegetables (dark green leafy, yellow and orange

• To meet increased nutrient requirements, consume 3 meals and 2 nutritious and healthy snacks

• Limit consumption of processed foods that are high in fat, salt and sugar such as samosas, pako-

• Limit salt intake to <5g (approximately 1 teaspoon) per person per day. Salt consumed must be

• Limit free sugar intake (sugar, honey, fruit juices, sugar sweetened beverages etc) to <5% of total

Daily drink at least 8-10 glasses of water and other fluids such as unsweetened vegetable/fruit

• Limit consumption of beverages like tea/coffee and avoid sweetened fruit juices, syrups, fruit concentrates, fizzy and still drinks as they may contain added sugar providing empty calories with no

• Consuming a balanced diet is important for enhancing immunity of the body. (Annexure 3: Refer to

The most effective protection against infections is hand washing regularly, keeping at least one meter away from others, if that is possible, and wearing a mask if you are infected. These are the



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- Several foods rich in antioxidant nutrients (Vitamin C, Vitamin E and Vitamin A), Iron, Protein, Zinc and Selenium and Omega 3 and Omega 6 fatty acids boost immunity. These include:
 - Dark green leafy vegetables amaranth leaves, fenugreek leaves spinach etc.
 - Vitamin C rich foods lemon, amaranth leaves, orange, melon, gooseberries, etc.
 - Yellow-orange fruits & vegetables, carrot, papaya, mango, etc.
 - Nuts almonds, walnuts, coconut (dry), gingelly seeds, safflower seeds, sunflower seeds, pumpkin seeds, flaxseeds, chia seeds, poppy seeds, Niger seeds, mustard seeds et
 - Millets bajra, ragi, jowar etc.
 - Whole pulses and legumes bengal gram (whole), horse gram (whole), green gram (whole), rajma, soyabean etc.
 - Egg & non-veg meats, chicken, fish and egg.
 - Milk and milk products milk, curd, paneer.
 - Omega 3& 6 fatty acids rich oil, safflower oil, sunflower oil, corn oil, soybean oil etc.
 - Herbs, spices and condiments garlic, ginger, black pepper, turmeric, cloves, basil/tulsi.

STAY PHYSICALLY ACTIVE AND GET YOUR DAILY DOSE OF SUNLIGHT

- Physical activity is important for bone, muscle, cardio-vascular and lung health. Do at least 30 minutes of physical activity daily such as PT, yoga, stretching exercises, aerobics, dancing etc.
- Playing outdoors will expose you to sunlight which is essential to maintain vitamin D levels in the body. Vitamin D helps in calcium absorption and bone strengthening. It also increases the body's immunity.

GET ADEOUATE SLEEP

Sleep for at least 8-10 hours everyday to ensure the body is well rested. Adequate sleep is also known to contribute towards building immunity.

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MANAGE STRESS AND ANXIETY

stress.

STAY CONNECTED WITH FAMILY/RELATIVES AND FRIENDS

- Regularly help parents/elders with household chores like cleaning, looking after pets (if any), monotony.
- about their physical, mental and psychosocial well-being.
- work.
- well-being.
- competitions/youth challenges or good food challenges.

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In the wake of the COVID19 pandemic people are becoming increasingly aware of the importance of healthy food to keep infections at bay. As for diet, diversity/variety is the solution - "MY PLATE FOR THE DAY", depicts 8 different kinds of foods to be consumed in a day by an individual. If you were to place all the foods that are to be consumed in a day in a plate, half the plate should be occupied with essentially four groups of foods: vegetables, green leafy vegetables, fruits and roots, followed by cereals and millets, then pulses/flesh foods and nuts & oils (refer to my plate for the day/ Dietary Guidelines for Indians- ICMR-NIN).

FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

Have a consistent routine that includes study, rest, exercise and recreational activities daily.

