

# HEALTH CODE PROCEDURES



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## HEALTH CODE

All SFC personnel will communicate health concerns and maintain good personal hygiene practices.

## POLICY

### HEALTH AND PERSONAL HYGIENE

**Procedure:** All Staff Must:

#### **Grooming:**

1. Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a period of 20 seconds, following Handwashing SOP:
  - When entering the center before work begins.
  - Immediately before preparing food or handling equipment.
  - As often as necessary during food preparation when contamination occurs.
  - Before putting on gloves to start a task that involves working with food or people.
  - In the restroom after toilet use and when you return to your work station.
  - When switching between working with raw foods and ready-to-eat or cooked foods.
  - After touching face, nose, hair, or any other body part, and after sneezing or coughing.
  - After cleaning duties.
  - Between each task performed and before wearing disposable gloves.
  - After smoking, eating, or drinking.
  - Any other time an unsanitary task has been performed –i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.
2. Wash hands only in hand sinks designated for that purpose.
3. Dry hands with single use towels. Turn off faucets using a paper towel, in order to prevent recontamination of clean hands.

#### **Illness**

1. Report any flu-like symptoms, diarrhea, jaundice, sore throat with fever, uncovered open wound with fluid, boils, and/or vomiting to the unit supervisor. Employees with these symptoms will be sent home with the exception of symptoms from a noninfectious condition. ; Employees could be re-assigned to activities so that there is no risk of transmitting a disease through food.
2. Instances of illness or recent exposure to Coronavirus, Norovirus, Hepatitis A, Nontyphoidal Salmonella, Salmonella Typhi, Shigella, or Shiga Toxin-producing Escherichia Coli Must Be reported to your supervisor. Exclude the staff member if diagnosed with an infection from

Norovirus, Hepatitis A, Nontyphoidal Salmonella, Salmonella Typhi, Shigella, or Shiga Toxin-producing Escherichia Coli.

### **Coronavirus**

**Symptoms, Assessment, and Treatment:** Reported illnesses have ranged from **mild symptoms to severe illness** and death for confirmed coronavirus disease 2019 (COVID-19) cases.

Symptoms may appear **2-14 days after exposure:**

- Fever
- Cough
- Shortness of breath
- People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

If a guest is exhibiting symptoms, contact their healthcare provider immediately for further instructions. Make sure you keep a distance of 6 feet. If you have access to masks, ensure the person with symptoms wears one until further direction of a healthcare provider. **We expect more guidance on both facility and street-based protocols for those with potential infections. We will share it when available.**

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

### **Cuts, Abrasions, and Burns**

1. Bandage any cut, abrasion, or burn that has broken the skin.
2. Cover bandages on hands with gloves and finger cots, and change as appropriate.
3. Inform your supervisor of all wounds.

### **Management will:**

1. Monitor to ensure staff are following proper hygiene requirements when they report to work.
2. Maintain signed statements from staff agreeing to report illness.
3. Post signs reminding staff to notify managers when sick.
4. Work with local regulatory agency to monitor reportable illnesses.
5. Follow up as necessary.

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## VOLUNTEERS

For all services, the following strategies should be implemented:

- Ask volunteers and staff to stay home if they are sick.
- Ask volunteers and staff to avoid contact with ill people.
- Require your volunteers and staff to wash their hands before their shift with soap with warm water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol after washing hands and before putting on gloves.
- Ask volunteers and staff to avoid touching their face.
- Clean and disinfect frequently used equipment and surfaces such as sign-in stations, door knobs, light switches, and phones regularly throughout the day.

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## HOMELESS PROGRAM

The following are strategies to prevent and address potential virus and infections among those experiencing homelessness, and how to keep staff safe.

### **Prevention**

**Tips for both staff and guests include:**

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Post handwashing signs throughout site and provide training on good hand hygiene for staff and clients
- For facilities, install and distribute hand sanitizer with at least 70% alcohol content throughout your facility.
- For staff at satellite sites or drivers, distribution of hand sanitizer with at least 70% alcohol content and promote its use to staff.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Report any suspicious cuts, rashes, abrasions, paleness, sweatiness or other signs of illness
- Ensure staff have access to disposable gloves and know how to use and discard safely.
- Get a flu shot. Since COVID-19 disease symptoms may mimic influenza, getting immunized for flu is very important.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Avoid touching your eyes, nose, and mouth. Promote this among guests and fellow staff.
- If you're sick, stay at home. Experts recommend that staff who have symptoms of acute respiratory illness stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at

least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

- Facemasks should be used only by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.

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## PANTRY PROGRAM

At all pantry sites, the LA Regional Food Bank California Association of Food Banks recommend the following strategies to be implemented:

- If our agency is a client choice model consider changing to a pre-bag model. Bags can be passed out quickly and less persons touch the food items.
- If our site remains a client choice model pantry then clients are required to wash hands and wear gloves before selecting food items.
- Advise sick clients to stay home and ask a friend or neighbor to pick up their groceries.
- Limit the amount of people in the pantry space. If the pantry is held indoors, consider holding it outside contingent on weather conditions.
- Have a volunteer or staff member responsible for cleaning tables, counters, carts, door knobs, pens, and computer stations during distribution time

Always check with trusted sources for the latest accurate information

- Los Angeles County Department of Public Health  
<http://www.publichealth.lacounty.gov/media/>
- California Department of Public Health  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/DCDC.aspx>