Reduce the time spent on mobile, TV, video games etc. Decrease the time you and your family are spending watching or listening to upsetting media coverage on COVID-19 to reduce COVID related

washing dishes, preparation of accompaniments/salads etc. which can be fun and can break the

Speak to elders at home or relatives living in isolation through phone calls or messages to enquire

Support parents/elders of the house or relatives in understanding how social media applications

Include all family members in recreational activities like exercising or playing games/recreational activities to relieve stress, spend quality time together and reduce boredom due to lockdown.

Maintain regular contact with peers through online modes/phones to check on their health and

Some fun and relaxing activities that can be done together are: online recipe making competition/art





It is prudent to obtain these nutrients through a good balanced diet, since:

- Deficiency of one or more of these nutrients can increase the frequency and severity of infections, supplementation of nutrients among healthy (not deficient) population does not provide any additional benefit
- Some of these nutrients in excess can increase susceptibility to infections. Therefore, a balanced diet is the key!

ROLE OF SCHOOL AUTHORITIES/CANTEEN IN PROMOTING HEALTHY FOOD CHOICES

- Foods which are referred to as foods high in fat, salt and sugar (HFSS) cannot be sold to school children in school canteens/ mess premises/ hostel kitchens or within 50 meters of the school campus. (For more information, refer to Food Safety and Standards (Safe food and balanced diets for children in school) Regulations, 2020)
- Display colourful posters and flyers to promote healthy choices. Ensure that only healthy options are promoted – be wary of supporting promotions for unhealthy choices run by food companies.
- Ask students to design posters and flyers promoting healthy foods or a specific special day or meal deal. These can be placed in a variety of places around the school, including notice boards, staff rooms, reception, corridors and classrooms.
- Design the menu including local, seasonal fresh foods. This will ensure variety in different seasons with added nutritional benefits.
- Emphasise on consumption of healthy snacks like boiled eggs, bhuna chana, murmura, makhana, nuts, idli, moong dal cheela, sprouts with raw vegetables or sprouted dal parantha with

yogurt/chaach etc should be there. Popular snacks can be made nutritious with slight modifications for example, in burgers, aloo tikki can be substituted with dal/paneer/vegetable tikki etc.







PANEER CHEELA + FRUIT SALAD

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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

SOUTH INDIAN THALI + A BOWL OF CURD/GLASS OF BUTTERMILK

CHICKEN BIRYANI + VEG RAITA



SAMPLE MEALS

GUIDELINES FOR MEDICAL RESPONSE

Educational institutions are relatively close settings, with shared spaces like (corridors, classrooms, elevators & stairs, parking places, cafeteria, meeting rooms and auditoriums etc.) and thus COVID-19 infection can spread relatively fast among students, staff and visitors.

Thus, there is a need to prevent importation of infection in such settings and to respond in a timely and effective manner in case a suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

Wherever issued, national, state and district level advisories/guidance must be followed the advisory may vary overtime

MEASURES TO BE TAKEN ON OCCURRENCE OF CASE(S)

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

WHEN ONE OR FEW PERSON(S) WHO SHARE A SPACE IS/ARE FOUND TO BE SUFFERING FROM SYMPTOMS SUGGESTIVE OF COVID-19

- Place the ill person in a room or area where they are isolated from others at the school. Provide a mask/face cover till such time he/she is examined by a doctor.
- Report to concerned central/state health authorities. Helpline 1075 will be immediately informed. A risk assessment will be undertaken by the designated public health authority (district RRT/ treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
- The suspect case if reporting very mild / mild symptoms on assessment by the health authorities would be placed under home isolation, subject to fulfilment of criteria laid down in MoHFW guidelines (available at: https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomeIsolationofverymild presymptomaticCOVID19cases10May2020.pdf)
- Suspect case, if assessed by health authorities as moderate to severe, he/she will follow guidelines at: https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesver sion2.pdf.
- The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.

the patient is received as positive. The report will be expedited for this purpose.

IF THERE ARE LARGE NUMBERS OF CONTACTS FROM A PRE-SYMPTOMATIC/ASYMPTOMATIC CASE

- ment, this could even be a large cluster (>15 cases).
- management will remain the same.

MANAGEMENT OF CONTACTS

- exposure contacts shall be quarantined for 14 days.
- These persons shall undergo testing as per ICMR protocol (available at: https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf).
- health for next 14 days.

CLOSURE OF SCHOOL

- visited by the patient in the past 48 hrs.
- resumed after disinfection.
- thorough disinfection.
- work.

DISINFECTION PROCEDURES

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Detailed guidelines on the disinfection procedures have been issued by the MOHFW and are available on https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffi ces.pdf.

• The necessary actions for contact tracing and disinfection of the area will start once the report of

There could be a possibility of a cluster emerging in the workplace setting. Due to the close environ-

The essential principles of risk assessment, isolation, and guarantine of contacts, case referral and

The contacts will be categorised into high and low risk contacts by the District RRT. The high risk

The low risk exposure contacts shall continue to come to the campus and closely monitor their

If there are one or two cases reported, the disinfection procedure will be limited to places/areas

There is no need to close the building/halt classes in other areas of the campus and classes can be

However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after

All the staff will work from home, till the building is adequately disinfected and is declared fit to join



BUILDING CAPACITY OF THE FOOD CATERERS/CANTEENS /MESS

COVID-19 is posing a serious challenge for food supply chains worldwide. To enable and equip food businesses to function and reduce the risk of contagion, FSSAI has launched a training programme for food businesses under its flagship Food Safety Training & Certification programme (FoSTaC).

- The training will be conducted online through the empanelled Training Partners. Food businesses can visit www.fostac.fssai.gov.in or connect the FoSTaC training partners directly for this certification programme.
- The training programme caters to all stakeholders in the food ecosystem comprising manufacturers, packers, transporters, retailers and food delivery partners and aggregators.
- The canteen/mess serving food in schools, colleges and hostels should also get their food handlers trained for COVID-19 precautionary measures.
- A certificate of participation shall be issued to the trainees through the FoSTaC portal. In addition to training for Covid-19 precautions, several other courses on food safety are available under the FoSTaC programme of FSSAI, details of which are available on www.fosctac.fssai.gov.in.



fssat committed to build a culture of self compliance

MYTH BUSTERS AROUND THE COVID-19 PANDEMIC

HOW CAN FOOD BUSINESSES REMAIN SAFE FROM VIRUS **CONTAMINATION?**

The main priority is to keep the virus out of the food environment. Several key measures are required including upgrading of cleaning and sanitation measures, disinfecting surfaces and high-touch points, educating staff on the transmission of COVID-19 and how to protect themselves and others, reinforcing protocols such as physical distancing, hand washing, and sanitizing hands when handing out documents and other material.

CAN CHILDREN OR ADOLESCENTS CATCH COVID-19?

Research indicates that children and adolescents are just as likely to become infected as any other age group and can spread the disease.

Evidence to date suggests that children and young adults are less likely to get severe disease, but severe cases can still happen in these age groups.

Children and adults should follow the same guidance on self-quarantine and self-isolation if there is a risk they have been exposed or are showing symptoms. It is particularly important that children avoid contact with older people and others who are at risk of more severe disease.

WHAT IS THE PROTOCOL WHEN A PERSON IN SCHOOL BECOMES **ILL WITH COVID-19?**

Staff/students who are feeling unwell should not report to school and should seek medical advice. All surfaces that the infected person has come into contact with must be cleaned and the place must be fumigated. Alcohol based sanitizers/surface disinfectants should be used for cleaning purposes. In general, alcohol-based disinfectants (ethanol, propan-2-ol, propan-1-ol) have been shown to significantly reduce infectivity of enveloped viruses like COVID-19 virus, in concentrations of 70-80%. Common disinfectants with active ingredients based on quaternary ammonium compounds (QUATS) and chlorine would also have virucidal

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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS



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properties. All staff/ students should wash their hands thoroughly for at least 40-60 seconds with soap and water after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

If a person is confirmed as a case of COVID-19 it will be necessary to notify all close contacts of the infected person so they too can take measures to minimise further risk of spread.

WHEN CAN A PERSON RETURN TO SCHOOL FOLLOWING **ILLNESS? ARE TEMPERATURE CHECKS APPROPRIATE?**

A return to school policy for staff/students who have been infected and recovered from COVID-19 should be in place. It is recommended that a confirmed patient can be released from isolation 14 days after symptoms resolve. Taking the temperature of food workers is not recommended. Fever is only one of the symptoms of COVID-19 and absence of fever alone is not a reliable indicator of wellness. As part of a food business 'fitness to work' guidelines, staff should report to management if they are sick with typical COVID-19 symptoms, particularly fever.

CAN I GET COVID-19 FROM FOOD?

There is currently no evidence that people can catch COVID-19 from food or food packaging. COVID-19 is a respiratory illness and the transmission route is through person-to-person contact and through direct contact with respiratory droplets generated when an infected person coughs or sneezes.

CAN THE VIRUS LIVE ON THE SURFACE OF FOODS (INCLUDING FRUITS AND VEGETABLES, FROZEN FOODS, PRE-PACKAGED FOODS)?

Coronaviruses cannot multiply in food – they need a live animal or human host to multiply and survive.

HOW LONG IS IT TO COOK FOOD? TO WHAT TEMPERATURE TO **KILL THE VIRUS?**

This virus is not more resistant to heat than the usual viruses and bacteria found in food. As recommended for good hygiene practice, foods should be thoroughly cooked to at least 70°C.

IN THE LOCKDOWN, I AM SPENDING MUCH MORE TIME ONLINE PLAYING GAMES, SOCIALISING AND STUDYING. SHOULD I BE **WORRIED ABOUT THIS?**

COVID-19 has abruptly pushed many people's daily lives online, and you may be spending even more hours online than before. While online solutions provide huge opportunities for continuing your learning, socializing and playing, you should try to limit the amount of screen time that is not related to your studies or physical activity. This is because you need to be physically active to keep healthy and a positive attitude. In addition, some people are sensitive to flickering lights and may get headaches, nausea, and dizziness, and even seizures if they spend too much time in front of a screen. Therefore it is important to replace some of the recreational screen time with non-screen activities, like listening to music, reading, playing board games, and physical activity, like going for a walk or jog. Excessive gaming can lead to "gaming disorder" that leads to reduced sleep or day-night reversal, loss of appetite, aggression, headaches, and attention problems. If you experience these symptoms, seek help from a medical professional.

WHAT TYPE OF MASK SHOULD CHILDREN WEAR?

Children who are in general good health can wear a non-medical or fabric mask. This provides source control, meaning it keeps the virus from being transmitted to others if they are infected and are not aware that they are infected. The adult who is providing the mask should ensure the fabric mask is the correct size and sufficiently covers the nose, mouth and chin of the child.

Children with underlying health conditions such as cystic fibrosis, cancer or immunosuppression, should, in consultation with their medical providers, wear a medical mask. A medical mask controls spreading of the virus and protection to the wearer, and is recommended for anyone who is at higher risk of getting seriously ill from COVID-19.

SHOULD CHILDREN WEAR A MASK WHEN PLAYING SPORTS OR **DOING PHYSICAL ACTIVITIES?**

Children should not wear a mask when playing sports or doing physical activities, such as running, jumping or playing on the playground, so that it doesn't compromise their breathing. When organizing these activities for children, it is important to encourage all other critical public health measures: maintaining at least a 1-metre distance from others, limiting the number of children playing together, providing access to hand hygiene facilities and encouraging their use.

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HOW SHOULD CHILDREN WEAR A MASK?

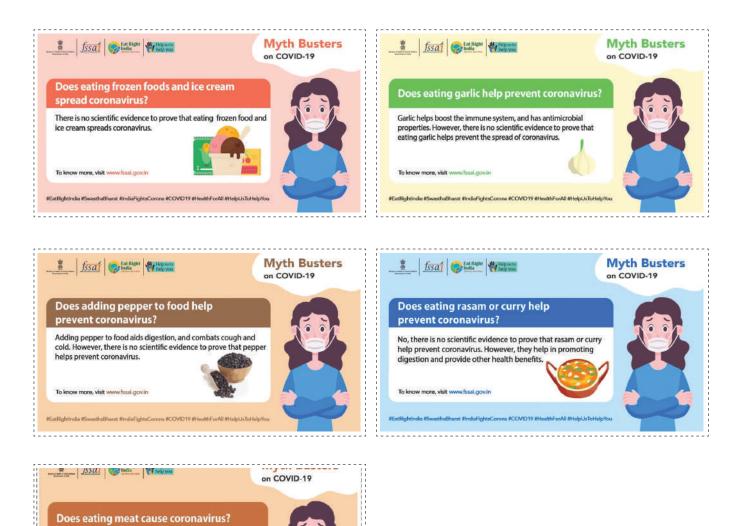
Children should follow the same principles as adults for wearing masks. This includes cleaning hands at least 20 seconds if using an alcohol-based hand rub, or at least 40 seconds if using soap and water, before putting on the mask. Make sure the mask is the right size to cover the nose, mouth and chin. Children should be taught how to wear the mask properly, including not touching the front of the mask and not pulling it under the chin or into their mouth. They should store the mask in a bag or container, and not share the mask with others.

MYTH BUSTER INFOGRAPHICS

There is no scientific evidence to prove that coronavirus can spread through meat. The meat should always be cooked thoroughly and safe food handling practices must be

ed before its consumption

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KEY FACTS ABOUT COVID-19

WHAT IS COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

WHAT ARE THE SYMPTOMS OF COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

HOW DOES COVID-19 SPREAD?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). There is currently no evidence to support transmission of COVID-19 associated with food. The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

WHO IS MOST AT RISK?

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We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes, heart disease or lung disease and immunocompromised individuals, appear to be at a greater risk of developing severe symptoms. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

WHAT IS THE TREATMENT FOR COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

HOW CAN THE SPREAD OF COVID-19 BE SLOWED DOWN **OR PREVENTED?**

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. These include everyday preventive actions such as:

- Washing hands often with soap and water for at least 40-60 seconds.
- Cleaning frequently touched surfaces and objects.
- the used tissue immediately.
- Wearing a face mask.
- Staying at home when sick.
- difficulty.

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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

• Covering mouth and nose with flexed elbow or tissue when coughing or sneezing and disposing off

• Contacting the closest health care provider in case you develop fever with cough and breathing



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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS

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ANNEXURE 1

Cleaning process should be followed by disinfection. The common disinfectants that may be used are

Active Ingredient	Conc./ Dilution	Contact Time	Suitable For	Remarks								
Quaternary Ammonium Compounds			Food Contact Surfaces	After use								
(QACs) such as Benzalkonium chloride		5 – 10 Min	Common touch points	Every two hours								
(BKC), Quaternary Methyl Butyric Acid (QMBA) etc.		_	Food premise	Every four hours								
	500-2000 mg/L	10 minutes or	Food Contact Surfaces	After use or as and when required								
Peracetic or Peroxyacetic acid.	<u> </u>	as per labelling	Common touch points	Every two hours								
		5	Food premise	Every four hours								
			Food Contact Surfaces	After use or as and when required								
Sodium Hypochlorite	5000 ppm (i.e. 0.5%) free chlorine	10 Min	Common touch points	Every two hours								
		free chlorine	free chlorine	free chlorine	free chlorine	free chlorine	free chlorine	free chlorine	free chlorine	free chlorine		Food premise
		2 Min	Food Contact Surfaces	After use or as and when required								
Isopropanol	70%	2 Min	Common touch points	Every two hours								
		30 sec	Hand sanitisation	Every four hours								
		2 Min	Food Contact Surfaces	After use or as and when required								
Ethanol	70%	2 Min	Common touch points	Every two hours								
		30 sec	Hand sanitisation	Every four hours								

Note

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Cleaning process should be followed by disinfection.

Use chemicals as per the direction provided by the manufacturers.

There are more chemical based disinfectants available; this is just a suggestive list.

ANNEXURE 2

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SAMPLE CHECKLISTS FOR SCHOOLS

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CHECKLIST FOR SCHOOL ADMINISTRATORS

Administrators play a key role in ensuring that all the safety protocols are implemented and measures are taken so that students have a safe and healthy learning environment.

S.No.	Activity/Focus Point	Yes	No	Corrective action	Remarks
1.	Classroom, labs, library, canteen, mess etc. being operated at 50% capacity				
2.	Rooms are well ventilated - doors and windsor are kept open				
3.	Adequate supply of face masks, face shields, gloves for security staff				
4.	Adequate supply of face masks, gloves, gowns or aprons, cleaning equipment and disinfectants for cleaning staff				
5.	Adequate supply of running water, hand soap and hand sanitiser on campus				
6.	Cleaning staff cleans and sanitises all campus areas and frequently touched surfaces				
7.	Medical waste management and disposal processes are being followed				
8.	Advisories and signages on social distancing, hand and respiratory hygiene practices and social distancing marks are placed across the campus.				



CHECKLIST FOR CLEANING STAFF

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an integral part of reopening the institute. The cleaning staff plays a major role here in routinely cleaning and disinfecting all campus areas and surfaces that are frequently touched.

	Sample Checklist for Cleaning Supervisor						
S.No.	Activity@fortaeyPoint	Yes	No	Corrective action	Remarks		
1.	Cleaning staff wears masks, gloves and gowns or aprons for all tasks in the cleaning process.						
2.	Cleaning staff washes the uniform on a daily basis.						
3.	Cleaning staff disposes personal protective equipment in the dustbin without contaminating the surrounding area.						
4.	Cleaning staff cleans and sanitises all campus areas and frequently touched surfaces.						
5.	Cleaning staff washes the hands thoroughly or sanitises the hands after completing the tasks.						
6.	Separate storage space identified for clean and unclean utensils and protected from contamination						
7.	Cleaning staff disinfects all cleaning equipment after use and before using in other areas.						

CHECKLIST FOR CANTEEN /MESS STAFF

These checklists include checklists for Raw Material Management, Utensils and Other Equipment, Handling of Cooked Food, Water and Salad, and for Monitoring and Controls.

S.No.	Activity/Focus Point	Yes	No	Corrective action	Remarks
1.	Raw material used in the kitchen are listed and approved				
2.	Raw material purchase system is documented with the criteria for food quality and safety and approved				
3.	Raw material purchase excludes spoilage, pest infestation, fungus or objectionable odours and dirt				
4.	Processed material purchase from identi- fied vendors (ideally approved vendors)				
5.	Raw material storage in proper condition Perishable products at < 10 C; Segregation between raw and processed foods. Animal origin products < 5 C (milk, meat etc.). Frozen Material at - 18 C				
6.	Inventory Control exists with identified expiry/ use before date. Excess materials are not allowed				
7.	Individual raw material storage containers with proper covers and labels				
8.	Inspection system of raw materials to prevent any pest growth like raw cereals and pulses etc.				
9.	No infested material stored in the kitchen and disposal mechanism exists				
10.	Temperature monitoring of equipment storing materials done on daily basis				

S.No.	Activity/Focus Point	Yes	No	Corrective action	Remarks			
1.	Sufficient stainless steel utensils and other wares required for cooking available in proper condition							
2.	Food contact surface does not contaminate food with off smell or odour							
3.	Food contact surface are smooth for cleaning and without any pits, corrosion or foreign matter and is not absorbing moisture							
4.	Equipment allow complete cleaning and draining of water with no water/ food residues holding							
5.	Equipment are identified for the usage to prevent cross contamination, i.e., Containers used for raw material, processed food and waste etc.							
6.	Separate storage space identified for clean and unclean utensils and protected from contamination							
7.	Refrigerators are maintained clean & stuffed & in excess with proper segregation to prevent cross contamination							
8.	Raw material refrigerator must be separate from processed foods							
9.	Equipments have the desired covers for prevention of any unintended contamination of foreign matter, hair, dirt, etc.							
10.	Crack wares are not in use							

,	Checklist for Water and Salads							
S.No.	Activity/Focus Point	Yes	No	Corrective action	Remarks			
1.	Clean/potable water availability for drinking and washing, cleaning as per IS-10500							
2.	Hot water available for washing utensils							
3.	Water taps in proper repaired conditions							
4.	Water used for other requirements in segregated lines, no cross connection. Water distribution lines are identifiable for the type of water							
5.	Ice is prepared from clean potable water							
6.	Drinking water cooler, dispensers are maintained clean and under proper cover with no entry points for pests or dirt.							
7.	Salad are washed in clean drinking water and all visible soil is removed							
8.	Salads are peeled off and dipped in chlorine water as prescribed before chopping							
9.	Separate containers, knives are used for salad after peeling off/ washing.							
10.	Chopped salad is kept at cold temperature(< 10 C) before serving							

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S.No.	Activity/Focus Point	Yes	No	Corrective action	Remarks
1.	Persons serving food are trained in Hygiene and Food Safety Principles with training records				
2.	Persons following proper usage of PPEs				
3.	Canteen crew following personal hygiene practices - No sneezing, no jewelry, trimmed hair nails etc.				
4.	Separate Serving spoons for individual cooke items				
5.	Serving plates, spoons etc. are clean and dry kept at clean surface				
6.	Proper segregation of cooked food from raw fruits and salads				
7.	Cooked food kept at hot temp. (> 60 C) and salad, yoghurt, ice creams etc. to be at < 10 C before serving as applicable.				
8.	The cooked food containers, are properly covered and with separate spoons to prevent any contamination				
9.	Spilled foods are removed carefully				
10.	Leftover food is disposed of as waste immediately				

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Checklist for Moi Activity/Focus Point S.No. The hygiene management system is in 1. place with respect to the formation of the hygiene committees including Managemen Proper training are delivered, evaluated 8 2. recorded for Food Safety and Hygiene Raw material Quality and food safety 3. checks are conducted before purchase, delivery and usage Regular inspection and assessment is 4. done by the Food Safety Committee for Hygiene controls in the kitchen and related areas like wash room Periodical hygiene monitoring checks 5. are conducted for the canteen crew by the Food Safety Committee Periodical checks on the cooked food and 6. water quality are conducted in an external

7.

8.

Checklist for Mointoring and Control								
Activity/Focus Point	Yes	No	Corrective action	Remarks				
The hygiene management system is in place with respect to the formation of the hygiene committees including Management								
Proper training are delivered, evaluated & recorded for Food Safety and Hygiene								
Raw material Quality and food safety checks are conducted before purchase, delivery and usage								
Regular inspection and assessment is done by the Food Safety Committee for Hygiene controls in the kitchen and related areas like wash room								
Periodical hygiene monitoring checks are conducted for the canteen crew by the Food Safety Committee								
Periodical checks on the cooked food and water quality are conducted in an external FSSAI approved laboratory								
All the records and inspection results of food quality and safety are reviewed by the food safety team leader and presented to the management for corrective action								
Management commitment is visible by their presence in the meetings and minutes of meetings are shared in the food safety committee meetings								



ANNEXURE 3 LIST OF POSTERS

PERSONAL HYGIENE AND SURROUNDING HYGIENE How to Protect Yourself and Others

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HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK



S.No.	Activity/Focus Point	Yes	No	Corrective action	Remarks
10.	Certification from FSSAI is done by the management committee				
11.	Key deliverables on the food hygiene standards are tracked and the staff is motivated by recognizing the best employee etc.				

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FIGHT COVID-19



HOW TO HAND WASH



KEEP YOUR DISTANCE

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HOW TO USE SANITIZER?

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ORDER SAFE DURING COVID-19



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PRECAUTIONS FOR CORONAVIRUS

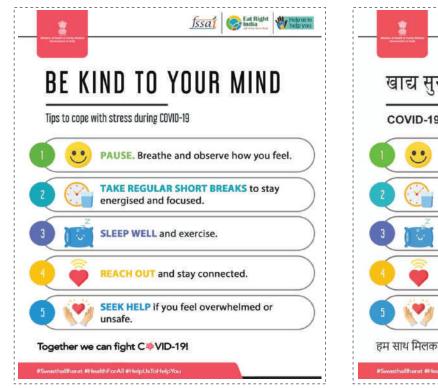


JSSal Stat Right W Help us to India 1 कोरोनावायरस से बचने के लिए बरती जाने वाली सावधानियां घर घर ही रहें अपने हाथों को सावन माल/ टीश पेपर पास होने पर कोहनी का बार घोएं इस्तेमाल करें । सामान/सरफेस को नियमित रूप से साफ सोशल डिसटेंसिंग बना मास्क पहने । स्वस्थ भोजन (हेल्दी कर रखें। फूड) खाएं । और डिसईफेक्ट करें हम साथ मिलकर C. VID- 19 से लंड सकते हैं। #SwasthaBharat #HealthForAll #HelpUsToHelpYou

BE KIND TO YOUR MIND

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STEPS TO KEEP THE KITCHEN AND HOME DISINFECTED DURING COVID-19



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KITCHEN/FOOD HANDLERS RELATED POSTERS



BEST PRACTICES FOR FOOD TRANSPORTATION AND DISTRIBUTION

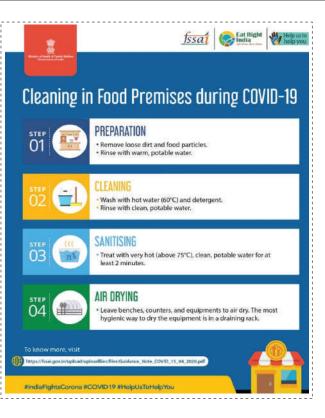


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CLEANING IN FOOD PREMISES DURING COVID-19



GERM HOTSPOTS IN YOUR KITCHEN



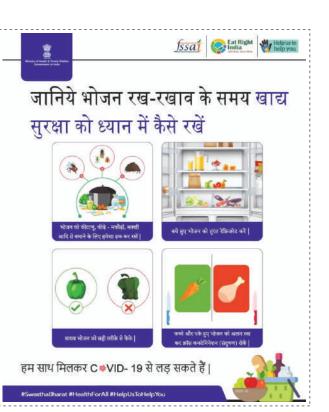
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KEEPING FOOD SAFETY IN MIND WHILE STORING FOOD





POSTER ON FOOD HYGIENE

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KEEPING PACKAGED MILK CLEAN



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IMMUNITY BOOST

56



OMEGA-3 FATTY ACIDS-RICH, PLANT BASED FOODS



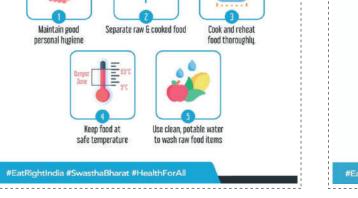
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5 KEYS TO SAFER FOOD









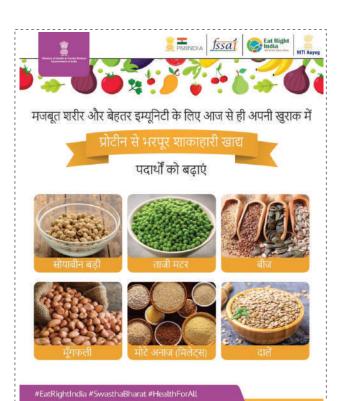


VITAMIN-E RICH, PLANT BASED FOODS



PROTEIN-RICH, PLANT BASED FOODS





PMINDIA

स्वस्थ मांसपेशियों और हृदय के लिए

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गदार्थों को ज्यादा खाएँ

सूरजमुखी के बीज

#EatRightIndia #SwasthaBharat #HealthForAll

Jssai 🚱 Eat R

VITAMIN B6-RICH, PLANT BASED FOODS



VITAMIN B-RICH, PLANT BASED FOODS



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IRON-RICH, PLANT BASED FOODS



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VITAMIN C-RICH, PLANT BASED FOODS



CALCIUM-RICH, PLANT BASED FOODS





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आज से ही अपनी खुराक में

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FOOD SAFETY AND HYGIENE GUIDELINES FOR SAFE REOPENING OF SCHOOL CANTEEN/MESS



